



TOWN OF HARRISON SUBDIVISION APPLICATION INSTRUCTIONS



The Town of Harrison Planning Board meetings are held once a month, on the fourth Tuesday, at 7:30 PM at the Municipal Building, 1 Heineman Place, Harrison, NY.

The submission deadline is 21 days prior to the Planning Board meeting. New subdivision applications that have been deemed complete will be placed on the agenda in the order they are received.

Pre-Submission:

Prior to the formal submission of the subdivision, a pre-submission conference shall be conducted with the Town Planner. This conference will serve to educate the applicant on the process he/she must follow, clarify the information required to submit a complete subdivision application, and to highlight any specific areas of concern. You may arrange a pre-submission conference through the Planning Board Secretary at (914) 670-3077.

Submission Requirements:

At least 21 days prior to the Planning Board meeting, the subdivision application shall be submitted to the Planning Board Secretary as follows:

12 collated sets of the application package. All subdivisions shall be signed, sealed and folded with the title box legible. The application package shall include:

- Subdivision and supporting plans, as established during the pre-submission conference.
- Subdivision application form, signed and notarized.
- SEQR Environmental Assessment Form.
- 4 Full Size Drawings and 8 11x17 Drawings.
- All supplemental studies, reports, plans and renderings.
- Copy of the current deed.
- Copies of all easements, covenants and restrictions.
- The appropriate fee, determined from the attached fee schedule. Make checks payable to the *Town of Harrison*.

Applications determined to be incomplete with respect to the Town of Harrison Subdivision Regulations, will **not** be placed on the Planning Board agenda. No subdivision will be considered for approval without first being certified as complete.

Subdivision Plan Components:

Subdivisions shall be prepared in conformance with §204-10 (Sketch Plan) §204-15 (Preliminary Plat), and §204-19 (Final Plat) of the Town of Harrison Subdivision Regulations, and unless specifically waived during the pre-submission conference, shall include the following:

Required Sketch Plan Data (§204-10):

1. The location of sections to be subdivided and their priority in relation to the entire subdivision tract, and the distance to the nearest existing street intersection.
2. All existing structures, wooded areas, marshes, lakes, ponds, streams, wetlands and other significant physical features, including contours of not more than ten-foot intervals in the subdivision and within 200 feet of its boundaries.
3. The name of the landowner and subdivider, including members of any corporation or similar agency; and the name of all adjoining property owners as disclosed by the most recent municipal tax records.
4. The Tax Map sheet, block and lot numbers, if available, or signed land survey.
5. All utilities available, and all streets which are either proposed, mapped or built.
6. The proposed pattern of lots, including typical lot width and depth, street layout, recreation areas, systems of drainage, sewerage and water supply within the subdivided area.
7. All existing restrictions on the use of land, including easements, covenants or zoning district lines.
8. A tabulation of the requirements of the Zoning Ordinance indicating compliance with requirements of the ordinance or areas that do not comply with the

Preliminary Plat Mapping Requirements §204-15:

Existing Site Conditions:

1. Title Block
2. Plan date and revisions
3. Scale and north arrow
4. Professional seal
5. Key map.
6. Boundaries of surrounding properties and adjacent subdivisions
7. Other boundary lines (municipal, districts, etc.) as required.
8. Topographic contours
9. Existing site conditions
10. Other rights-of-way and easements on the subdivision and within 200' of its boundaries
11. All drainage facilities on the subdivision and within 200' of its boundaries

12. All utility structures on the subdivision and within 200' of its boundaries
13. All marshes, lakes, ponds, streams, wetlands, land subject to periodic or occasional flooding and similar features on the subdivision and within 200' of its boundaries
14. Wooded areas and single trees with a diameter of eight (8) inches or more measures three (3) feet above the base of the trunk.
15. Test hole data.

Proposed Development

1. Street layout
2. Lot Layout
3. Preliminary stormwater drainage system
4. Preliminary sanitary sewer plan
5. Stormwater retention plan
6. Integrated Plot Plan

Final Plat Mapping Requirements (§204-19):

1. 204-19A drawing requirements
2. Title block
3. Notations
4. Key map
5. Boundary lines
6. Streets, lots and easements
7. Water supply system
8. Sanitary waste disposal system
9. Monuments