

**TOWN OF BRISTOL**  
**Ontario County, New York**

**APPLICATION FOR PRELIMINARY MAJOR SUBDIVISION**  
**(More than Three Lots)**

A Major Subdivision is the division of a parent parcel of land into four or more lots, including the parent parcel. Refer to *Regulations for Major Subdivision and Land Development of the Town of Bristol* for further information.

*Contact Information:*

*Town of Bristol Code Enforcement Officer*

*Phone: (585) 229-2440*

*FAX: (585) 229-4319*

*E-Mail: [brcodes@frontier.com](mailto:brcodes@frontier.com)*

**GENERAL INFORMATION:**

Planning Board Fees: See Town of Bristol "Fee Schedule"

Recreation Fees: See Town of Bristol "Fee Schedule"

(Plus all Legal and Engineering costs incurred by the Town in the review of this Application.)

Plans, maps and completed application must be submitted to the Code Enforcement Officer no later than two (2) weeks prior to a scheduled Planning Board meeting (Board meets the first Monday of each month at 7:00 P.M. in the Bristol Town Hall.)

At the time a developer requests a formal Preliminary Application for a Major Subdivision, he will deposit half of the total estimated fee to the Town of Bristol.

At the time of final approval, the developer will reimburse the Town of Bristol any additional money owned. If a refund of money is due the developer, it will be returned to said developer after signing of the Final Plat.

**NOTE:**

Page 1 of the Environmental Assessment Form must be completed by the applicant and accompany the application. (Part 617 of the Environmental Conservation Law – State Environmental Quality Review or SEQR)

Map must bear the following statement:

"The Town of Bristol is not responsible for the quality or quantity of water."

As stated in the *Right to Farm Law of the Town of Bristol (Local Law 2001)*, the following will be stamped on all subdivision maps:

"It is the policy of this State and the Town of Bristol to conserve, protect and encourage the development and improvement of agricultural land for the production of food and other products, and also for its natural ecological value. This notice is to inform prospective residents that the property they are about to acquire lies partially or wholly in, or within 500 feet of, either an agricultural district or land for which an individual commitment has been received pursuant to Section 305 or 306 of the Agriculture and Markets Law of the State of New York, and that farming activities may include, but not be limited to activities that cause noise, dust and odors."

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

Applicant Name and Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

Phone No. (H): \_\_\_\_\_

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

Phone No. (W): \_\_\_\_\_

Rec. By: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

APPLICATION FOR REVIEW OF PRELIMINARY SUBDIVISION

Applicant's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ ZIP Code \_\_\_\_\_

Consent has been granted for this Application?  Yes  No  
(Proof of Consent must be supplied.)

Option Expires: \_\_\_\_\_ Total Acreage in Subdivision: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Location of Subdivision: \_\_\_\_\_

Type of Subdivision:  Residential  Commercial  Industrial

Zoning District: \_\_\_\_\_ Tax Map No. \_\_\_\_\_

Easements:  Yes  No Brief Description: \_\_\_\_\_

Proposed Easements:  Yes  No Brief Description: \_\_\_\_\_

Deed Restrictions on Property:  Yes  No Brief Description: \_\_\_\_\_

Name of Engineer: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Name of Attorney: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Fee Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Will Subdivision be developed in phases?  Yes  No

If yes, how many? \_\_\_\_\_

Have plans been reviewed by the Engineer for the Town of Bristol?  Yes  No

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

\_\_\_\_\_  
(Signature of Owner or Applicant)

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ ZIP \_\_\_\_\_

## CHECKLIST OF REQUIREMENTS FOR PRELIMINARY/FINAL PLAN

A minimum of seven (7) paper copies and one (1) mylar of the Final Plat with supporting data shall be submitted to the Planning Board by the subdivider, as well as such additional copies as may be necessary to notify any agencies involved under SEQ. R.

