

WEST BLOOMFIELD BUILDING DEPARTMENT

2560 County Rd. 37
West Bloomfield, NY 14585
Phone: 585-624-2942
Fax: 585-624-4830
www.townofwestbloomfield.org

**APPLICATION FOR SUBDIVISION, BUILDING LOT APPROVAL, AND PARCEL LINE
ADJUSTMENT**

I. APPLICATION INFORMATION					
For Official Use Only:		Total Fee: \$		Date Fee Received:	
Project #				Received by:	
Project Title <i>Include Phase # if applicable:</i>				Application Date:	
Type of Application:		Subdivision: Major <input type="checkbox"/> Minor <input type="checkbox"/>		Building Lot Approval <input type="checkbox"/>	
				Parcel Line Adjustment <input type="checkbox"/>	
For Subdivision Applications:		Layout Type: Standard <input type="checkbox"/> Sec. 278 Cluster <input type="checkbox"/>		Sketch <input type="checkbox"/>	
				Preliminary <input type="checkbox"/>	
				Preliminary and Final <input type="checkbox"/>	
				Final Plat <input type="checkbox"/>	
Is this part of a phased subdivision: Yes <input type="checkbox"/> No <input type="checkbox"/>				If yes, list phase number of this application:	
II. APPLICANT INFORMATION					
1. Landowner Name:			Phone : ()		
Mailing Address:			Town/City:		State/ZIP:
			Email:		
2. Applicant or Agent: (If different from Landowner):			Phone: ()		
Mailing Address:			Town/City:		State/ZIP:
			Email:		
Owner has granted consent to apply: Yes <input type="checkbox"/> No <input type="checkbox"/>			Proof of Consent to Apply Provided: Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Proof of consent must be included with the application.		
3. Attorney:			Phone: ()		
Mailing Address:			Town/City:		State/ZIP
			Email:		
4. Design Professional : (Engineer/surveyor/architect)			Phone: ()		
Mailing Address:			Town/City:		State/Zip
			Email:		
CORRESPONDENCE TO BE SENT TO: Circle one 1 2 3 4					

III. PROPERTY INFORMATION**FILL OUT A SEPARATE SECTION III FOR EACH PARCEL THAT IS PART OF THE APPLICATION**

Ontario County Tax Map Number:

Street
Address
:Zoning
District:

Water District:

Fire District:

Are there any encumbrances on the property, particularly right-of-way easements, deed restrictions, or covenants?

Yes ☐ No ☐

If yes, please attach copies of the easements or covenants.

Does the applicant own the property subject to the application? Yes ☐ No ☐If **NO**, provide written permission of the property owner to allow the application to proceed.Does the applicant or landowner or predecessor in title own adjacent property? Yes ☐ No ☐If **YES**, please give description and state when this parcel came into separate ownership:**IV. PROJECT INFORMATION**

Description of project (state purpose and give description):

Total Area of Project
Site:

Acres:

Sq. Ft.

Lot area

before subdivision: Acres:

Sq. Ft.

Proposed number of lots:

Lot area calculations for the proposed lots: (Add additional sheets as necessary.)

Lot ID #	Sq. Ft.	Lot ID #	Sq. Ft.	Lot ID #	Sq. ft.	Lot ID #	Sq. Ft.

Reserved Area: Acres:

Sq. Ft.

Purpose of reserved area:

State Environmental Quality
Review Act (SEQR) Compliance

Check which is applicable:

(Attach any required forms)

SEQR Short Environmental
Assessment Form ☐SEQR Long Environmental
Assessment Form ☐Project not subject to SEQR ☐**V. Application Signature for Projects Submitted by Landowner**

I certify that all statements made in this application and are true to the best of my knowledge and belief; and that I have read the notices contained in this application and understand the same and agree to abide thereby; and that the project which is subject of this application, if approved, will be carried out in accordance with the terms and conditions set forth by the Planning Board of W. Bloomfield, NY in its decision and in accordance with all applicable laws. I have received a copy of Chapter 121. Subdivision Regulations of the Town Code.

I further certify that I have made, if needed, any Disclosure of Interest required under § 809 of New York General Municipal Law. As needed, I have attached to this application, the name, residence and the nature and extent of the interest of any state officer or any officer or employee of the town in the person, partnership or association making this application. I have received a copy of § 809 New York General Municipal Law.

