



Village of East Rochester  
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## PRELIMINARY SUBDIVISION REVIEW CHECKLIST FOR THE PLANNING BOARD

PROJECT NAME \_\_\_\_\_

This checklist is for use by the applicant as a guide to ensure that all necessary information has been submitted for concept plan approval. The applicant must submit this form along with the Application Worksheet.

If the applicant is proposing a new project of sizeable nature or a significant change to a current project, they must appear before the Planning Board for an informal/sketch plan discussion prior to preparing the detailed plans.

If variances will be required from the Zoning Board of Appeals, the applicant should first appear before the Planning Board on an informal basis to obtain a recommendation to the Zoning Board of Appeals in order to expedite the process.

The project documents shall include:

		YES	NO	N/A
1.	All information as required under the Concept phase.			
2.	Nine (9) copies of the plan at a size no larger than 22" x 34" at a scale of no more than 50 feet to the inch. Plan shall show project title, subdivision name and name and address of the applicant.			
3.	North arrow, scale, date and small-scale location map.			
4.	Parcel boundary lines, including dimensions, showing phases of development.			
5.	Names, tax account information and property lines of adjacent owners/subdivision names/sections.			
6.	Name, location and width of adjacent streets.			
7.	Site distance for proposed road or driveway intersections.			
8.	Existing watercourses, water mains, sanitary sewers and storm sewers near the parcel with size, type, depth and any utilities or easements.			
9.	Existing contours at not more than two-foot (2') intervals of all land within and adjacent to the parcel and all pertinent topographic and surface features such as buildings, streams, swales, water bodies, swamps, wooded areas and NYSDEC wetland areas (U.S.C. & G.S. datum).			
10.	Preliminary grading plan for all disturbed areas showing proposed two-foot (2') contours with building elevations and drainage arrows.			

		YES	NO	N/A
11.	Proposed street and sidewalk alignments with centerline spot elevations and slopes.			
12.	Names of proposed streets.			
13.	Erosion control plan.			
14.	Proposed structures and lot lines with dimensions and lot numbers, including setbacks of any existing structures. Identify any nonconforming lots.			
15.	Alignment and purpose of proposed easements.			
16.	Location and purpose of open space areas.			
17.	Utility plan showing location, size and design details of water, sanitary and storm water systems including invert and rim elevations, offsite improvements and any deviation from Village standards.			
18.	Indication of present zoning of parcel and adjacent lands.			
19.	Identification of present municipal and special district boundaries.			
20.	Seal and signature of licensed plan preparer.			
21.	Drainage report and stormwater management plan.			

Review completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Map Title: \_\_\_\_\_ Date of Latest Revision \_\_\_\_\_

This proposal will be reviewed for a determination under the State Environmental Quality Review Act (SEQRA) under one of the following classifications:

Type I – Actions that meet or exceed thresholds listed in the statewide or agency SEQR regulations. These are likely to require preparation of an Environmental Impact Statement (EIS).

Type II – Actions that have been found categorically to not have significant adverse impacts on the environment or actions that have been statutorily exempted from SEQR review.

Unlisted – Actions that do not meet the Type I thresholds but may still require an EIS.

This project is classified as \_\_\_\_\_.

*\* Checklist must be completed prior to cutoff date to be added to the agenda.*

*\*\* Once checklist is completed and signed, a letter will be sent informing applicant of meeting date.*