

**Town of Guilford  
223 Marble Road  
Guilford, NY 13780  
Phone: (607) 895-9966 Fax: (607) 895-6042**

Dear Applicant:

This letter accompanies a packet of subdivision materials used in the Town of Guilford.

Once any subdivision is approved by the Guilford Planning Board and the Guilford Town Board, it must be filed with the Chenango County Clerk. Before the Clerk's office will accept the subdivision, you must have completed a survey of the property (not just a sketch).

If you wish, you may submit a well-executed sketch to the Planning Board prior to undertaking a survey. You must, however, submit a completed survey to the Planning Board before a subdivision application can be considered.

If you have questions, please call the Guilford Town Clerk, Gail Hoffman, at 895-9966 or Robert Davis, Chairman of the Planning Board at 895-6390.

Sincerely,

Town of Guilford Planning Board

# Subdivision Submission Form

Guilford Planning Board  
223 Marble Road,  
Guilford, NY 13780

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Tax map Number: \_\_\_\_\_

Property Code: \_\_\_\_\_

\_\_\_ Simple Division (2 Lots) \_\_\_ Minor Sub.(2 to 4 Lots) \_\_\_ Major Sub.(5 or More)

Description of Proposed Action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by,

\_\_\_\_\_  
(Name, Title)

Return Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone #:

\_\_\_\_\_

E-Mail:

\_\_\_\_\_

617.20  
**Appendix B**  
*Short Environmental Assessment Form*

**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?			<b>NO</b>	<b>YES</b>
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.			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			<b>NO</b>	<b>YES</b>
If Yes, list agency(s) name and permit or approval:			<input type="checkbox"/>	<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, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

		NO	YES	N/A
5. Is the proposed action,	a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Consistent with the adopted comprehensive plan?	<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"/>	<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"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Are public transportation service(s) available at or near the site of the proposed action?		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		<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"/>
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"/>	<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"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Is the proposed action located in an archeological sensitive area?		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<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?			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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: _____		<input type="checkbox"/>	<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 <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> 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"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?			NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,			NO	YES
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/> NO <input type="checkbox"/> 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 result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. 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 AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** 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?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** 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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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)

**PRINT**

**TOWN OF GUILFORD SUBDIVISION OF LAND  
CHECKLIST FOR SKETCH PLAN REVIEW**

- 1) Obtain Subdivision Submission Packet from Guilford Town Clerk, Gail Hoffman. 223 Marble Road, Guilford, NY 13790. Phone: 895-9966.  
Business Hours: Mon. 9AM – 1PM; Tues 9AM – 1PM and 4 – 6:30PM; Wed. 9AM– 1PM; Fri. 9AM – 1PM; and Sat. 9AM -12 noon.  
Your packet will include: the Subdivision Submission Form; Short Environmental Assessment Form and the Sketch Plan Map Sample and Key
  
- 2) Contact Shane Butler at the Chenango Planning Dept. Phone: (607) 337-1640  
Shane or another Planning Dept. staff member will provide you with:
  - Aerial Map of the Subdivision
  - Adjoining Property Owners' Names
  - Tax Map, Block and Lot Numbers
  - Location of Property
  - Confirmation of Whether Your Parcel is in or within 500 feet of an Agricultural District    **Yes    No**  
If yes, check the Agriculture box under #4 on the Environmental Assessment Form and list the District's #
  - Whether Your Parcel is within 500 feet of a Town or County Line    **Yes    No**  
If yes, check the box for Other (see #4) on the Environmental Form and describe
  - Whether Your Parcel is within 500 feet of a County or State Road    **Yes    No**  
If yes, check the box for Other (see #4) on the Environmental Form and describe
  - Whether Your Parcel is within 500 feet of a State/ County Park or other Recreation Area    **Yes    No**  
If yes, check the box for Parkland (see #4) on the Environmental Form and describe
  - Whether Your Parcel is within 500 feet of a State/County Drainage-way or Watercourse    **Yes    No**  
If yes, check the box for Other (see #4) on the Environmental Form and describe.
  - Whether Your Parcel is within 500 feet of State/ County owned land on which a public building or institution is located    **Yes    No**  
If yes, check the box for Other (see #4) on the Environmental Form and describe.
  - Whether the subdivision site is located in or adjoins a state-listed Critical Environmental Area    **Yes    No**
  - Check the appropriate box on Question #7
  
- 3) While at the County Office Building, also visit the Tax Map Dept. and get a Stamped Tax Map of the Parcel to be Subdivided.
  
