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**TOWN OF TAYLOR
SUBDIVISION REGULATIONS**

ARTICLE 1 ENACTMENT, AUTHORIZATION, PURPOSE, WAIVERS

Section 110 Enactment Authorization

Pursuant to the authority granted to the Town in Article 16 of the Town Law of the State of New York, the Town Board of the Town of Taylor has, previously by resolution, authorized and empowered the Planning Board of the Town of Taylor to approve Plats within the Town of Taylor and to pass and approve the development of Plats already filed in the office or the Cortland County Clerk if such Plats are either entirely or partially underdeveloped. The Planning Board was also authorized and empowered to approve or disapprove:

- a) Changes in the lines of existing streets, highways, or public areas shown on subdivision Plats or maps filed in the office of the Clerk of Cortland County.
- b) The laying out, closing off or abandonment of streets, highways or public areas under the provisions of the Town and Highway laws of the Town of Taylor, with final approval of the Town Board.

Section 120 Title

These Regulations shall be known as: “Subdivision Control Regulations of the Town of Taylor”

Section 130 Purpose

The purpose of these regulations is to provide for orderly, efficient growth within the community and to afford adequate facilities for the transportation, housing, comfort, convenience, safety, health, and welfare of its population, with due regard to topography so that the natural beauty of the land and vegetation shall be protected and enhanced.

Section 140 Administration

The Subdivision Control Regulations shall be administered by the Planning Board and its designee, if any.

Section 150 Waivers

When the Planning Board finds that extraordinary and unreasonable hardship may result from strict compliance with these regulations it may vary the regulation so that substantial justice may be done.

It is not the intent of these regulations to effect or impose uniformity of standardization in the development of subdivisions in the Town of Taylor. When design concepts, which are imaginative and beneficial to the public interest, are proposed by a subdivider, the Planning Board may modify the requirements of these regulations as necessary to permit accomplishment of such concepts.

ARTICLE 2 DEFINITIONS

For the purpose of These Regulations words and terms used herein are defined as follows:

- These Regulations:** Subdivision control regulations of the Town of Taylor.
- Planning Board:** The Town of Taylor Planning Board.
- Approved Engineer:** An engineer licensed by New York State and not expressly disapproved by the Town of Taylor.
- Building Inspector:** Any person appointed, designated, or otherwise retained by the Town Board to carry out the functions assigned to such a person according to These Regulations.
- Engineer’s Certificate of Approval:** A statement from an Approved engineer that the subdivider’s Plats, specifications, construction documents, and proposed improvements are in compliance with all applicable laws, regulations and codes and that they provide adequate provisions for drainage, sewage, water, utilities and roadways.
- Lot or Parcel:** Cortland County Board of Health Department requires the acreage being subdivided which shall be a minimum of 2.4 acres
- Final Plat:** A drawing, in final form, showing a proposed subdivision containing all information or details required by law and by These Regulations to be presented to the Planning Board for approval and which approved must be duly filed or recorded by the applicant in the Office of the Clerk of Cortland County of Cortland.
- Official Submission Date:** The Date on which an application for Plat approval, complete, and accompanied by all required information, endorsements, and fees, has been filed with the Planning Board.
- Planning Board:** The Town of Taylor Planning Board.
- Preliminary Plat:** The drawing or drawings clearly marked “Preliminary Plat” showing the layout of a proposed subdivision submitted to the Planning Board for approval prior to submission of the Plat in final form and of sufficient detail to apprise the Planning Board of the layout of the proposed subdivision.
- Re-Subdivision:** Means any change in the map of an approved or recorded subdivision or re-subdivision if such change
(a) affects any street layout shown on map,
(b) affects any area reserved thereon for public use or

(c) diminishes the size of any lot shown thereon and creates and additional building lot, if any of the lots shown thereon have been conveyed after the approval of recording of such map.

Road, Major: An arterial road or a commercial road intended to serve heavy flows or traffic from minor roads or as a business road providing access to business properties.

