

# REQUIRED INFORMATION FOR SUBDIVISION APPLICATION



- Approval is required when creating a new lot and it must meet zoning code.
- Legal building lot is 45,000 sq. ft. Minimum 150' of road frontage.

**Minor Subdivision** – split parcel into not more than 4 lots (original + 3 new) within a 3-year period.

**Major Subdivision** – split parcel into 5 or more lots (original lot + 4 or more new lots)

Submit the following:

**\*ALL DOCUMENTS** in pdf form emailed to [jbrady@townofnewstead.com](mailto:jbrady@townofnewstead.com)

1. Survey/Subdivision Plat/Grading & Drainage Plan. Must include elements listed on page 3 of application for each proposed lot including **proposed home, driveway, and septic system location**. Please provide document sizes as:
  - (two copies) 24" x 36" size
  - (10 copies) 11" x 17" size
2. Subdivision application completed.
3. Environmental Assessment Form (EAF): Minor subdivision – short EAF  
Major subdivision – long EAF
4. Payment of fee (see application).
5. Agricultural Data Statement – if property is within agricultural district containing a farm operation or if within 500' of a farm operation.
6. Monetary penalty must be enforced on parcels where owner benefitted from agricultural exemption when they wish to develop those same lands. New soil survey is required of remaining ag acreage. See Assessor for details.

**After subdivision approval and filing of plat and deed with Erie County Clerk, please submit copy of deed and survey to the Assessor's office.**

Planning Board may hold public hearing for which a legal notice will be published in The Akron Bugle prior to the hearing date, and owners within 1,000' will be notified in writing.

### **APPLICANT SUBMITTAL REQUIREMENTS:**

Please submit the following documents with initial application.

- Two (2) legible hard copies of all documents. After engineering approval ten copies will be required
- An electronic copy emailed to [jbrady@townofnewstead.com](mailto:jbrady@townofnewstead.com) and [dmiller@townofnewstead.com](mailto:dmiller@townofnewstead.com)

Failure to provide all required information listed below may delay the approval process

1. **Survey/Subdivision Plat/Grading & Drainage Plan** of all proposed lots stamped and signed by a licensed surveyor, and a written legal description of the property. Grading plan showing existing and finished grades and proposed methods of handling storm runoff. Spot elevations and grade lines, detention areas and outfalls should be shown. Drawing must be to scale (minimum 1" = 50') and include the following elements:

- All existing structures, physical features within 200' of subdivision boundary.
- Title of drawing, including name and address of applicant and person who prepared the drawing.
- North Point, scale, and date.
- Site location map (USGS, tax map, etc.)

and **if MAJOR subdivision**, the following elements must be shown on survey/subdivision plat/grading & drainage plan:

- Lines of existing and proposed streets, sidewalks, and driveways.
- Septic, driveways, proposed structures with setbacks plotted.
- Layout, number and dimensions of lots, including lot area in square feet per lot.
- Location and proposed development of all open spaces, parks and common areas.
- Proposed easements or areas to be offered for dedication.
- Existing and proposed watercourses. State/Federal wetlands, floodways, and 100-year flood plain.

2. **State Environmental Quality Review form (Part I only)**

3. **Information concerning wetlands** (delineation reports, nonjurisdictional letter, soils, map, etc.). Provide letter from NYS DEC describing any requirements or restrictions.

4. **Approval from County or State agencies**. Where a County or State permit is required for a tie-in to an existing highway, public water or storm drainage system, applicant must furnish letter(s) from the appropriate County or State agency indicating their approval of the proposed project.

**And the following elements as well, if applying for MAJOR subdivision:**

1. Agricultural Data Statement

2. Storm drainage calculations by a person licensed to design storm drainage systems.

2. Utility plan and details (as required) illustrating the proposed layout, extension, and routing of all on-site utilities, including points of tie-in, with existing and proposed fire hydrant locations shown.

4. Preliminary design of any bridges or culvert systems

5. Paving details, including typical road cross-sections. Proposed grades of roads.

6. Draft deed restrictions, covenants and provisions for Home Associations and common ownership.



## TOWN OF NEWSTEAD - SUBDIVISION APPLICATION

MAJOR SUB# \_\_\_\_\_

office use

MINOR SUB# \_\_\_\_\_

office use

- Approval is required when creating a new lot and it must meet zoning code.
- Legal building lot in the R-A zone is 45,000 sq. ft. Minimum 150' of road frontage.

Minor Subdivision - split parcel into a maximum 4 lots (original + 3 new) within a 3-year period.

Major Subdivision - split parcel into 5 or more lots [original lot + 4 or more new lots].

After submitting a complete minor subdivision application, it will be sent to Town Engineer for drainage review. Planning Board will review at Pre-Application conference. The Planning Board will vote on Minor Subdivisions and will make a recommendation to the Town Board for Major Subdivisions. The Town Board will hold a public hearing for which a legal notice will be published in The Akron Bugle, with property owners within 500' notified in writing. Within 30 days of either Board's approval, applicant must file subdivision plat with Erie County Clerk's office and submit a receipt with the building department.

