

NOTICE OF INFORMATION DISCLOSURE



IMPORTANT

Please be advised that information provided as part of this application, including supporting documents will be posted publicly and will be subject to the New York State Freedom of Information Law (FOIL).

The City of Rome will NEVER REQUEST A WIRE TRANSFER FOR PAYMENT OF FEES. Any and all fees owed to the City of Rome can and should be paid via a check made out to "The City of Rome" and either mailed to or dropped off directly at Rome City Hall.

Any digital communications, including charges for any fees owed, from the City of Rome will only be sent via official City email addresses using the "@romeny.gov" domain.

If you have any questions, concerns or believe you have been fraudulently solicited or billed in error, please contact the CED office directly at: 315-339-7644.

CITY OF ROME PLANNING BOARD

Care of: Department of Community & Economic Development
Rome City Hall, 198 N. Washington Street
Rome, New York, 13440
Telephone: (315) 339-7644
www.RomeNewYork.com



Application for Subdivision

Property Address: _____

County Tax ID #: _____

- Type of Subdivision:**
- ☐ Major (5 lots or more, Or Includes New Public Infrastructure)
☐ Preliminary ☐ Final
☐ Minor (Less Than 5 Lots, No New Public Infrastructure)

Please fill out all the application forms completely and ensure that you are submitting all required supporting documentation. Review and complete the application checklist form on page 5 prior to submission to confirm that your application is complete.

A complete application package includes the following:

- Completed Application for Subdivision Form
- Subdivision Plat Prepared by a NYS Licensed Land Surveyor or Professional Engineer
- Application Fee
- Short or Full Environmental Assessment Form (SEAF/FEAF) Part 1, As Applicable

The submission format is as follows:

- Digital Copy of **All** Documents
- Two (2) copies of subdivision plat printed to full scale
- Eight (8) copies of subdivision plat printed to 11"x17"

A complete application package must be submitted to the City's Department of Community and Economic Development at least sixteen (16) calendar days in advance of the upcoming meeting to be placed on an agenda. Please note that, by law, state agencies have up to thirty (30) days to submit comments on applications requiring coordinated review under the New York State Environmental Quality Review Act (SEQR), so an application submitted sixteen days in advance of a Planning Board meeting will not necessarily be acted upon at that meeting.

City of Rome, New York
Application for Subdivision

Project Sponsor Information

Applicant Information				
Name:			Phone:	
Address:	City:	State:	Zip:	
E-Mail:				
Property Owner Information				
☐ (Check if same as applicant)				
Name:			Phone:	
Address:	City:	State:	Zip:	
E-Mail:				
Agent Information (if applicable)*				
Agent Type:	☐ Project Engineer	☐ Architect	☐ Surveyor	☐ Lawyer ☐ Other ()
Name:			Phone:	
Address:	City:	State:	Zip:	
E-Mail:				

**Please note that an agent only needs to be designated if you would like someone other than the listed applicant to be the primary point-of-contact for this project.*

Project Information

Property Zoning		Property Size	
Current Land Use			
Number of Parcels to Result from Subdivision			
Largest Parcel Size to Result			
Smallest Parcel Size to Results			

City of Rome, New York
Application for Subdivision

Project Information (Continued)

Brief Project Summary/Description

Are there any known archaeological or historically significant features on the property?

☐ Yes ☐ No

If yes, please explain: _____

Will all parcels have frontage on a public right-of-way and take access from it?

☐ Yes ☐ No

Are there any easements or rights-of-way on the property? ☐ Yes ☐ No

☐ Utility ☐ Right-of-Way ☐ Access ☐ Other

Is the property located within a floodplain? ☐ Yes ☐ No

☐ 100-Year ☐ 500-Year

Are there any federal or state wetlands located on the property? ☐ Yes ☐ No

☐ Federal Wetlands ☐ New York State Wetlands

Major Subdivision Only

Does the proposed subdivision anticipate the creation of new roads, power lines, or water and sewer infrastructure that will be maintained by the City of Rome? ☐ Yes ☐ No

☐ Road(s) ☐ Electrical ☐ Water ☐ Sewer

Have copies of the proposed plat been sent to the Oneida County Department of Health for approval? ☐ Yes ☐ No

Has the property been previously developed/used for a purpose other than agriculture?

