

## SUBDIVISION CHECKLIST

### *Information and Materials Required for Review by The City of Rome Planning Board*

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#### **Requirement Subdivision Reviews**

1. Subdivision is required whenever:
    - **Three (3) or more lots are created within a five year period for the purpose of conveyance, transfer, improvement, building development or sale. Subdivision is not required where each lot is at least five acres.**
  2. Subdivision review by the Planning Board takes place in **three steps**:
    - a) **Sketch Plan** - *a general or conceptual plan of the proposed subdivision*
    - b) **Preliminary Plan** - *a specific plan of the proposed subdivision*
    - c) **Final Plat** - *the Preliminary plan modified to reflect any changes required by the Planning Board*
  3. For further subdivision requirements refer to Section § 62-1 Subdivisions of the Rome Code of Ordinances.
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#### **Sketch Plan**

1. Submit the **Request for Planning Board Review** and the **Planning Board Application** to the Department of Community & Economic Development.
2. Submit **15 copies** of Sketch Plan materials to the Department of Community & Economic Development.\*
  - a) Sketch Plan
  - b) Location Plan (a map showing where in the City, or a recognizable section of the City, the parcel is located)
3. Pay Sketch Plan fee of **\$50.00** to the Dept. of Community & Economic Development (checks payable to Rome City Treasurer)
4. Review within 30 days and prior to Planning Board meeting.
5. All requests for review must be complete and received **16 days prior** to next Planning Board agenda date.

#### **Preliminary Plan**

1. Submit **25 copies** of all materials to the Department of Community & Economic Development.\*
  - a) Request for Planning Board Review (top sheet on application)
  - b) Preliminary Plans
  - c) Environmental Assessment Form
  - d) Elevation Plan, if applicable (side view of proposed structures)
2. Pay Preliminary Plan fee to the Dept. of Community & Economic Development:
  - a) Less than 5 lots - **\$50.00**
  - b) 5 lots or greater - **\$150.00** (checks payable to Rome City Treasurer)
3. The application and plans are disseminated to various state, federal and regional agencies as appropriate. *It is important to remember that some of these agencies have up to 30 days to comment on the proposal.*
4. All requests for review must be complete and received **16 days prior** to next Planning Board agenda date.

## **Final Plat**

1. Requirements for Planning Board review\*
  - a) Pay Final Plat fee of **\$35.00 per lot** shown on the Final Plat to the Department of Community & Economic Development (checks payable to Rome City Treasurer)
  - b) Submit a cloth or mylar **original plus 10 copies** to the Department of Community & Economic Development
    - The submission must be on sheets not more than 27 inches by 35 inches and the scale must not be more than 100 feet to the inch (when more than one sheet is required, an additional index sheet of the same size must be filed showing the entire subdivision on one sheet with lot and block numbers)
    - The Final Plat must conform to the approved Preliminary Plan, although it may show only the portion of the approved Preliminary Plan which the applicant proposes to record and develop at that time
  - c) Submit a certificate from your Engineer stating that the proposed public improvements and/or utilities meet minimum required standards
  - d) Submit a performance bond acceptable to Corporation Counsel to ensure proper completion of the proposed public improvements and utilities
  - e) Submit the deed and other legal documents required to transfer land to the City
2. The cloth or mylar copy plus at least two more copies of the Final Plat **must** be signed by the Planning Board chair after approval
3. The applicant **must** file the cloth copy and at least two more copies of the Final Plat with the Oneida County Clerk **within 90 days** of approval
4. The applicant **must** file a certified copy of the Final Plat with the Planning Department within **30 days** of filing with Oneida County.
5. All requests for review must be complete and received **16 days prior** to next Planning Board agenda date

**\*Incomplete applications will not be accepted**

## Subdivision Checklist

	YOUR SUBDIVISION SUBMITTAL SHOULD INCLUDE THE FOLLOWING ITEMS, AS APPLICABLE:
YES   NO	
<input type="checkbox"/> <input type="checkbox"/>	1. Correct plan size and scale. Sheets <u>must be 24" x 36"</u> , <b>The Preliminary Plans must not be more than 100 feet to the inch</b>
<input type="checkbox"/> <input type="checkbox"/>	2. Subdiv. name or title
<input type="checkbox"/> <input type="checkbox"/>	3. Name & address – owner & designer
<input type="checkbox"/> <input type="checkbox"/>	4. Date, true north, scale
<input type="checkbox"/> <input type="checkbox"/>	5. Location property lines, existing easements, buildings, water courses, other essential features
<input type="checkbox"/> <input type="checkbox"/>	6. Record owners of adjacent subdivisions & lots
<input type="checkbox"/> <input type="checkbox"/>	7. Existing sewers, water mains, culverts & drains
<input type="checkbox"/> <input type="checkbox"/>	8. Location, name & widths of existing & proposed streets, highways, easements building lines, alleys, parks & other public open spaces.
<input type="checkbox"/> <input type="checkbox"/>	9. If more than one zoning district, then district boundaries and conflicting regulations
<input type="checkbox"/> <input type="checkbox"/>	10. Parcels proposed to be dedicated to public use and conditions of dedication
<input type="checkbox"/> <input type="checkbox"/>	11. Grades & profiles proposed streets or public ways
<input type="checkbox"/> <input type="checkbox"/>	12. Typ. x-sections of proposed grading & roadways or sidewalks. Topographic conditions
<input type="checkbox"/> <input type="checkbox"/>	13. Deed description, topographic survey and map of tract boundary made & certified by a licensed land surveyor
<input type="checkbox"/> <input type="checkbox"/>	14. Connection with existing water supply or alternative
<input type="checkbox"/> <input type="checkbox"/>	15. Connection with existing sanitary sewer or alternative
<input type="checkbox"/> <input type="checkbox"/>	16. Grading and stormwater management plan
<input type="checkbox"/> <input type="checkbox"/>	17. Prelim. bridge or culvert designs
<input type="checkbox"/> <input type="checkbox"/>	18. Proposed lot lines with approx. dimensions
<input type="checkbox"/> <input type="checkbox"/>	19. Proposed lot numbers
<input type="checkbox"/> <input type="checkbox"/>	20. Proposed location, size & type curbs, gutters, water, sanitary, storm drains, manholes, basins underground conduits. Width & depth of pavement & sub-base
<input type="checkbox"/> <input type="checkbox"/>	21. Boundaries of proposed permanent easements (width $\geq$ 15')
<input type="checkbox"/> <input type="checkbox"/>	22. For phased plats, sketch of the prospective future street system of the unsubmitted part
<input type="checkbox"/> <input type="checkbox"/>	23. Erosion control plan