

**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, Jodie Ives, at 895-9966 or Robert Davis, Chairman of the Planning Board at 895-6390.

Sincerely,

Town of Guilford Planning Board

**Guilford Planning Board
223 Marble Road
Guilford, NY 13780**

Subdivision Submission Form

Date: _____

Name(s) of Applicant: _____

Location of Property: _____

Tax map Number: _____

Check the appropriate type below:

_____ Boundary Line Adjustment.....\$25 fee

_____ Simple Division (2 Lots).....\$25 fee

_____ Minor Subdivision (3 Lots).....\$50 fee

_____ Minor Subdivision (4 Lots).....\$75 fee

_____ Major Subdivision (5 Lots).....\$100 fee

_____ Major Subdivision (6 Lots).....\$125 fee

_____ Major Subdivision (over 6 Lots).....\$100 additional fee for each additional lot

Description of Proposed Action:

Submitted by: _____
(Signature(s))

Name: _____

Address: _____

Telephone #: _____

E-Mail: _____

OFFICE USE ONLY

Date received: _____

Taxes current: YES NO

Multiple owners: YES NO

Signatures if multiple: YES NO

Number assigned: _____

BOUNDARY LINE ADJUSTMENT APPROVAL

Planning Board Chairman Signature

Town Supervisor Signature

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.

Part 1 - Project and Sponsor Information			
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?		NO	YES
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?		NO	YES
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			

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"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
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? b. public / private wastewater treatment utilities?	<input type="checkbox"/> <input type="checkbox"/>	<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.

- 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)

PRINT

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 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.

- 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)
- 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.

Surveyors Listing effective 07/16/19

Rick Braun
8 Winkler Rd
Sidney, NY 13838
(607) 563-2510

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

Delta Engineers, Architects, Land Surveyors
860 Hooper Rd
Endwell, NY 13760
(607) 584-0062

Denkenberger & Greene Land Surveyors
43 Port Watson St.
Cortland, NY 13045
(607) 756-5168

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

Paul B Koerts
PO Box 432
Greene, NY 13778
(607) 656-9578

Lawson Surveying & Mapping
2959 County Rd 8
Oneonta, NY 13820
(607) 432-3300

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

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