Road, Minor: A collector road intended to serve primarily as an access to abutting residential properties.

SEQR: The New York Environmental Quality Review Act and regulations promulgated thereunder.

Sketch Plan: A sketch of a proposed subdivision to enable the subdivider to save time and expense in reaching general agreement with the Planning Board as to form of the layout and objectives of These Regulations. Review of a sketch plan does not constitute submission of application.

Subdivider: Any person, firm, corporation, entity who shall make an application to lay out any subdivision or part thereof as defined herein, either for himself or for others as agent.

Subdivision: A division of any parcel of land into two or more lots, blocks, or sites for the purpose of conveyance, transfer of ownership, improvement, building development or sale. The term subdivision shall include re-subdivision.

Subdivision, Simple: A subdivision fulfilling the following requirements:
(1) Contains two (2) lots. Initial lot and one (1) new lot).
(2) Does not require any new road construction or improvement or other town supplies utility improvement or extension as determined by the Planning Board.
(3) Does not conflict with Section 130 of These Regulations as determined by the Planning Board.

Subdivision, Minor: A subdivision fulfilling the following requirements:
(1) three (3) lots (initial lot plus one or two new lots).
(2) Does not require any new road construction or improvement or other town supplies utility improvement or extension as determined by the Planning Board.
(3) Does not conflict with Section 130 of These Regulations as determined by the Planning Board.

Subdivision, Major: Four (4) plus (+) lots or any subdivision of land not classified by the Planning Board as a Minor Subdivision.

ARTICLE 3 MISCELLANANEOUS PROVISIONS

Section 310 Penalty Provisions

Refer to Town of Taylor Fees, Penalties, and Violations schedule.

Section 320 Certification and Filing with County

The Town Clerk is hereby directed to forthwith a certified copy of These Regulations with the Clerk of Cortland County.

Section 330 Severability

If any clause, paragraph, section or part of These Regulations shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate any other clause, sentence, paragraph section, or part of These Regulations.

Section 340 Effective Date

These Regulations shall take effect on the _____ day of _____, 20_____

**ARTICLE 4: SIMPLE & MINOR SUBDIVISION PROCEDURES &
STANDARDS**

Section 410 General

Simple And Minor Subdivisions shall be processed in the following manner:

1. Sketch Plan Conference (Optional)
2. Application for Final Plat and SEQR assessment required.
3. Submission of application to County Planning Board (Recommendation by the County Planning Board per Section 239n, General Municipal Law if required).
4. Public Hearing is required, maybe waived by Planning Board for Simple Subdivision only.
5. Final Plat Approval

Section 420 Sketch Plan Conference (recommended but not required)

At least fourteen (14) days before the next regular scheduled meeting of the Planning Board, the Subdivider shall submit five (5) copies of the Sketch Plan(s) and request an appointment with the Planning Board for the purpose of reviewing the Sketch Plan(s). The Planning Board will notify the subdivider of the time, date, and the place that the Planning Board will meet to consider and review such sketch plan(s) and the subdivider's program as they relate to the Comprehensive Plan (if any), design standards, and improvement requirements. The Planning Board may use appropriate government agencies, such as the County Planning Department and the Soil and Water Conservation District staff for their review and comment.

A Sketch Plan conference is intended to assist the sub-divider in the planning and preparation of a Final Plat. At this meeting, the plan will be classified as a Simple, Minor or Major subdivision by the Planning Board as defined by These Regulations. Subdivisions classified as Simple or Minor will be allowed to proceed directly for the Final Plat.

A Sketch Plan conference does not require formal applications, fee or official filing with the Planning Board. Any advice and suggestions received by the potential sub-divider at Sketch Plan Conference are unofficial and do not obligate the potential sub-divider or Planning Board in any way.

Section 430 Department of Health

Cortland County Department of Health approval **may be required** for any subdivision. Early contact by the sub-divider with this department is recommended.

