

INCORPORATED VILLAGE OF HUNTINGTON BAY
Subdivision Application Checklist:

1. Title, Topographic Survey of Property, which includes:

- a) Title boundaries including easement and right-of-way data.
- b) Existing topography at two (2) foot intervals, high tide location if appropriate. Topographic information shall extend 100 feet from property lines.
- c) Existing structures: which includes all structures: buildings, building offsets, retaining walls, fences, driveways, drainage, bulkheads, pools, wells, retaining walls, sanitary facilities, patios, water service, easements and right-of-way information.

Village Code Chapter 91-2 contains the following definition:

Structure – Any object, installed or placed on, above or below a parcel of land for use, occupancy or ornamentation, including but not limited to buildings, sheds, decks, dwellings, mobile homes, trailers (whether movable or stationary), stadiums, tents, reviewing stands, satellite antennas, solar heating devices, tennis courts, platforms, porches, staging, observation towers, radio and television towers and antennas, gasoline pumps, standpipes, outside bins, pools, docks, walls and retaining walls, bulkheading, fences, trellises, pergolas, gates, gateposts, poles, signs, tanks and any fixtures, additions and alteration thereto. The word “structure” shall be construed as though followed by the words “or part thereof.”

- d) Existing tree locations, size and species (twelve (12) inch caliber, three (3) feet above ground level and larger).
- e) Area of property.
- f) Portion of property having slopes of fifteen percent (15%) or more but less than twenty five percent (25%), and slopes of greater than twenty five percent (25%) per Village Code Chapter 73 definition. Graphically depict the location of such slope areas on survey and compute the areas effected.
- g) Location of utilities and pavement in right-of-way servicing the site.
- h) Adjacent owners, landuse, and location of all adjacent structures within 100 feet of the property lines.

2. Proposed Preliminary Subdivision Map: Note the survey prepared under #1 should be utilized as the base map for the Preliminary Map.

- a) Zoning Information Table:
 - Suffolk County Tax Lot Identification
 - Total Lot Area
 - Zoning of Property
 - Lot Area Requirements
 - 15% & 25% Slope Areas
 - Setback Requirements
 - Number of Lots Proposed
 - Proposed Lot Areas

Please note that if the site contains “Steep Slopes” the lot area requirement is impacted. Refer to Village Code Chapter 73.

- b) Service Data:
 - Fire District
 - Water District
 - School District
 - Post Office
 - Electric & Gas

- c) Soil Bore Data (extend to a depth consistent with Suffolk County Department of Health Services Requirements)
- d) Zoning setback lines on all proposed lots.
- e) Proposed house location and driveway design.
- f) Proposed right-of-way information.

3. Drainage Plan (Depending on size of subdivision, drainage plan and preliminary map may be combined. Please consult with Village Building Inspector and/or Village Engineer.)

- a) Existing/proposed topographic information at two (2) foot intervals, spot grades at building corners, driveway and drainage inlets.
- b) Drainage basin boundary lines plotted on a Suffolk County Department of Public Works Topographic plan. This plan should indicate the subdivision property location and the area tributary to the lot.
- c) Compute required drainage to accommodate proposed right-of-way.
 6 inch rainfall
 Runoff 100%
 Provide subsurface drainage facilities to accommodate runoff.
- d) Compute required drainage to accommodate existing right of way.
 6 inch rainfall
 Runoff 100%
 Compare required drainage for existing right-of-way to existing right-of-way drainage. If additional drainage facilities are required to accommodate existing drainage conditions, propose subsurface collection and disposal.
- e) Compute required drainage to accommodate proposed development conditions on each lot.
 6 inch rainfall
 Roof 100%
 Driveway 100%
 Landscape/Natural 10%
- f) Locate proposed subsurface drainage facilities to accommodate lot drainage.
- g) Erosion Control Information: hay bales, silt screen, planting, etc.

4. NYSDEC Freshwater or Tidal Wetlands Permit or Jurisdiction Determination

- a) If the subject property falls within 300 feet of the high tide elevation located on the survey, the applicant must submit a NYSDEC Tidal Wetland Jurisdictional determination and/or Tidal Wetland Permit.
- b) If the subject property contains or abuts an open freshwater surface or stream, the applicant must submit a NYSDEC Freshwater Wetland Jurisdictional determination and/or Freshwater Wetlands Permit.

4.0 Erosion Control Information: All projects must include a computation of total/ultimate clearing area. Note ultimate clearing includes the cumulative clearing for the entire subdivision proposed. (ROW & Lot Clearing)

All site plans which propose clearing shall include provisions for erosion control. Applicants may utilize NYSDEC Reference Materials available at Village of Huntington Bay or at the NYSDEC web site http://www.dec.ny.gov/docs/water_pdf/bluebk1ite.pdf.

Site plans which result in clearing of more than 1 acre must file a Notice of Intent (NOI) in accordance with NYSDEC General Permit for Stormwater Discharges from Construction Activity Permit No. GP-0-10-001 dated January 29, 2010. Applicants may utilize NYSDEC Reference Materials available at Village of Huntington Bay or at the NYSDEC web site http://www.dec.ny.gov/docs/water_pdf/gpsconspmt10.pdf and http://www.dec.ny.gov/docs/water_pdf/noipgr10.pdf http://www.dec.ny.gov/docs/water_pdf/instrman1.pdf.

*Applicants should note that if more than (5) acres of clearing is proposed a full Stormwater Pollution Prevention Plan will be required.

5.0 Photographs depicting visual setting of the property and structures on the property and surrounding area from each of the corners of the property and abutting streets. It is recommended that the applicant obtain an aerial photograph of the subdivision property.

Notes: Survey must be prepared by a NYS Licensed Surveyor. Preliminary Subdivision Plan may be prepared by a NYS Licensed Surveyor, Engineer or Architect. Drainage Plan must be prepared by a NYS Licensed Architect or Engineer

Title survey must be dated within (1) year of the application date.

A single plan may be prepared combining preliminary map and drainage requirements.

Applicant should contact the Village Engineer regarding NYSDEC tidal and freshwater wetland jurisdictional determinations. Contact the Village Administrator for the hearing schedule.

It is recommended that the applicant contact the Village Administrator to arrange a preapplication meeting with the Village Building Inspector, Village Engineer and Village Attorney prior to the preparation of the subdivision plans.

If an NOI, ESCP and/or SWPPP is required it must be prepared and filed by a individual meeting the requirements of the NYSDEC General Permit Criteria.