

**VILLAGE OF FLORIDA PLANNING BOARD  
SUBDIVISION APPLICATION  
SKETCH/PRELIMINARY/MINOR SUBDIVISION  
PLEASE TYPE OR PRINT LEGIBLY**

DEADLINE FOR NEW SUBMISSIONS IS NO LATER THAN 12:00 PM –15 CALENDAR DAYS PRIOR TO THE NEXT REGULARLY SCHEDULED MEETING. COMPLETE APPLICATIONS WILL BE PLACED ON THE NEXT **AVAILABLE** AGENDA.

**APPLICANT MUST PROVIDE THE FOLLOWING:**

- ONE ORIGINAL SET OF ALL PAPERWORK AND/OR PLANS
- PLANS IN PDF FORM VIA EMAIL ([Building@Villageoffloridany.org](mailto:Building@Villageoffloridany.org)) OR CD (EMAIL PREFERRED)
- APPLICATION FEE (CHECK PAYABLE TO THE VILLAGE OF FLORIDA)
- ESCROW FEE (CHECK PAYABLE TO THE VILLAGE OF FLORIDA)
- WRITTEN NARRATIVE DESCRIBING PROPOSED PROJECT I.E. PROPOSED USE, ANTICIPATED TRAFFIC FLOW, PARKING, NUMBER OF EMPLOYEES, HOURS OF OPERATION, LIGHTING, LANDSCAPING, ETC,
- ENVIRONMENTAL ASSESSMENT FORM
- DISCLOSURE ADDENDUM STATEMENT
- NOTARIZED PLANNING BOARD DISCLAIMER STATEMENT
- AGRICULTURAL DATA STATEMENT IF APPLICABLE, ACCOMPANIED BY A STAMPED ADDRESSED ENVELOPE TO EACH IDENTIFIED OPERATION ALONG WITH COPIES OF THE TAX MAP INDICATING LOCATION OF PROPOSED ACTION TO THE FARMING OPERATION.
- NOTARIZED OWNERS AUTHORIZATION FOR REPRESENTATIVE TO ACT OF HIS/HER BEHALF (IF APPLICABLE)
- PLAN ELEMENT CHECKLIST

PLEASE NOTE: APPLICATION WILL BE DEEMED INCOMPLETE IF ALL INFORMATION, FEES AND CORRECT AMOUNT OF COPIES ARE NOT PROVIDED.

**VILLAGE OF FLORIDA  
PLANNING BOARD  
MINOR SUBDIVISION APPLICATION**

DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

**OWNER OF PROPERTY (IF DIFFERENT)**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**PERSON WHO IS RESPONSIBLE FOR ANY FEES INCURRED AND WHO IS TO  
RECEIVE STATEMENTS:**

NAME \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CONTACT PHONE # \_\_\_\_\_

PROPERTY DESCRIPTION:

TAX MAP: SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_

SQUARE FOOTAGE/ACREAGE \_\_\_\_\_ PRESENT ZONING \_\_\_\_\_

NAME OF PROJECT \_\_\_\_\_

INTENDED USE \_\_\_\_\_  
\_\_\_\_\_

NUMBER OF LOTS \_\_\_\_\_

PROJECT ENGINEER \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ LICENSE# \_\_\_\_\_

PROJECT ATTORNEY \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

Please check all applicable permits required for the proposed project:

- Site Plan
- Subdivision
- Conditional Use Permit
- Architectural Review
- Area Variance
- Use Variance
- NYSDEC/ACOE Wetlands Permits
- NYSDOT
- Sign Permit

Please provide any existing approvals or determinations from the Zoning Board of Appeals or other outside agency.

Is the project site located within 500 feet of:

A municipal boundary?	YES	NO
Boundary of an existing or proposed county or state park?	YES	NO
Right of way of any county or state road or highway?	YES	NO
Stream or drainage channel?	YES	NO
County or state-owned land on which a public building or institution is situated?	YES	NO
Boundary of a farm operation located in an agricultural district	YES	NO

**PRESUBMISSION  
PLAN ELEMENT CHECKLIST FOR  
PRELIMINARY AND MINOR SUBDIVISION**

PROJECT NAME: \_\_\_\_\_

The following checklist items shall be incorporated on the Subdivision Plat prior to consideration of being placed on the Planning Board Agenda.