Section 440

Information Required for Final Plat Submission
(Simple & Minor Subdivision)

1. Name and address of a sub-divider and professional advisors, including license numbers and seals if any.
2. Map of property by a licensed land surveyor drawn to a scale appropriate to show clearly all existing and proposed improvements to the subdivision.
 - a. Subdivision name, scale, north arrow, date, Town, County, tax map number and military lot number.
 - b. Subdivision boundaries including name or owner, deed book number and page, and bearings and distances of all existing and proposed property lines.
 - c. Contiguous properties and names of owners, locations of wells, septic tanks systems, if within 300 feet of proposed subdivision.
 - d. Existing and proposed roads, utilities, structures, wells, septic tanks, dry wells, tile fields. etc.
 - e. Watercourses, wetlands, (if NYS designated to indicate) public facilities, and other significant physical features on or near site.
 - f. Proposed pattern of lots including lot widths and depths, road layout, open space, drainage, water supply and sewage disposal facilities as well as electric distribution lines including in ground or above ground location.
 - g. Land contours at minimum intervals of five (5) feet, or other suitable indicators of slope.
 - h. Subsurface conditions on the tract, if required by the Board:
 - Locations and results of the tests made to ascertain subsurface soil
 - Rock and ground water conditions
 - Depth to ground water unless test pits are dry at a depth of eight (8) feet
 - Location and results of soil percolation tests if individual sewage disposal, system is contemplated.The County soil classification map shall be consulted to determine whether subsurface conditions on the tract need to be ascertained by testing the soil.
3. Copy of Tax map(s)
4. Existing and proposed restrictions on the use of the land including easements, covenants, zoning, flood plain areas, deed restrictions, agricultural and historic district properties and unique natural areas.
5. Total acreage of subdivision and area of each lot proposed to within one-tenth of an acre or given is square feet.
6. Existing/proposed building types, if any, including their gross dimensions in square feet.
7. SEQR Assessment submitted.
8. A certification from the Town Engineer indicating whether or not the existing and proposed roads and highways serving said subdivision are adequate to support the increased volume of traffic which will be generated by the subdivision.

Section 450 **Final Plat Additional Requirements (Simple & Minor Subdivision)**

The following shall be submitted with all applications for approval of a Final Plat for Simple & Minor Subdivision:

1. Three (3) copies of the Plat, one of which is to be submitted to the Cortland County Clerk, one (1) for Planning Board, and one (1) for sub-divider prepared in a manner suitable for filing plus five (5) copies for the Planning Board Representatives.
2. Sufficient data acceptable to the Planning Board, which shall be readily enable it to determine the location, bearing, and length of every road line, lot line, and boundary line. Such data shall be sufficient to allow for the reproduction of such lines on the ground, and shall include a distance from a corner of subdivision to an identifiable line such as a road intersection, to facilitate readily identifying the location of said property.
3. On-site sanitation and water supply facilities, if any shall be designed to meet the specifications of the Cortland County Department of Health and a statement to this effect shall be made on the application.
4. A short or long Environmental Assessment Form per the SEQR Act.
5. Additional information as deemed necessary by the Planning Board.
6. Fees, if any will be levies to the developer prior to Final Plat approval & will reflect costs incurred in the administration of the application.

Section 460 **Waiver of Submission Requirements**

The Planning Board may waive compliance with any submission requirements it deems appropriate.

Section 470 **Design Standard for Lots**

Location: Refer to Cortland County Health Departments Regulations.

Dimensions: Refer to Cortland County Health Departments Regulations.

Pedestrian Easements: In order to facilitate pedestrian access from particular areas to such places as schools, parks, play areas, or nearby roads, perpetual, unobstructed easements at least twenty (20) feet wide may be required for reasons or safety and convenience.

Lot Lines: Side lot lines shall be approximately at right angles to the road or radial to curved roads. On large size lots and, except when indicated by topography, lot lines shall be straight.

Nuisance Strips: Parcels of land such size and dimension as to be unsuitable for any reasonable purpose other than to exclude access to adjacent lands owned or to be owned by others shall be avoided.

