

City of Rome, NY

Subdivision Application Checklist

Consult Chapter 62 of the City of Rome Code of Ordinances.

Administrative Subdivision Application Requirements

Pre-Application Conference (*Optional*)

(no fee)

A pre-application conference with the Planning Department, Engineering Department, and Code Enforcement Department is optional prior to the filing of a preliminary plat in the case of an administrative subdivision. The purpose of the pre-application conference is to make advice and assistance available to the applicant before preparation of the preliminary plat. The Planning Department may include other relevant City departments and interested agencies in the pre-application process. The pre-application conference does not require a formal application or fee.

Pre-Application Submittals:

- A sketch plan (general layout of proposed streets, lots, and other improvements)
- A location map (general relationship of the proposed subdivision to its surrounding area, including general location of major streets, schools, parks, and other relevant developments)
- A depiction of land reserved for streets, stormwater management, sewers, water, fire protection, public buildings, utilities, and other facilities
- A map of the general locations of obvious conservation features

Preliminary Plat Submittal (*Required*)

(no fee)

Only a preliminary plat is required for an administrative subdivision application. Once approved, the preliminary plat is considered the final plat. A preliminary plat must be filed with the Planning Department.

Preliminary Plat Submittals:

Twenty (20) hardcopies and one electronic copy of the preliminary plat and application materials prepared by a professional engineer or land surveyor licensed by the State of New York:

- Request for Planning Board Review form completed
- Planning Board Application form completed
- SEQR
- Evidence of site control
- A site plan drawn and printed to a scale of not more than 100 feet to one inch (more than one page may be necessary for larger projects) with the following information:
 - A north point indication, scale, date of preparation of the preliminary layout, and the signature of the professional engineer or land surveyor preparing the same
 - A legal description of the land proposed to be subdivided
 - The boundary lines of the proposed subdivision, drawn to scale, including angles and distances, and a statement of the total area encompassed by such boundary lines
 - The layout, number, dimensions, and area of each lot within the proposed subdivision
 - The location, dimensions, and layout of all parcels of land intended to be dedicated for public use or reserved as common space for subdivision property owners, such as parks and other open spaces (*if applicable*)
- An outline and description of all public improvements, if required, together with preliminary drawings and information as required by City departments and interested agencies
- When required by the Planning Department, to be determined during the pre-application meeting:
 - A topography map with contours at specified intervals
 - The location, size, and approximate grades of proposed sewers
 - Cross-section of proposed rights-of-way, showing roadway widths and grades, bicycle and pedestrian facilities, green infrastructure, and street trees
 - The proposed location of water, gas, electric, cable, data delivery, and telephone outlets or lines

- Elevation drawing
- Other elements integral to the proposed development as considered necessary by City departments

Minor Subdivision Application Requirements

Pre-Application Conference (Optional)

(no fee)

A pre-application conference with the Planning Department, Engineering Department, and Code Enforcement Department is optional prior to the filing of a preliminary plat in the case of a minor subdivision. The purpose of the pre-application conference is to make advice and assistance available to the applicant before preparation of the preliminary plat. The Planning Department may include other relevant City departments and interested agencies in the pre-application process. The pre-application conference does not require a formal application or fee.

Pre-Application Submittals:

- A sketch plan (general layout of proposed streets, lots, and other improvements)
- A location map (general relationship of the proposed subdivision to its surrounding area, including general location of major streets, schools, parks, and other relevant developments)
- A depiction of land reserved for streets, stormwater management, sewers, water, fire protection, public buildings, utilities, and other facilities
- A map of the general locations of obvious conservation features

Preliminary Plat Submittal (Required)

(Minor Subdivisions (less than 5 lots) = \$ 50.00 + \$ 35.00 per lot)

Only a preliminary plat is required for a minor subdivision application. Once approved, the preliminary plat is considered the final plat. A preliminary plat must be filed with the Planning Board.

Preliminary Plat Submittals:

Twenty (20) hardcopies and one electronic copy of the preliminary plat and application materials prepared by a professional engineer or land surveyor licensed by the State of New York:

- Request for Planning Board Review form completed
- Planning Board Application form completed
- SEQR
- Evidence of site control
- A site plan drawn and printed to a scale of not more than 100 feet to one inch (more than one page may be necessary for larger projects) with the following information:
 - A north point indication, scale, date of preparation of the preliminary layout, and the signature of the professional engineer or land surveyor preparing the same
 - A legal description of the land proposed to be subdivided
 - The boundary lines of the proposed subdivision, drawn to scale, including angles and distances, and a statement of the total area encompassed by such boundary lines
 - The location, dimensions, and layout of rights-of-way, blocks, easements, improvements, and utilities within and contiguous to the proposed subdivision, as well as the location and dimensions of such major features as railroad lines, waterways, and exceptional topography
 - The layout, number, dimensions, and area of each lot within the proposed subdivision
 - The location, dimensions, and layout of all parcels of land intended to be dedicated for public use or reserved as common space for subdivision property owners, such as parks and other open spaces (*if applicable*)
 - The location of all existing and proposed connections with existing and proposed water, sewer, and other utility lines, and an indication of provisions for and location of stormwater management facilities
- An outline and description of all public improvements, if required, together with preliminary drawings and information as required by City departments and interested agencies
- When required by the Planning Department, to be determined during the pre-application meeting:
 - A topography map with contours at specified intervals
 - The location, size, and approximate grades of proposed sewers

- Cross-section of proposed rights-of-way, showing roadway widths and grades, bicycle and pedestrian facilities, green infrastructure, and street trees
- The proposed location of water, gas, electric, cable, data delivery, and telephone outlets or lines
- Elevation drawing
- Other elements integral to the proposed development as considered necessary by City departments

Major Subdivision Application Requirements

Pre-Application Conference (Required)

(no fee)

A pre-application conference with the Planning Department, Engineering Department, and Code Enforcement Department is required prior to filing of a preliminary plat in the case of a major subdivision or cluster subdivision. The purpose of the pre-application conference is to make advice and assistance available to the applicant before preparation of the preliminary plat. The Planning Department may include other relevant City departments and interested agencies in the pre-application process. The pre-application conference does not require a formal application or fee.

