

**Town of Salisbury  
Preliminary Plat Application**

**NOTE:** Within six (6) months of the sketch plan meeting, five (5) copies of the preliminary plat, application, and Environmental Assessment Form (EAF) shall be submitted to the Secretary of the Planning Board prior to or at the regularly scheduled Planning Board meeting. The required fee must accompany the submittal.

**General Information**

If the subdivision is jurisdictional, the Applicant shall submit a preliminary plat application.

The standards by which preliminary plats are reviewed are provided in Article V of the Town of Salisbury Subdivision Regulations (pages 21-28). It is strongly recommended that this Article be reviewed prior to preparing the preliminary plat application.

**Applicant Information**

NAME AND ADDRESS OF APPLICANT: \_\_\_\_\_

\_\_\_\_\_

NAME AND ADDRESS OF LANDOWNER, IF DIFFERENT FROM APPLICANT:

\_\_\_\_\_

\_\_\_\_\_

NAMES AND ADDRESSES OF ALL ADJOINING PROPERTY OWNERS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TAX MAP SHEET, BLOCK, AND LOT NUMBER(S) OF LAND TO BE  
SUBDIVIDED: \_\_\_\_\_

TOTAL ACREAGE INVOLVED: \_\_\_\_\_

## Application Requirements

Below is an itemized list of preliminary plat requirements. Please check all items included in the preliminary plat's submittal on the lines provided.

The preliminary plat shall be drawn accurately to a scale of not more than one hundred (100) but not less than fifty (50) feet to the inch, which shall show:

- \_\_\_ 1. Proposed subdivision name, Town of Salisbury, Herkimer County, and names of all adjoining property owners.
- \_\_\_ 2. North arrow, map scale, and name and address of Applicant, the owner(s) of record, and engineer or surveyor, including license number and seal.
- \_\_\_ 3. The boundary lines of the tract and of each lot, by actual field survey, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor, and bearing the date of the completion of the survey.
- \_\_\_ 4. The bearings, distances, and locations of all iron pipes and other survey monuments, such pipes and monuments to be labeled existing or proposed.
- \_\_\_ 5. All contiguous land owned or under purchase contract or option by the Applicant and/or record owner (parcels with large amounts of remaining lands may be shown on an insert map at a small scale, where appropriate, with the permission of the Planning Board).
- \_\_\_ 6. Lot layout(s), with proposed building sites; all existing and proposed driveway locations; percolation test information and sites of percolation tests; and deep test hole pit location(s) and results.
- \_\_\_ 7. Test well location and associated data.
- \_\_\_ 8. All existing and proposed structures and streets.
- \_\_\_ 9. Location and design of all proposed on-site sanitation and water supply facilities, meeting the minimum specifications of the NYSDOH and the town sanitary code. A note to this effect shall be stated on the plat and signed by a licensed engineer.
- \_\_\_ 10. Location of all existing and proposed electric and cable utilities.
- \_\_\_ 11. Location and identification of all permanent and intermittent streams, lakes, ponds, wetlands, and one hundred (100) year flood plain boundaries in and around the area to be subdivided.
- \_\_\_ 12. Location and identification of other significant features (significant habitats, forest stands, outcrops, historical resources).
- \_\_\_ 13. Topographic contours, at intervals of two (2) feet for road rights-of-way and areas proposed for development (building pad, septic area, driveway) and five (5) feet for the remainder of the site.

- \_\_\_ 14. Each lot shall be numbered.
- \_\_\_ 15. Location of existing on-site water and sanitation facilities, culverts and drains on the property, with pipe sizes, grades and direction of flow.
- \_\_\_ 16. Preliminary design of any proposed bridges or culverts.
- \_\_\_ 17. Proposed recreational or open space areas, including but not limited to, parcels of land proposed to be dedicated to public use.

When more than one (1) sheet is required, an additional index sheet of the same size shall be submitted showing to scale the entire subdivision with lot and block numbers clearly legible.

### **Other Submission Requirements**

- \_\_\_ 1. Completed EAF in compliance with compliance with the State Environmental Quality Review Act (SEQRA).
- \_\_\_ 2. Typical clearing and grading cross-section for construction of roads and installation of utilities. Said plans shall include specifications for road construction, including travel lanes, shoulders, curbs, drainage facilities culverts, proposed bridges, if any, and other such facilities as may be applicable.
- \_\_\_ 3. Grading, drainage, erosion control, and/or landscaping plans if required by Planning Board.
- \_\_\_ 4. A summary table listing the number of lots proposed, the size of each lot, total acreage of each parcel, linear feet of existing and proposed streets and acreage devoted to streets and other rights-of-way, and acreage devoted to parks, recreational areas and/or open space areas.
- \_\_\_ 5. A disclosure statement for each lot in the subdivision which includes specifics regarding access, road maintenance, deed restrictions and any other pertinent items as required by the Planning Board. The disclosure statement must be drafted prior to the granting of final approval for the subdivision. Said statement must be signed by both the Applicant and buyer and notarized and filed in triplicate with the Town Clerk within seven (7) days of the closing or finalization of transaction.
- \_\_\_ 6. Any other information required by the Planning Board for its reasonable review of the proposed subdivision.