

## MINOR SUBDIVISION REVIEW PROCESS

The Planning Board Chairman and Code Enforcement Officer administers the minor subdivision application and review process for the Town of Great Valley. The local law adopted by the Great Valley Town Board on the 11<sup>th</sup> day of June, 1990, states “Subdivision -the division of any parcel of land into two or more lots or other division of land by deed, land contract or other conveyance for the purpose, whether immediate or future, or transfer of ownership or building development. This definition shall be deemed to include townhouse or condominium developments where the lands are held in common and no transfer of ownership is involved.”

The local law also provides for a “Minor Subdivision” process allowing a simpler review if the subdivision involves 4 or fewer lots all having frontage on an existing road and otherwise meeting all the other requirements of the Town Law and Zoning Laws can be handled exclusively by the Planning Board. If there are any irregularities, the services of the Town Engineer may be required and, therefore, his service charges would be the responsibilities of the applicant. A Minor Subdivision should consist of the following items:

1. Divide a parcel into 4 or fewer lots
2. All lots front on an existing road
3. Lot size conforms with the Town of Great Valley Zoning Law
4. Lots are of sufficient size to meet Catt. County Heath Dept. requirements for sewage disposal and water supply.

To enable proper review of your application and to assist you in a timely manner, please read the following:

- A. To ensure that you understand the Minor Subdivision process and the various elements of the application process, applicants or the design professionals shall meet with the Code Enforcement Officer to discuss your proposed project prior to the submittal of a Minor Subdivision application package. Appointments can be scheduled by calling the Code Enforcement Officer, Rob Germain at 716-945-4200.
- B. Minor Subdivision application package may be obtained from the Town Clerk’s Office. Upon submission, the application package must contain a completed Letter of Intent to Subdivide and a completed Part 1 of the State Environmental Quality Review (SEQR) Short Environmental Assessment Form.
- C. To guarantee that your application will be placed on the agenda for the next regularly scheduled Planning Board meeting, it is important that your Minor Subdivision application be received in the Town Clerks Office no later than 14 days prior to the meeting. The Planning Board typically meets on the second Wednesday of each month. You may contact the Town Clerk for meeting and deadline dates appropriate to your needs.
- D. Any variances that may be required from the Zoning Board of Appeals must be obtained prior to final action on a Minor Subdivision application.

Attached you will find the application package, which includes the Letter of Intent to Subdivide form and Part I of the Environmental Assessment Form. Please familiarize yourself with these materials and schedule your pre-submittal appointment through the Code Enforcement Officer at your earliest convenience. We look forward to assisting you. Should you have any questions regarding this process or the application requirements, please do not hesitate to contact the Code Enforcement Officer.

**Thank you for your cooperation.**

**LETTER OF INTENT TO SUBDIVIDE**

The undersigned hereby applies for approval of a subdivision in accordance with Article II, Section 2 of the Town of Great Valley Land Subdivision Regulations, and represents and states as follows:

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

APPLICANT \_\_\_\_\_ PH \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PROPERTY OWNER \_\_\_\_\_ PH \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

1. SBL# \_\_\_\_\_ EXISTING ZONING \_\_\_\_\_

2. THE TOTAL AREA OF THE SUBDIVISION IS \_\_\_\_\_ ACRES.

3. THE LAND IS LOCATED ON THE \_\_\_\_\_ (N,S,E,orW) SIDE OF \_\_\_\_\_ (ROAD), APPROXIMATELY \_\_\_\_\_ (FEET) \_\_\_\_\_ (N,S,E,orW) OF THE INTERSECTION WITH \_\_\_\_\_ (ROAD). ATTACH A LOCATION MAP IF NECESSARY, FOR CLARITY.

4. THE ENTIRE LAND UNDER APPLICATION (ALL ADJOINING LAND OWNED BY THE APPLICANT SHALL BE INCLUDED), AND THE PROPOSED SUBDIVISION OF THAT LAND IS DESCRIBED IN THE MAP ATTACHED TO THIS APPLICATION. THE MAP CONTAINS THE FOLLOWING INFORMATION:

- A. Map shall be drawn to scale and shall be reasonably accurate. Initially the Cattaraugus County GIS mapping can be used to depict proposal. Final submission requires a plat map from a licensed surveyor.
- B. All proposed lots or parcels are clearly shown and the area of each is clearly marked.
- C. All streams or other bodies of water are approximately located.
- D. All existing and or proposed structures are shown (approximately located).
- E. Existing and proposed streets are clearly shown.
- F. Any other information the applicant feels is pertinent.

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

BY: \_\_\_\_\_ (SIGNATURE-TITLE)

**TO BE COMPLETED BY THE TOWN OF GREAT VALLEY**

FILE# \_\_\_\_\_

DATED RECEIVED \_\_\_\_\_ BY \_\_\_\_\_  
APPLICATION DEADLINE \_\_\_\_\_ PRE-SUBMITTAL APPOINTMENT \_\_\_\_\_  
PLANNING BOARD MEETING DATE \_\_\_\_\_  
CATTARUAGUS COUNTY REFERRAL REQUIRED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_  
SEQR DETERMINATION TYPE 1 UNLISTED \_\_\_\_\_ TYPE 2 \_\_\_\_\_ DATE OF DECISION \_\_\_\_\_  
PLANNING BOARD APPROVAL DATE \_\_\_\_\_  
SUBDIVISION EXPIRATION DATE \_\_\_\_\_

APPROVALS REQUIRED:      SITE PLAN     SPECIAL USE PERMIT  
   ZONING AMMENDMENT     MINOR SUBDIVISION

\_\_\_\_\_ Proposal is classified as a Major Subdivision. Please prepare a Preliminary Plat for submission to the Planning Board in compliance with Article II, Section 3 of the Great Valley Land Subdivision Regulations.

\_\_\_\_\_ Proposal is classified as a Minor Subdivision with a potentially major impact on the orderly growth and development of the Town. Please prepare a Preliminary Plat for submission to the Planning Board, in compliance with Article II, Section 3 of the Great Valley Land Subdivision Regulations.

\_\_\_\_\_ Proposal is classified as a Minor Subdivision and this application is approved subject to any or all conditions listed below:

1. Any state of facts that an accurate, currently dated survey, or an inspection of the property would show.
2. Any defect in title to the property.
3. Health Department approval of water supply and sewage disposal systems.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
  Chairman, Town Planning Board

NOTES:  
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