Landowner Signature:

Date:

Signature of Other
Authorized Applicant or Agent:

Date:

STATEMENT OF DISCLOSURE OF INTEREST

Officers or Employees of State, County, or Town Government

Required by § 809 of the New York General Municipal Law

The following Statement must be signed by the following:

- (1) Every individual owner of any real property which is a subject of this application (hereafter, the "subject property");
- (2) An authorized representative of every corporation, partnership, company, trust, association, or other legal entity which has an ownership interest in the subject property;
- (3) Every individual who has a contract to purchase an interest in the subject property; and
- (4) An authorized representative of every corporation, partnership, company, trust, association, or other legal entity which has a contract to purchase an interest in the subject property.

NOTICE: A KNOWINGLY FALSE STATEMENT UNDER § 809 OF THE GENERAL MUNICIPAL LAW IS PUNISHABLE AS A MISDEMEANOR.

I make the following statements about interests in the real property which is the subject of this application (the "subject property"):

PART I: Except as otherwise set forth in Part II below –

A. Individuals with an ownership interest in the property.

1. No person having an ownership interest in the subject property is an officer or employee of New York State, Ontario County, or the Town of West Bloomfield.
2. No person having an ownership interest in the subject property is a spouse, a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Ontario County, or the Town of West Bloomfield.
3. No person having an ownership interest in the subject property is the spouse of a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Ontario County, or the Town of West Bloomfield.

B. Individuals with an interest in a contract to purchase the property.

1. No person having an interest in a contract to purchase the subject property is an officer or employee of New York State, Ontario County, or the Town of West Bloomfield.
2. No person having an interest in a contract to purchase the subject property is a spouse, a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Ontario County, or the Town of West Bloomfield.
3. No person having an interest in a contract to purchase the subject property is the spouse of a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Ontario County, or the Town of West Bloomfield.

C. Corporations or other entities with an ownership interest in the property.

1. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity which has an ownership interest in the subject property is an officer or employee of New York State, Ontario County, or the Town of West Bloomfield.
2. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity which has an ownership interest in the subject property is a spouse, a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Ontario County, or the Town of West Bloomfield.
3. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity which has an ownership interest in the subject property is the spouse of a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Ontario County, or the Town of West Bloomfield.

D. Corporations or other entities with an interest in a contract to purchase the property.

1. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity having an interest in a contract to purchase the subject property is an officer or employee of New York State, Ontario County, or the Town of West Bloomfield.
2. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity having an interest in a contract to purchase the subject property is a spouse, a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Ontario County, or the Town of West Bloomfield.
3. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity having an interest in a contract to purchase the subject property is the spouse of a brother, a sister, a parent, a child, or a grandchild of any individual who is an officer or employee of New York State, Ontario County, or the Town of West Bloomfield.

PART II: If any of the statements under A through D above is **not** true, please explain and set forth the name and the relationship to the subject property of any individual or person involved.

Signed: _____

ACKNOWLEDGEMENT

STATE OF _____)

ss:

COUNTY OF _____)

On the _____ day of _____, in the year _____, before

me personally appeared _____,
personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s)
whose name(s) is/are subscribed to this instrument and acknowledged to me that he/she/they executed
the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the
individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument

*Town of West Bloomfield
Supervisor
Todd D. Campbell
PO Box 87
West Bloomfield NY 14585*

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NOTICE TO ALL APPLICANTS

By resolution of the Town Board of West Bloomfield, all Costs incurred by the Town for Engineering and Legal review of this Application will be charged to the Applicant.

These Fees are a direct Pass Thru of exact cost to the Town therefore, exact amount is not available until the Town receives a bill from its' Engineer and/or Attorney.

Please note all Pass Thru Fees must be paid prior to Final Approval and Signature by the Code Enforcement Officer.

I have read the above and agree that payment of all Pass Thru Fees shall be paid upon receipt of Invoice.

Fees are not refundable.

By: _____ Date: _____

TOWN OF WEST BLOOMFIELD
ONTARIO COUNTY
Planning Board
P.O. Box 87
West Bloomfield, NY 14585
(585) 624-2942

AGRICULTURAL DATA STATEMENT

In accordance with Section 283-a of the New York State Town Law, the Town of West Bloomfield will use the data in this statement to assist in evaluating the impacts of proposed development projects on farm operations in Agricultural Use Districts.

A. Name of Applicant: _____
Mailing Address: _____

B. Description of the proposed project: _____

C. Project Location: _____

D. Tax Account Number: _____

E. Number of Total Acres Involved with Project: _____

F. Number of Total Acres Presently in Tax Account: _____

G. Is any portion of the subject site currently being farmed?

___ Yes If so, how much? _____ acres
___ No

H. Please identify who is farming the subject site: _____

I. Does this person ___ own, or ___ rent the land. (Please check only one).

J. The slope of this site is _____.

TOWN OF WEST BLOOMFIELD
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K. Please indicate what the intentions are for use of the remainder of the property. _____

L. Who will maintain the remainder of the property not being used for this development? _____

M. Other Project Information. Please include information about the existing land cover of the site, any known impacts on existing storm water drainage (including field tiles), or Other significant plant materials. _____

N. Please make a copy of the overall (original) parcel from the Towns Tax Maps. Identify the site of this application by placing an "x" on it. Include the tax map with this completed agricultural data statement.