1. \_\_\_ Name and address of applicant.
2. \_\_\_ Name and address of owner (if different from applicant).
3. \_\_\_ Subdivision location.
4. \_\_\_ Tax Map Data (Section-Block-Lot)
5. \_\_\_ Location map at a scale of 1"= 2,000 ft. or less on a tax map or USCGS map base only with property outlined.
6. \_\_\_ Zoning table showing what is required in the particular zone and what applicant is proposing. A table is to be provided for each proposed lot.
7. \_\_\_ Show zoning boundary if any portion of proposed site is within or adjacent to a different zone.
8. \_\_\_ Date of plan preparation and/or plan revisions.
9. \_\_\_ Scale the plan is drawn to (Max 1" = 100')
10. \_\_\_ North arrow pointing generally up.
11. \_\_\_ Planning Board Approval Box near lower right corner of plans (2 1/2"x4") for stamping.
12. \_\_\_ Plan legend (symbols & labels)
13. \_\_\_ Surveyor's and Engineer's Certificate and Title Block.
14. \_\_\_ Surveyor's seal and signature
15. \_\_\_ Adjoining lot tax section block and lot with record owner
16. \_\_\_ \*Wetlands and required buffer zone with an appropriate note regarding DEC or ACOE requirements as applicable
17. \_\_\_ Delineation of soil unit boundary lines from Orange County Soils Survey
18. \_\_\_ Delineation of wooded areas and isolated trees with diameters of 12 inches or greater measured 3 feet up from base of trunk. Showing clearing limits
19. \_\_\_ Agricultural activity warning notes, if applicable.

20. \_\_\_ \*Flood plain boundaries
21. \_\_\_ \*Certified sewage system and water supply design and placement by a Licensed Professional Engineer must be shown on plans.
22. \_\_\_ Metes and bounds of parcel
23. \_\_\_ Name and width of adjacent streets; the road boundary is to be a minimum of 25 ft. from the physical center line of the street with dedication offerings as required.
24. \_\_\_ Show existing or proposed easements (note restrictions).
25. \_\_\_ \*Right-of-way width and Rights of Access and Utility Placement.
26. \_\_\_ \*If applicable, road profile and typical section of type(s) of road proposed. Indicate any desired waivers (sidewalks, street trees, street lampposts, etc.)
27. \_\_\_ Lot area (in sq. ft. for each lot less than 2 acres).
28. \_\_\_ Number of lots including residual lot.
29. \_\_\_ Show any existing waterways, including intermittent streams.
30. \_\_\_ A note stating a road maintenance agreement is to be filed in the County Clerk's Office where applicable.
31. \_\_\_ Applicable note pertaining to owners review and concurrence with plat together with owner's signature.
32. \_\_\_ Show improvements, i.e, drainage systems, water lines, sewer lines etc.
33. \_\_\_ Show all existing houses, accessory structures, wells and septic systems on and within 200ft. of the parcel to be subdivided.
34. \_\_\_ Show topographical data with 2 ft. contours extending 100' from property line utilizing USGS datum.
35. \_\_\_ Indicate any reference to a previous subdivision, i.e, filed map number, date and previous lot number.
36. \_\_\_ \*Stormwater Management and Erosion and Sedimentation Control Plans.
37. \_\_\_ If a private road, Village Board approval of name is required, and notes on the plan that no Village services will be provided and a street sign (per Village specs) is to be furnished and installed..

**The following is to be included in the Project Narrative.**

38. \_\_\_ Number of acres to be cleared or timber harvested.
39. \_\_\_ Estimated or known cubic yards of material to be excavated and removed from the site.
40. \_\_\_ Estimated or known cubic yards of fill required.
41. \_\_\_ The amount of grading expected or known to be required to bring the site to readiness including manner and location of topsoil storage
42. \_\_\_ Type and amount of site preparation which falls within the 100 ft. buffer strip of State Wetlands. Please explain in sq. ft. or cubic yards.

43. \_\_\_ Any amount of site preparation within a 100-year floodplain or any water course on the site. Please explain in sq. ft. or cubic yards.

44. \_\_\_ Check here if sketch plan conference is requested.

**Checklist items marked with \* can await results of Sketch Plan conference.**

Mark "N/A" for non-applicable items.

The plan for the proposed site has been prepared in accordance with this checklist.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Licensed Professional

This list is designed to be a guide ONLY. The Village of Florida Planning Board may require additional notes or revisions prior to granting approval.