- 4) With this information, you are ready to put your application together. Be sure to

include five copies of:

- Subdivision Submission Form
- Stamped Chenango County Tax Map of Parcel to be Subdivided
- Aerial Map of the Subdivision
- Completed Short Environmental Assessment Form (You may skip questions #5 and 15 as well as Parts 2 and 3)
- Sketch Plan Map (Size: 8 ½ x 11 inches) See sample and key in your packet or preferably submit a completed survey.

Please note: Guilford Subdivision Regulations specify that “a lot should not be four times longer than its width.” Please bear this in mind as you are preparing your subdivision plan.

- 5) Once your application is complete, you may deliver it or mail it to Gail Hoffman at the Guilford Town Board Offices. An application fee is due at this time.
- 6) An application must be received by the Town Clerk at least ten calendar days before a Planning Board meeting to be considered at that meeting.
- 7) If you have questions at any point in the application process, please call the Town Clerk at 895-9966.



**SIMPLE DIVISION**

2 Lots

Application to Planning Board

**Sketch Plan**

Review by Planning Board

Town Board Decision

**Filed with County Clerk**

**MINOR SUBDIVISION**

2 to 4 Lots

Application to Planning Board

**Sketch Plan**

Submitted 10 Days prior to Planning Board Meeting

Review by Planning Board

State Environmental Quality Review (SEQR) Sent to Applicant.

**Preliminary Plat**

Shall be submitted within 6 mo. of sketch plan

SEQR form  
Percolation Test Results  
And Preliminary Plat  
Submitted 10 days prior to Planning Board Meeting.

Review by Planning Board

Within 62 days Planning Board will hold Public Hearing.

Within 62 days after Public Hearing, Planning Board will send to Town Board its recommendations for their decision.

Approval good for 180 days

**Filed with County Clerk**

**MAJOR SUBDIVISION**

5 or more Lots

Application to Planning Board

**Sketch Plan**

Submitted 10 Days prior to Planning Board Meeting

Review by Planning Board

State Environmental Quality Review (SEQR) Sent to Applicant.

**Preliminary Plat**

Shall be submitted within 6 mo. of sketch plan

SEQR form  
Percolation Test Results  
And Preliminary Plat  
Submitted 10 days prior to Planning Board Meeting.

Review by Planning Board

Within 62 days Planning Board will hold Public Hearing.

Within 62 days after Public Hearing, Planning Board will send to Town Board its recommendation for their decision.

**Final Plat**  
Approved By Town Board

**Filled with County Clerk**

**TOWN OF GUILFORD**

**SUBDIVISION CHARGES**

<b>Type of Subdivision</b>	<b># of Lots (including the original)</b>	<b>Charge</b>
<b>Simple</b>	<b>Two</b>	<b>\$25</b>
<b>Minor</b>	<b>Three</b>	<b>\$50</b>
<b>Minor</b>	<b>Four</b>	<b>\$75</b>
<b>Minor</b>	<b>Five</b>	<b>\$100</b>
<b>Major</b>	<b>Six</b>	<b>\$125</b>
<b>Major</b>	<b>Each Additional lot</b>	<b>\$100 each</b>

Surveyors Listing 2009

Ward Mack  
19 Bridge St.  
Sidney, NY 13838  
(607) 563-2510

Rhinevault Surveyors PC  
35 Cortland St.  
Norwich, NY 13815  
(607) 334-2631

Paul B Koerts  
517 Hotchkiss Rd.  
Greene, NY 13778  
(607) 656-9578

Kaatskill Mountain Surveyors LLP  
23 Maple St.  
Oneonta, NY 13820  
(607) 433-2692 or (607) 336-4929

Denkenberger & Greene  
Norwich, NY 13815  
(607) 336-1428

Robert Brooks  
517 Hotchkiss Rd.  
Greene, NY 13778  
(607) 656-7105

Wissenbach Land Surveying  
2 East Main St.  
Earlville, NY 13332  
(315) 691-6004

Lawson Surveying & Mapping  
18 Reynolds Ave.  
Oneonta, NY 13820  
(607) 432-3300

David Wakin  
32 Franklin St.  
Delhi, NY 13753  
(607) 746-3676

Southern Tier Surveying, LLP  
39 Griswold St.  
Binghamton, NY 13904  
(607) 722-7765