☐ Yes ☐ No

If no, you **must complete a conservation features inventory as outlined in Section 62-6 of the Rome City Code. Please contact the Department of Community & Economic Development for assistance.*

Application Submittals Checklist (Minor Subdivision)

*This checklist **must** be completed if you are applying for property subdivision in order for your application to be considered complete.*

- ☐ Completed Application for Planning Board Review
- ☐ Application Fee (\$50 base fee plus \$35 per lot)(Make checks payable to City of Rome)
- ☐ Completed Short or Long Form Environmental Assessment Form, Part 1, as applicable
- ☐ Legal description of the parcels resulting from the proposed subdivision
- ☐ A preliminary plat map prepared by a Professional Engineer or Licensed Land Surveyor at a scale not exceeding 1"=100' and showing the following:
 - ☐ North arrow and scale bar
 - ☐ Name and address of applicant
 - ☐ Name, address, and stamp of the Engineer or Land Surveyor who prepared the drawing
 - ☐ Layout, number, dimensions, and area of each lot within the proposed subdivision
 - ☐ Boundary lines of the proposed parcels, including angles and distances, and a statement of the total areas of those parcels
 - ☐ 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 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
 - ☐ If applicable - 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 or walking trails)
 - ☐ If applicable - outline and description of all public improvements (such as roads), together with preliminary drawings

Please note that the Planning Board or City departments may, at their discretion, require the submission of additional information beyond what is listed above. Commonly requested information includes, but is not limited to, the following:

- ☐ Topography map with contours at specified intervals
- ☐ 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(s)

Application Submittals Checklist (Preliminary Plat, Major Subdivision)

*This checklist **must** be completed if you are applying for property subdivision in order for your application to be considered complete.*

- ☐ Completed Application for Planning Board Review
- ☐ Application Fee (\$150 base fee plus \$35 per lot)(Make checks payable to City of Rome)
- ☐ Completed Short or Long Form Environmental Assessment Form, Part 1, as applicable
- ☐ Legal description of the parcels resulting from the proposed subdivision
- ☐ A preliminary plat map prepared by a Professional Engineer or Licensed Land Surveyor at a scale not exceeding 1"=100' and showing the following:
 - ☐ North arrow and scale bar
 - ☐ Name and address of applicant
 - ☐ Name, address, and stamp of the Engineer or Land Surveyor who prepared the drawing
 - ☐ Layout, number, dimensions, and area of each lot within the proposed subdivision
 - ☐ Boundary lines of the proposed parcels, including angles and distances, and a statement of the total areas of those parcels
 - ☐ 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 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
 - ☐ If applicable - 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 or walking trails)
 - ☐ If applicable - outline and description of all public improvements (such as roads), together with preliminary drawings

Application Submittals Checklist (Final Plat, Major Subdivision)

*This checklist **must** be completed if you are applying for property subdivision in order for your application to be considered complete.*

- ☐ Completed Application for Planning Board Review
 - Formal offers of dedication, when not set forth on the final plat, of any public rights-of-way or parks,
- ☐ accompanied by the appropriate deeds bearing a certification of approval by the City Corporation Counsel.
 - 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 preliminary plat map prepared by a Professional Engineer or Licensed Land Surveyor at a scale not exceeding 1"=100' and showing the following:
 - ☐ All information from the approved preliminary plat
 - ☐ 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
- 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
- ☐ Documentation of the approval of the City Engineer that the subdivision agrees with the City survey and is mathematically correct
- ☐ Certification from the Oneida County Health Department and any other applicable authorities that the final plat meets required specifications.

City of Rome, New York
Application for Subdivision

General Information and Certification

The City of Rome's Planning Board regularly meets the first Tuesday of every month. To be placed on an agenda, a complete application must be submitted to the City's Department of Community and Economic Development at least sixteen (16) calendar days in advance of the upcoming meeting.

Please note that you *must* have a representative in attendance at the meeting in order for your application to be considered.

All required supporting documentation including the required number of copies of plans, documents, drawings and/or other illustrative materials must be submitted in an application packet in order for it to be considered complete. Please refer to the relevant application checklist to confirm that you are submitting all necessary information.

Failure to provide complete information may result in unnecessary delays or revocation of approvals.

I do hereby state that the information submitted is an accurate representation of my request and complete to the best of my knowledge:

Applicant Signature: _____

Owner Signature: _____

Date: _____

Date: _____