The following checklist is provided for informational purposes only. The Preliminary/Final Plan shall show or be accompanied by the following information:

1. Proposed subdivision name or identifying title.
2. Date, north point and scale. The plan shall be at a scale of no more than one hundred (100) feet to the inch. All plans shall be on sheets no smaller than 34" x 44" overall. Final Plan must be drawn on mylar, cronaflex or linen. Whenever any project is of such size that more than one (1) sheet is required, then an index map of the same size shall accompany these sheets.
3. Dimensions shall all be shown in feet and in hundredths of a foot.
4. Name of the owner of the property.
5. Name and seal of engineer, surveyor, or architect responsible for the plan.
6. Tract boundaries with bearings and distances.
7. Width and location of all private driveways.
8. Lot numbers and area of each lot in acreage.
9. Proposed names of streets within the subdivision.
10. Delineation of limits of any land to be disturbed in any manner including areas to be cut, filled, excavated or graded and contours, both existing and proposed at vertical intervals of no more than five (5) feet for areas within such limits.
11. Contours at vertical intervals of twenty (20) feet as determined from a topographic survey map of the U.S. Geological Survey. In the case of steep or unusual tracts, the Planning Board may require contours at such lesser intervals as it finds necessary for study and planning of the tract.
12. Location and description of all swales, ponds, basins, fences, dikes or other devices required to control soil erosion and sedimentation.
13. Where required by New York State Department of Health Regulations, the proposed locations, sizes and design of individual septic tanks and associated leach fields. Regardless of such regulations, the locations and results of tests conducted to determine soil percolation capabilities and deep soil profiles must be provided. At least one potential septic disposal site must be tested for each individual lot unless public sanitary sewer is to be provided.
14. All existing watercourses, tree masses and other significant natural features.
15. Where the preliminary plan covers only a part of the subdivider's entire holdings, a separate sketch shall be submitted of the prospective streets, lots and utility layout for the remainder of the holdings.
16. All existing streets on or adjacent to the tract, including names, right-of-way widths and pavement widths.
17. All existing property lines, easements and rights-of-way, with appropriate Liber and Page, and the purpose for which the easements or rights-of-way have been established.
18. Location and width of proposed streets, alleys, rights-of-way, easements, and proposed lot lines and setbacks.
19. Sufficient data to readily determine the locations, bearings and length of every street, easement, lot and boundary line and to reproduce such lines on the ground including:
  - The length of all straight lines, radii, lengths of curves and tangent bearings for each street; and,
  - The dimensions and angles or bearings of the lines of each lot and of each area proposed to be dedicated to public use.

20. Permanent reference monuments shall be shown as required by any proper authority.
21. Location and dimensions of all playgrounds, public buildings, public areas and other parcels of land proposed to be dedicated to or reserved for public use.
22. Location and width of all proposed driveway intersections with streets and sight distances therefrom. Suitable means of access must be shown for each lot unless such lot is annexed to an existing parcel:
  - Driveway locations for all residential uses along State, County or Town roads shall require a driveway permit and/or a highway work permit prior to approval.
  - All uses on all parcels in all zoning districts in the Town of Bristol must locate driveways in such a manner as to comply with the table of safe sight distances. All signage associated with the table shall comply with the most recent edition of the Manual of Uniform Traffic Control Devices.
23. Wherever practicable, the names of owners of all abutting unplotted land and the names of all abutting subdivisions.
24. Copies of proposed and/or existing deed restrictions, if any, shall be attached to the preliminary plan.
25. Other improvements or modifications required by the Planning Board in the resolution granting preliminary/final approval.
26. Refer to *Zoning Ordinance of the Town of Bristol*, Article Eleven for uses, setbacks, and other regulations as pertains to each Zoning District.

**DRAINAGE REPORT:**

- \_\_\_\_\_ Calculations for run-off.
- \_\_\_\_\_ Pipe and channel sizing.
- \_\_\_\_\_ Method of storm disposal
- \_\_\_\_\_ Run-off control measures during development
- \_\_\_\_\_ Methods to limit erosion and sedimentation
- \_\_\_\_\_ Storm water retention facilities designed to accommodate peak surface run-off of ten (10) year frequencies

**SUPPLEMENTAL DATA:**

- \_\_\_\_\_ Evidence of fiscal capability to carry out the proposed subdivision.
- \_\_\_\_\_ Letter from the Engineer for the Town stating approval “with” or “without” conditions for proposed development.
- \_\_\_\_\_ Letter from New York State Department of Environmental Conservation stating approval “with” or “without” conditions for the proposed development.
- \_\_\_\_\_ Sketch of the proposed and future streets of the entire parcel if developed in phases.
- \_\_\_\_\_ Sketch of the proposed and future sewer, water, drainage and other utilities if developed in phases.
- \_\_\_\_\_ Sketch will show sizes, slope, location and areas served if developed in phases.