**OWNER AUTHORIZATION**

**State of New York  
County of Orange**

I \_\_\_\_\_

Owner

residing at \_\_\_\_\_

Owner Address

being the owner of the premises \_\_\_\_\_

Property Location

Also known as Tax Map # \_\_\_\_\_

Tax Map#

Hereby authorize \_\_\_\_\_

Agent

Whose mailing address is \_\_\_\_\_

Agent Address

To appear on my behalf before the Planning Board of the Village of Florida, and to file any documents required with reference to my application for:

\_\_\_\_\_

I hereby allow my agent, whose name appears above, to act on my behalf and I further agree to abide by any requirements imposed by the Board as a condition of any approval and shall be responsible for any fees that remain unpaid by the applicant.

\_\_\_\_\_

Owner Signature

Sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_, 201\_\_\_\_\_

\_\_\_\_\_

Notary Public



**DISCLOSURE ADDENDUM STATEMENT TO APPLICATION,  
PETITION AND REQUEST**

Mindful of the provisions of Section 809 of the General Municipal Law of the State of New York, and of the Penal provisions thereof as well, the undersigned applicant states that no State Officer, Officer or Employee of the Village of Florida, or Orange County, has any interest, financial or otherwise, in this application or with, or in the applicant as defined in said Statute, except the following person or persons who is or are represented to have only the following type of interest, in the nature and to the extent hereinafter indicated:

\_\_\_\_\_ NONE  
\_\_\_\_\_ NAME, ADDRESS, RELATIONSHIP OR INTEREST  
\_\_\_\_\_ (Financial or otherwise)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This disclosure addendum statement is annexed to and made a part of the petition, application and request made by the undersigned applicant to the following Board or Officer of the Village of Florida.

\_\_\_\_\_ VILLAGE BOARD  
\_\_\_\_\_ PLANNING BOARD  
\_\_\_\_\_ ZONING BOARD OF APPEALS  
\_\_\_\_\_ BUILDING INSPECTOR  
\_\_\_\_\_ OTHER

\_\_\_\_\_ DATED

\_\_\_\_\_ INDIVIDUAL APPLICANT

\_\_\_\_\_ CORPORATE APPLICANT

\_\_\_\_\_ (PRES.) (PARTNER) (VICE PRES.)  
\_\_\_\_\_ (SEC) (TREASURER)

**PLANNING BOARD DISCLAIMER STATEMENT**  
**TO APPLICANTS**

The applicant is advised that the Village of Florida Village Code which contains the Village's Zoning Law, is subject to amendment. Submission of an application to the Board does not grant the applicant any right to continued review under the code's current standards and requirements. It is possible that the applicant will be required to meet changed standards or new code requirements made while the application is pending.

An approval by this Board does not constitute permission, nor grant the right to connect to or use municipal services such as sewer, water or roads. It is the applicant's responsibility to apply for and obtain the Village of Florida and other agency approvals not within this Board's authority to grant.

The Applicant represents that the statements made in the application are true and acknowledges that any materially false statement may result in denial of the application or the revocation of any permit or approval issue in reliance on such false statement.

The applicant hereby acknowledges, consents, and agrees to the above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name (Printed)

\_\_\_\_\_  
Applicant's Signature

State of New York  
County of Orange

I hereby depose and say that all the above statements and information, and all statements and information contained in the supporting documents and drawings attached hereto are true, that the application rules have been read and the requirements therein set forth are fully met. Further, I understand that compliance with the Village of Florida Zoning Ordinance and the Subdivision Regulations shall be the sole responsibility of the applicant and the owner or their representatives, and that compliance with the subject matter contained therein shall be deemed part of this application.

\_\_\_\_\_  
Signature of Applicant

Sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>	YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, are adjoining or near the proposed action:				
5.     Urban           Rural (non-agriculture)           Industrial           Commercial           Residential (suburban)				
<input type="checkbox"/> Forest           Agriculture                           Aquatic           Other(Specify):				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest    Agricultural/grasslands    Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban    Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		

Project:

Date:

***Short Environmental Assessment Form  
Part 2 - Impact Assessment***

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing:		
a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Project:

Date:

### ***Short Environmental Assessment Form Part 3 Determination of Significance***

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (if different from Responsible Officer)