### **Applicant Information:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

### **Property Information:**

Location: \_\_\_\_\_ SBL # \_\_\_\_\_ Zoning District: \_\_\_\_\_

Existing road frontage: \_\_\_\_\_ feet Existing lot size: \_\_\_\_\_ acres # of new lots you are creating? \_\_\_\_\_

Current use of site: \_\_\_\_\_ Proposed use of site: \_\_\_\_\_

### **Answer the following questions:**

- |  |           |
|--|-----------|
| 1. How many times has the property been subdivided within the past five years? | _____     |
| 2. Are there any hazardous waste sites within one mile?                        | Yes    No |
| 3. Are there any State or Federal wetlands on the property?                    | Yes    No |
| 4. Is the property located within a floodplain?                                | Yes    No |

5. Are there any steep slopes, wet soils, streams, woodlands which may impact development? Yes No

please describe

6. Is this property located within a State designated agricultural district? Yes      No

7. Is property benefiting from an agricultural exemption?	Yes	No
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A monetary penalty must be enforced on parcels where the owner benefitted from an Ag exemption when they wish to develop those same lands. New soil survey will be required for remaining Ag acreage. See Assessor for details.

8. Is there public water available to the site? Yes No

9. Do you understand our Lateral Restriction Policy for public water? Yes No

10. Are there any easements or rights-of-way on the property? Yes No

11. Identify adjacent property owners (including across the road):

North \_\_\_\_\_ South \_\_\_\_\_

East \_\_\_\_\_ West \_\_\_\_\_

**Payment of fee:**

<u>Minor:</u>	Application Fee	= \$	200
	Town Engineer Review	= \$	250
	Greenspace Fee \$750 x # lots_____	= \$	_____
	<b>Total Amount Due</b>	<b>\$</b>	<b>_____</b>

Major: Application Fee = \$ 350  
Town Engineer Review (minimum) = \$ 550\* additional review fee may be warranted.  
Greenspace Fee \$750 x # lots\_\_\_\_\_ = \$\_\_\_\_\_  
  
**Total Amount Due \$\_\_\_\_\_**

**Amount Paid \$** \_\_\_\_\_

Check # \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

# Short Environmental Assessment Form

## Part 1 - Project Information

### 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.

<b>Part 1 – Project and Sponsor Information</b>			
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 government 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, are adjoining or near the proposed action:			
5. <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,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

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 <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO <input type="checkbox"/>	YES <input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> <hr/>		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO <input type="checkbox"/>	YES <input type="checkbox"/>
<hr/> <hr/>		
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 <input type="checkbox"/>	YES <input type="checkbox"/>
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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 <input type="checkbox"/>	YES <input type="checkbox"/>
<hr/> <hr/>		
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		

## AGRICULTURAL DATA STATEMENT

NYS Agricultural and Markets Law requires the submission of an agricultural data statement by an applicant to the municipality for a rezoning, special use permit, site plan approval, use variance, or subdivision of parcel(s) occurring on property within an agricultural district containing a farm operation or on property within 500 feet of an active farm operation located in an agricultural district.

Applicant's Name & Address	Owner's Name & Address <i>(if different from applicant)</i>

Type of Application	<input type="checkbox"/> Rezoning	<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Site Plan Approval
	<input type="checkbox"/> Use Variance	<input type="checkbox"/> Subdivision Approval	

Project Description:

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Project Address:

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Project Location:

*(Example: west side of Main Street or 250 feet south of Second Avenue)*

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Project Size:

*(Square footage, acreage, etc.)*

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Current Use of Site:

*(Identify: idle, hay, pasture, crop, brushland, forest, dairy, tilled, orchard, single residence, etc.)*

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**History of Farming on Site:**

*(Last year farmed, type of activity, number of acres, by owner or another, etc.)*

**Other Site Information:**

*(Drainage direction and features, e.g. ditches, tiles, streams, gullies, proposed changes, etc.)*

Include a tax or other map with project boundaries clearly marked and with nearby farm operations indicated. *(Municipal assessor or County tax office may be able to assist with this requirement.)*

Use the space below to provide the full mailing address of all farm operations within 500 feet of this project, including lands used in agricultural production. If necessary, please continue on a separate sheet. *(Municipal assessor or County tax office may be able to assist with this requirement.)*

Applicant Signature: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

*(If different from applicant)*

THE MUNICIPALITY MUST REFER A COPY OF THIS STATEMENT TO THE ERIE COUNTY  
DEPARTMENT OF ENVIRONMENT & PLANNING, 95 FRANKLIN STREET, BUFFALO, NY 14202  
AND TO ALL ADDRESSES ON THE FARM OPERATION MAILING LIST

**2026****NEWSTEAD PLANNING BOARD MEETING DATES**

Planning Board Meeting Date* 6:30PM start time	(internal) Agenda Meeting Thursdays at 9:00AM
12-Jan	8-Jan
26-Jan	22-Jan
9-Feb	5-Feb
23-Feb	19-Feb
9-Mar	5-Mar
23-Mar	19-Mar
13-Apr	9-Apr
27-Apr	23-Apr
11-May	7-May
25-May	21-May
8-Jun	4-Jun
22-Jun	18-Jun
6-Jul	2-Jul
20-Jul	16-Jul
3-Aug	30-Jul
17-Aug	13-Aug
31-Aug	27-Aug
14-Sep	10-Sep
28-Sep	24-Sep
12-Oct	8-Oct
26-Oct	22-Oct
9-Nov	5-Nov
23-Nov	19-Nov
14-Dec	10-Dec

\*Schedule is tentative. Proper notice will be given if meeting is cancelled or changes are required.

\*Complete submittals are referred to Town Engineer for review upon Code Enforcement Officer recommendation.

\*Applications reviewed by Town Engineer are placed on meeting agenda upon final recommendation.