

City of Plattsburgh Subdivision Review Checklist

An application for detailed subdivision plat approval shall be made in writing and shall be accompanied by a detailed subdivision plan and report prepared by a licensed land surveyor and/or professional engineer along with required fees. The application, including the detailed subdivision plat and fees, shall be submitted to the Secretary of the Planning Board a minimum of ten (10) consecutive days before the scheduled Planning board meeting at which the detailed subdivision plat is to be reviewed. Said detailed plat application packet shall contain all information as designated on the following checklist. If the Applicant and Planning Board discussed the project at a Sketch Plan Conference (SPC), the required information shall be drawn from the following checklist together with other elements as determined necessary by the Planning Board at said SPC. Plans shall be drawn to a scale of one (1) inch equals fifty (50) feet unless otherwise specified.

Required	N/A	Subdivision Plat Review Elements
Project:		
		Title of drawing, including name and address of applicant and person responsible for preparation of such drawing
		North arrow, graphic and numeric scale and date (initial plan date and provisions for plan revision dates)
		Metes and bounds dimensions of the property prepared by a Land Surveyor licensed in New York State, with lot area labeled in square feet or acres
		All existing and proposed structures, features, and land use activities
		Reference to parcels/lots adjacent to the subject parcel with the owner's name and address with current tax map ID, deed date, and recording data along with previous subdivision map reference, if any
		Lots within the proposed subdivision numbered in numerical order within blocks, and blocks lettered in alphabetical order
		Minimum setback lines shown on all proposed lots
		Existing watercourses, flood hazard areas, flood insurance zones, and New York State designated and Army Corps of Engineers wetland areas, prepared by a Licensed Land Surveyor
		Grading and drainage plan, showing existing and proposed contours at a maximum of two (2) foot contour interval (USGS - NGVD datum for contour information on the detailed site plan shall be taken from existing USGS - NGVD Vertical Control monuments with their bench mark reference designated on the site plan). Planimetric and topographic information shall extend a minimum of fifty feet (50') beyond the property boundary
		Comparison of proposed project's NGVD elevations with elevations designated on the public sanitary system. Results thereof shall appear on the detailed site plan. (this applies only when a proposed site plan project is within 2,000 feet of an existing public sanitary sewer collection or treatment facility)
		Exterior dimensions of all existing and proposed structures, with distances between all structures and distances between all structures and property lines properly dimensioned
		Location, design, construction materials and written specifications of all existing and proposed site improvements including drains, culverts, retaining walls, and fences
		Method of sewage disposal with location, design, construction materials and within specifications of such facilities, properly dimensioned and location of any existing facilities

City of Plattsburgh Subdivision Review Checklist

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		Location and results of percolation tests, with notation of subsurface conditions and depth to groundwater unless pits are dry at a depth of five (5') feet along with reference to any Clinton County Health department ISTS permits and conditions
		Method of securing water with location, design, construction materials, and specifications of such facilities, properly dimensioned with locations of any existing wells or infrastructure
		The location of water mains, sewer mains, valves, manholes, stormwater pipes and catchbasins
		The location of unerground energy utilities, conduit, and utility manholes
		The location of all planned street improvements and public facilities, existing and proposed watercourses, edge of pavement, curbs, roadside ditches, and sidewalks
		Street names and right-of-way lines
		The length of all straight lines, angles, radii, curves, and distances of each proposed street
		The distance along a street from one property corner (5') to the nearest existing street intersection
		Existing and proposed pedestrian and vehicular links to adjacent lots and public rights-of-way
		All Parcels to be dedicated to public use and the conditions of such dedication
		Location and description of City right-of-way monuments to City specifications
		The location of temporary markers to enable the Board to readily locate and appraise the basic layout in the field, unless an existing street intersection is shown
		Location of existing and proposed fire and other emergency zones, including the location of fire hydrants
		Fire protection adequacey report and/or fire flow test results not more that twenty-four (24) months old
		Identification of applicable City service districts (water, sewer, lighting, ambulance, fire) and location of City service district boundary nines
		Location, design, construction materials, and written specifications of all proposed energy distribution facilities, including electrical, gas and solar energy, properly dimensioned
		Location of all existing underground energy/communications utilities conduit and manholes
		Location of existing and proposed buffer areas, including existing and proposed vegetative cover
		Location design and written specifications of all existing and proposed outdoor lighting facilities
		Identification of each land use activity and the numerical amount of building area for all existing and proposed structures and land use activities within the project
		Location, design and written specifications of all materials to be used in the landscaping plan and planting schedule for the proposed project
		Location of all trees on the site over one foot (1') in diameter at four feet (4') above ground level except in wooded areas where the outline of the wooded area shall be shown
		landscaping and planting schedule previously approved for the site relative to planting existing at the time of the new detailed plan approval

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		Project schedule for all site plan improvements and proposed buildings or structures
		Record of all other applications and approval status of all necessary permits from federal, state, county and local officials
		A Storm Water Management Report, prepared by a licensed engineer, providing, at a minimum, the following information: Narrative of proposed storm water management system and basis of design. Basis of closed storm water conveyance systems to be a ten (10) year storm event. Provide computations for flow, size and scope of each pipe section. Pre-development and post development runoff generation. Detention facilities shall be based upon a twenty-five (25) year post development runoff with peak discharge limited to the pre-development runoff from a ten (10) year storm event at the discharge point
		Erosion and Sediment Control Plan consistent with New York State Standards and Specifications
√	N/A	Details Required
		Public Access Road typical with proposed cross section details at 50 foot intervals
		Typical Sidewalk details
		Typical driveway detail with culvert pipe and ditch line
		Public water main detail with profile sections
		Public sewer main details with profile sections
		Open drainage details with profile and cross section details at 50 foot intervals
		Utility/water/sewer trench cross section details
		Sanitary sewer manhole detail, complete with cross section
		Private septic tank and leach field details and reference to ISTS permit if applicable
		Water/sewer service lateral to main with tap, connection, valves, etc.
		Private well details
		Meter and meter pit detail
		Fire hydrant detail
		Streetlight detail
		Stormwater catch basin detail
		Stormwater management facilities detail with area and volume calculations and cross section details at 50 foot intervals

