

**TOWN OF RUSH PLANNING BOARD and/or TOWN BOARD  
APPLICATION FOR LAND SUBDIVISION/SITE PLAN REVIEW**

*Application submission date is by the 10<sup>th</sup> of the month prior to public hearing date*

**\*PLEASE NOTE: ALL MAPS MUST BE RECEIVED IN A DIGITAL FORMAT**

Project Name \_\_\_\_\_  
\_\_\_\_\_  
Parcel Location \_\_\_\_\_  
Tax Account # \_\_\_\_\_  
Date \_\_\_\_\_

**SITE PLAN REVIEW FEES:**  
Single Family **\$125.00**  
Multiple Family **\$200.00**  
Plus **\$30.00** per 1000 square feet

**PRELIMINARY SUBDIVISION:**  
Subdivision of land in 2 parcels **\$125.**  
Plus **\$20.00** for each additional parcel  
FINAL SUBDIVISION: **\$50.00** per parcel over 2

Will the proposed project occur on property which  
Contains a farm operation or on property which boundaries within 500 feet of a farm operation? \_\_\_\_\_ Yes  
\_\_\_\_\_ No **If yes, please provide a completed Agricultural Data Statement.**

PRELIMINARY SUBDIVISION HEARING  
Date \_\_\_\_\_ Total Lots \_\_\_\_\_  
Fee \_\_\_\_\_

FINAL SUBDIVISION HEARING  
Date \_\_\_\_\_ Total Lots \_\_\_\_\_  
Fee \_\_\_\_\_

**SITE PLAN HEARING**

Date \_\_\_\_\_ Fee \_\_\_\_\_ Phone \_\_\_\_\_

Applicant \_\_\_\_\_

Address \_\_\_\_\_

I, \_\_\_\_\_ authorize \_\_\_\_\_ to act on my behalf  
*PLEASE PRINT (OWNER) PLEASE PRINT (AGENT FOR OWNER)*

Professional Engineer/Land Surveyor Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Developer's Statement of Intent ... State type, size and specific plans in support of Subdivision Ordinance  
Section 15-2.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*ALL ENGINEERING FEES INCURRED BY THE TOWN OF RUSH PLANNING BOARD OR TOWN BOARD IN THEIR REVIEW OF THIS  
APPLICATION WILL BE PAID BY THE APPLICANT PLUS A 10% ADMINISTRATIVE FEE**

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

## SPECIFICATIONS FOR SUBDIVISION

**Twenty-one** copies and a PDF no larger than 10mb of the preliminary plat and all supplementary<sup>6</sup> material shall be submitted. The preliminary plat shall be drawn on one or more sheets of tracing material not more than 34 by 44 inches in size and shall be clearly marked "preliminary plat." The preliminary plat shall be drawn at a standard scale not larger than 1 inch = 50 feet and shall include the information listed below. If more than one sheet is required to show the entire parcel, an index map shall be provided.

1. Application to include all pertinent Monroe County subdivision map checklist requirements for filing in the Monroe County Clerk's Office<sup>3</sup>.
2. Boundaries of the parcel to be subdivided. If the subdivider intends to develop the parcel in sections, the entire parcel shall nevertheless be included in the layout with anticipated sections and timing indicated and estimates of population and dwelling units by type for each section and for an equivalent population estimate for areas not proposed for residential development.
3. Existing buildings, wooded areas, watercourses and their 100-year flood limits, water bodies, wetlands and adjacent area. Features to be retained in the subdivision should be so indicated.
4. Statement as to proposed source of water supply and method of sewage disposal.
5. The approximate lines of proposed streets, sidewalks, lots and neighborhood recreation areas or other permanent open space.
6. Preliminary storm water culvert design including pipe size, material, slope and inverts. Culvert sizing calculations.
7. Indication of the zoning of the parcel and any other legal restrictions on use, and the relationship to Agricultural Districts and the Town Master Plan.
8. Names and owners of adjacent lands and tax account numbers and names of adjacent subdivisions.
9. The general soil classifications of the entire parcel proposed for subdivision.
10. Any Environmentally Sensitive Features.
11. Storm water management systems shall be designed in accordance with the latest version of the SPDES General Permit Phase II Storm Water Regulations submitted as a separate storm water pollution prevention plan (SWPPP).
12. Existing streets immediately adjoining within the parcel to be subdivided and the distances to nearest major intersection.
13. Existing storm sewers, water lines and sanitary sewers nearby and within the parcel to be subdivided, with their location, size, type, invert elevations and slopes, using mean sea level as datum plane. Existing easements for such facilities should also be shown as should proposed easements.
14. When a private individual sewage disposal is to be used on any lot, typical design specification for each individual system type shall be submitted. The location for each sewage disposal system shall be included on the plat map together with well location if applicable. Percolation test results as administered by the county Health Department shall be tabulated and submitted for each proposed sewage disposal system.
15. An overlay of all soils areas and their classifications, and those areas, if any, with moderate to high susceptibility to erosion should be shown on plat.
16. A description and location of existing vegetation and trees with species and sizes identified.
17. A description of methods proposed for handling runoff during grading and development, including erosion and sedimentation prevention measures, with the sequence for the installation of such prevention measures. All soil and erosion control measures to be in accordance with the latest version of the New York State Standards and Specifications for erosion and sediment control.
18. The lines and profiles of proposed streets at suitable vertical scale, showing finished grades in relation to existing ground elevation. Proposed street names shall be shown.
19. Profiles of proposed driveways with a grade greater than 5%.