Pre-Application Submittals:

- A sketch plan (general layout of proposed streets, lots, and other improvements)
- A location map (general relationship of the proposed subdivision to its surrounding area, including general location of major streets, schools, parks, and other relevant developments)
- A depiction of land reserved for streets, stormwater management, sewers, water, fire protection, public buildings, utilities, and other facilities
- A map of the general locations of obvious conservation features
- Conservation Features Inventory (CFI) must be filed with the Planning Department in an application for any major subdivision of previously undeveloped land or land previously in agricultural use. The CFI must be submitted prior to the preliminary plat.

Preliminary Plat Submittal (Required)

(Major Subdivisions (5 or more lots) = \$ 150.00 + \$ 35.00 per lot)

A preliminary plat must be filed with the Planning Board.

Preliminary Plat Submittals:

Twenty (20) hardcopies and one electronic copy of the preliminary plat and application materials prepared by a professional engineer or land surveyor licensed by the State of New York:

- Request for Planning Board Review form completed
- Planning Board Application form completed
- SEQR
- Evidence of site control
- A site plan drawn and printed to a scale of not more than 100 feet to one inch (more than one page may be necessary for larger projects) with the following information:
 - A north point indication, scale, date of preparation of the preliminary layout, and the signature of the professional engineer or land surveyor preparing the same
 - A legal description of the land proposed to be subdivided
 - The boundary lines of the proposed subdivision, drawn to scale, including angles and distances, and a statement of the total area encompassed by such boundary lines
 - The location, dimensions, and layout of rights-of-way, blocks, easements, improvements, and utilities within and contiguous to the proposed subdivision, as well as the location and dimensions of such major features as railroad lines, waterways, and exceptional topography
 - The layout, number, dimensions, and area of each lot within the proposed subdivision
 - The location, dimensions, and layout of all parcels of land intended to be dedicated for public use or reserved as common space for subdivision property owners, such as parks and other open spaces (*if applicable*)
 - The location of all existing and proposed connections with existing and proposed water, sewer, and other utility lines, and an indication of provisions for and location of stormwater management facilities

- An outline and description of all public improvements, if required, together with preliminary drawings and information as required by City departments and interested agencies
- When required by the Planning Department, to be determined during the pre-application meeting:
 - A topography map with contours at specified intervals
 - The location, size, and approximate grades of proposed sewers
 - Cross-section of proposed rights-of-way, showing roadway widths and grades, bicycle and pedestrian facilities, green infrastructure, and street trees
 - The proposed location of water, gas, electric, cable, data delivery, and telephone outlets or lines
 - Elevation drawing
 - Other elements integral to the proposed development as considered necessary by City departments

Final Plat Submittal (*Required within 1 year of approval by the Planning Board of the preliminary plat*)

The final plat must conform to the approved plans and specifications for required improvements and the preliminary plat, incorporating any conditions required by the Planning Board, and including the following information, as applicable:

- Formal offers of dedication, when not set forth on the final plat, of any public rights-of-way or parks. All such offers of dedication must be accompanied by the appropriate deeds bearing a certification of approval by the City Corporation Council.
- The plans and specifications for required improvements containing the certifications required by this section, together with any required bonds and waivers.
- *One (1) original mylar hardcopy, fifteen (15) hardcopies, and one electronic copy of the final plat and application materials, bearing the seal and signature of the professional engineer or land surveyor who prepared it:*
 - The date of preparation of the final plat and by whom it was prepared
 - The boundary of the plat, based on accurate traverse, with angles and linear dimensions
 - The exact location, width, and name of all rights-of-way within and adjoining the plat
 - True angles and distances to the nearest established right-of-way line or official monuments (no less than three)
 - Municipal, township, county, and section lines accurately tied to the lines of the subdivision by distances and angles
 - Radii, internal angles, points, curvatures, tangent bearings, and lengths of all arcs
 - All easements established for public use and utilities
 - All lot numbers and lot lines, with accurate dimensions given in hundredths of a foot
 - Accurate outlines of all areas dedicated or reserved for public use, with the proposed uses indicated, and all areas to be reserved for the common use of the property owners, with the proposed uses indicated
 - Forms of dedication, approval, and certification as required by this Ordinance
- Prior to submitting the final plat, the following approvals and certifications must be secured and evidenced on the final plat or by written documents supplementing such final plat:
 - An endorsement from abstract or title company certifying that there are no liens against the land to be subdivided arising from nonpayment of City taxes, water or sewer charges, or fines
 - A certification by all who have an interest in the property to be subdivided, authorizing and acknowledging the preparation of the subdivision plat and the dedication of any thoroughfares and other public areas
 - The approval of the City Engineer that the subdivision agrees with the City survey and is mathematically correct
 - A certification from authorities where approval is required, of the plans and specifications for required public improvements, or waivers from the same