.....
.....
FOR TOWN USE ONLY – Has this agricultural Data Statement been referred to the County Planning Agency? ____ Yes. ____ No.

If yes, please give data of Referral - _____

If yes, please give County Referral Number - _____

If no, please state reason - _____

Name of Official Completing Form

Date: _____

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
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.			YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			NO
If Yes, list agency(s) name and permit or approval:			YES
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			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
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	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
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	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
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? 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: _____	NO	YES	
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	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES 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	NO	YES	

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
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
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
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?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
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?		
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?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	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?		
11. Will the proposed action create a hazard to environmental resources or human health?		

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)

Town of West Bloomfield - (585) 624-2942
Subdivision Application Procedure – Chapter 121

Planning Board is scheduled to meet on the 1st and 3rd **Wednesday** of the month at **7:30PM**

PRE-APP Meeting – Per Section 121-13

- In addition to directing the Applicant to Chapter 121, in order to help them understand what information is required on the maps the Code Enforcement Officer (CEO) will explain some of the various forms that will be required depending on your circumstances.
- ☐ Permission from property Owner to submit Application
- ☐ Proposed Combination Deed (Parcel Line Adjustments)
- ☐ Copy of Driveway Agreement or any Written Easements needed
- ☐ Authorization to copy/correspond with applicant's surveyor/engineer

Submitting your Application:

#1 – Your Application must be submitted and **Paid** for along with (12) paper copies of the Map in order for it to be forwarded to the CEO to review for **completeness**. An **electronic copy** of the map would also help move the process along.

- Make sure Disclosure Sheet is signed and Notarized
- Make sure Applicant's portion of SEQRA is filled out and signed
- Make sure Sheet regarding Pass Thru Fees is signed

#2 – The CEO has **15 days** to review the application. It will not be forwarded to the Planning Board for review until the CEO has deemed it **complete**.

#3 – If the CEO has deemed your application **incomplete** you will receive a letter noting what **revisions** are needed.

#4 – When **revised** maps are submitted the CEO will again review for **completeness**.

#5 – If the CEO deems your application **complete** you will receive a letter advising you of this and your application will be forwarded to the Planning Board for review and comment as well as all other involved parties such as:

- Town Engineer
- Highway Supervisor
- Fire Chief
- Town Attorney * On Parcel Line Adjustments when a Combination Deed is required
- Ontario County * When Applications require their review and comments

#6 – Planning Board Chairman will advise Clerk to put your application on the Agenda. It would be a good idea for you to attend this meeting to answer any questions they may have.

The Planning Board will not take any action at this meeting if a Public Hearing is required on your Application or if they are waiting for comments from any other involved parties.

- #7 – If a **Public Hearing** is required the Chairman will advise the Clerk to schedule one.
- You may be required to Post a Sign on your property

Double-check to make sure all your paperwork and submittals are in order:

- If an Alternate Septic System is required, has your engineer submitted the plan to DOH for review and comment?
- Have you or your engineer applied for your Driveway Permit (State, County or Town)?
- If application is for a Parcel Line Adjustment, have you or your Attorney submitted the Proposed Combination Deed for review?

#8 – SEQRA Form addressed

#9 – **Public Hearing:**

- You will be asked to explain your proposal.
- Pl. Bd. Members will review comments from all involved parties & discuss Maps.

The Planning Board may take action when the Public Hearing has been closed depending on the circumstances.

The following is a list of circumstances that could delay the process:

- Your Application had to be referred to the **Ontario County Planning Board** for review and we are waiting for their comments. They meet on the 2nd Wednesday of each month.
- If your Septic system was referred to the **Dept. of Health (DOH)** and we are waiting for their comments.
- If a Combination Deed was required (Parcel Line Adjustments) and we are waiting for our **Town Attorney's** comments.

#10 – **If the Planning Board has approved your Application:**

- Maps will need to be signed by Planning Board Chrmn. and all involved parties. This could take a couple of weeks.
- You will be advised when Maps are ready to be picked up and taken to the Ontario County Clerk's office for filing. **Maps must be filed within 62 days of Approval.**

If Maps were **conditionally approved**, Maps will **NOT** be signed until all **conditions** have been met.

- Applicant has **180 Days** to satisfy the requirements of the conditional approval and obtain the signature of the Chairman of the Planning Board.