**DO NOT WRITE BELOW THIS LINE – For Planning Board use only**

Date application received by Chairperson or Secretary of the Town of Bristol Planning Board: \_\_\_\_\_

I certify that this application is in compliance with the rules and regulations known as ***Regulations for Major Subdivision and Land Development of the Town of Bristol.***

Comments:

Date: \_\_\_\_\_  
Chairperson or Secretary of Planning Board

Public Hearing scheduled for: \_\_\_\_\_

Ontario County Planning Board review necessary? \_\_\_\_ Yes \_\_\_\_ No

Date of Ontario County Planning Board review: \_\_\_\_\_

By Resolution, the Town of Bristol Planning Board has approved, approved with modification, or disapproved, such plan on:

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

Final Subdivision plans must be submitted within six (6) months or Preliminary Subdivision approval will have expired.

**TOWN OF BRISTOL ADMINISTRATIVE CHECKLIST FOR USE IN REVIEW OF SUBDIVISIONS:**

Name of Proposal: \_\_\_\_\_

Location: \_\_\_\_\_ Tax Map No.: \_\_\_\_\_

No. of lots: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Review Fee: \$ \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Engineer and Legal Fees: \$ \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

Name

Address

Phone No.

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

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

Engineer: \_\_\_\_\_

Attorney: \_\_\_\_\_

**Preliminary Plat**

Date: \_\_\_\_\_ Discussion with Planning Board.

\_\_\_\_\_ Filing of Application for the approval of a Preliminary Plat.

\_\_\_\_\_ 7 copies of the Preliminary Plat and 7 copies of the Environmental Impact Statement to the Planning Board.

\_\_\_\_\_ Payment of \$ \_\_\_\_\_ plus \$ \_\_\_\_\_ for each lot within the subdivision.

\_\_\_\_\_ Study of the Preliminary Plat (developer to attend these meetings).

\_\_\_\_\_ Within 60 days after submission of the Preliminary Plat, the Planning Board and the Town Board should take action to conditionally approve, with or without modifications, or disapprove such preliminary plat, and the grounds for any modifications or disapproval shall be stated upon the Planning Board records.

\_\_\_\_\_ Public Hearing advertised \_\_\_\_\_ days prior to hearing.

\_\_\_\_\_ Public Hearing held \_\_\_\_\_ days of receipt of application.

\_\_\_\_\_ Referral to Ontario County Planning Board.

\_\_\_\_\_ Report from Ontario County Planning Board.

\_\_\_\_\_ Referral to Town Engineer.

\_\_\_\_\_ Report from Town Engineer.

\_\_\_\_\_ Referral to Fire Department Chief.

\_\_\_\_\_ Report from Fire Department Chief.

\_\_\_\_\_ Decision of Planning Board.

Approval \_\_\_\_\_  
Conditional Approval \_\_\_\_\_  
Disapproval \_\_\_\_\_

\_\_\_\_\_ Written notification to applicant of decisions (within 5 days).

\_\_\_\_\_ Health Department notified.

**Subdivision Plat**

Date: \_\_\_\_\_ Within 6 months of Preliminary Plat approval, applicant will file with Planning Board an Application for Approval for a Sub division Plat.

\_\_\_\_\_ Application shall be accompanied by 7 copies of the subdivision plat and the construction detail sheets.

\_\_\_\_\_ Endorsement of State Health Department.

\_\_\_\_\_ County Official Map, County Planning Board and County Highway Superintendent notifications.

\_\_\_\_\_ County Planning Board report.

\_\_\_\_\_ Easements required.

\_\_\_\_\_ Zoning Changes? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Public Hearing within 30 days after the time of official submittal date.

\_\_\_\_\_ Referral to Town Engineer.

\_\_\_\_\_ Report from Town Engineer.

\_\_\_\_\_ Performance Bond Amount: \$ \_\_\_\_\_

\_\_\_\_\_ Decisions by Planning Board (within 60 days of the Public Hearing).

Approval \_\_\_\_\_  
Conditional Approval \_\_\_\_\_  
Disapproval \_\_\_\_\_

\_\_\_\_\_ Offers of cession to the Town of Bristol of all parks, playgrounds, roads, etc.  
Playground/Recreation fee: Amount paid: \$ \_\_\_\_\_

- \_\_\_\_\_ Certificate of Approval from the Town Attorney.
- \_\_\_\_\_ Designee of Planning Board signs Plat.
- \_\_\_\_\_ Applicant shall file the approved Subdivision Plat in the Office of the Ontario County Clerk.
- \_\_\_\_\_ Written notification to the applicant.
- \_\_\_\_\_ The Town Engineers assures the satisfactory completion of improvements and he/she shall determine an amount sufficient to defray costs of said inspection.