20. A preliminary grading plan of the site at a contour interval of 2 feet or less, showing locations and approximate size of cuts and fills and cross section of any final grading steeper than 3:1, or where the cut or fill will be more than 5 feet.
21. The lines of proposed lots, the acreage and square footage contained in each lot, and individual lot numbering. If a proposed lot contains one or more existing buildings, the proposed setbacks for such buildings shall be indicated.
22. Any proportion of the parcel not proposed to be subdivided into lots shall be designated "remaining lands (not approved for building)."
23. The locations, dimensions and development plan for areas proposed for neighborhood parks or playgrounds, or other permanent open space within the subdivision.
24. A planting plan for street trees, indicating the location, varieties and minimum size of trees to be planted and of existing trees to be preserved as street trees.
25. The location of any municipal boundary lines, existing special service district lines, and zoning district lines within the parcel.
26. Indications of any non-conforming lots, showing the required and actual dimensional requirements as applicable as well as the need for any special permits or variances.
27. Indications of type and location of any potentially hazardous materials of any nature.
28. Location and use of water bodies directly affected by and adjacent to the project and finished or design water levels.
29. Indications of requirements of any state or federal permit.
30. Location of buffers required either during or after construction is completed and reason for buffer and location of other proposed vegetation.
31. Location, size and type of proposed lighting and anticipated signs. A lighting plan conforming to town code.
32. Recommendations to alleviate noise and sight nuisance where they may exist on property adjacent to expressways or industrial development.
33. If located within a Special Flood Hazard Area as designated by the Federal Emergency Management Agency, specify special design considerations required by the National Flood Insurance Program and Town.
34. The Draft Environmental Impact Statement (if required) according to the requirements of Article 8, State Environmental Quality Review Act, NYS Environmental Conservation Law, shall be submitted with the preliminary plat.
35. A full Environmental Assessment Form shall be submitted with the preliminary plat.
36. An 8 ½" x 11" aerial photo or a GIS (Geographic Information System) photo shall be submitted with the application.

**TOWN OF RUSH**  
**PLANNING BOARD**  
**RESIDENTIAL SITE PLAN**  
**MINIMUM PLAN REQUIREMENTS**

1. Submit completed form, applicable fee, full EAF, Agricultural Data Statement, an 8 ½"x11" aerial photo or GIS (Geographic Information System) photo and a **digital PDF**.
2. Submit **21** copies of the site map, on a 22x34 or 24x36 inch sheet with the following minimum information:
  - a. Name, address and phone number.
  - b. General location map, north arrow, date and scale of drawings.
  - c. Map scale to be 50 feet to 1 inch or 40 feet to 1 inch or 30 feet to 1 inch, based on project limits.
  - d. Ownership of adjacent lands to the development including both sides of the road.
  - e. Shown existing buildings, septic systems and wells on adjacent properties within 200 feet of the project.
  - f. Provide five (5) foot contours extending 50 feet onto adjacent property demonstrating overall drainage patterns.
  - g. Maximum two (2) foot contours for proposed grading of building site 20 feet beyond disturbance limits.
  - h. Location of project with respect to 100 year flood plain limits, freshwater wetlands and wooded areas including those within 200 feet of the development boundaries.
  - i. Location with respect to agricultural district
  - j. Location of proposed buildings, proposed driveway access to lot line and proposed grades.
  - k. Existing and proposed storm water drainage including easements and culvert sizing calculations.
  - l. Proposed water supply, location and water service calculations.
  - m. Proposed sewage disposal system design in accordance with County Health Department approval requirements.
  - n. Current zoning of parcel.
  - o. Indicate setback from centerline of road and side & rear lot lines.
  - p. General notes applicable as listed on the handout sheet.
  - q. Erosion control detail and placement in accordance with the latest version of New York State Standards and Specifications for Erosion and Sediment Control.
  - r. If residential project with disturbance  $\geq$  5 acres, then submit a storm water pollution prevention plan (SWPPP) meeting latest version of SPDES General Permit Phase II storm water regulations. If commercial, disturbance threshold reduce to  $\geq$  1 acre.
  - s. Lighting plan in accordance with town outdoor lighting code.
  - t. All existing above and below ground utilities within the R.O.W. including size, inverts, type of material and utility providers.
  - u. Table demonstrating required and proposed site distances for posted speed limit.
  - v. Site civil construction details per Town Code.

Note: Town Clerk's Office requests copies of all reports be sent to the Town Engineer.

Any changes after review by the Planning Board (including relocation of house)  
may require Building Inspector and/or Planning Board approval.

Planning/Revised/1/2020