Section 480 **Unique and Natural Features Preservation**

Unique features such as historic landmarks, sites, rock outcrops, hilltop lookouts, desirable natural contours, and similar features shall be preserved when possible. Also

streams, lakes, ponds, and wetlands shall be left unaltered and protected by easements or other means.

Section 490 **Final Plat Approval Procedures (Simple & Minor Subdivision)**

All subdivisions as defined herein shall require Final Plat Approval by the Planning Board.

The sub-divider shall file with the Planning Board an application for Final Plat Approval on forms available from the Town of Taylor or online at the Town of Taylor web page. The application shall be accompanied by the documentation specified by Article 4 within. Such application shall be submitted to the Town Clerk at least thirty (30) days prior to the meeting at which it is to be considered by the Planning Board.

Recommendation by County Planning Board:

When required by Section 239n of General Municipal Law the application for Final Plat approval shall be referred to County Planning Board for their recommendation. Any recommendation received from the County Planning Board within Cortland County Board of Health thirty (30) day period prescribed, shall be reviewed and taken into account by the Taylor Planning Board before any decision on the Final Plat.

Public Hearing

All subdivisions require a public hearing held by the Planning Board, after a complete application is filed and prior to a rendering a decision. Such hearing must be done within forty-five (45) days following submission date of Final Plat. It is recommended that the sub-divider, or agent of such, attend the hearing.

Notice of Hearing

The hearing shall be advertised by the Planning Board at least once in the official newspaper of the Town at least ten (10) days before the hearing. Notice of the hearing shall be mailed by the Planning Board by certified return receipt, to the owners of record of all adjoining properties within three hundred (300) feet of the property proposed for subdivision and least ten (10) days before hearing.

Notice of Decision

The planning Board shall approve, conditionally approve, or disapprove the Final Plat within thirty-five (35) days of the public hearing. The time within which the Planning Board must act on the Final Plat may be extended by mutual consent of the sub-divider and the Planning Board. If Final Plat is disapproved, the grounds for disapproval (including a reference to any provisions of These Regulations violated by the Final Plat) shall be stated in the record of the Planning Board. Failure of the Planning Board to render a decision within the required time period shall be deemed final Plat Approval.

Within five (5) days of approval, conditional approval, or disapproval the sub-divider shall be notified by Mail of the Final action of the Planning Board.

Recording Final Plat

The sub-divider shall record an approved Final Plat, or the approved section thereof, in the office of the Clerk of Cortland County, NY **within sixty (60) days after the date of approval; otherwise the Final Plat shall be considered void** and must be submitted to the Planning Board for approval before recording it again in the Cortland County Clerk's Office.

Conditional Approval:

Upon Conditional Approval of such Final Plat, the Planning Board Chairman is duly authorized to sign the Final Plat upon completion of such requirements as may be stated in the Conditional Approval resolution. A certified statement of the requirements shall be noted on the Final Plat. Upon signing of the conditionally approved by the Planning Board Chairman, the Final Plat shall then be certified by the Town Clerk. **Conditional approval of a Final Plat shall expire one hundred eighty (180) days after the date of the resolution granting Conditional Approval.** The Planning Board may, however, extend that expiration time by not more than one hundred eighty (180) days.

The Building Inspector shall not be authorized to issue a Building Permit or Certificate of Occupancy/Compliance for any structure on any lot in the subdivision unless and until the approved Plat has been filed in the County Clerk's Office as required by this paragraph.

Article 5 MAJOR SUBDIVISION REVIEW AND APPROVAL PROCEDURE

Section 505 General

Major Subdivisions shall be processed in the following stages:

1. Sketch Plan Conference. (optional)
2. Application for Preliminary Plat. (optional)
3. Submission of Application to County Planning. (If required by section 239n of the General Municipal Law calling for their recommendation).
4. Required Public Hearing.
5. Preliminary Plat Approval.
6. Optional Public Hearing.
7. Final Plat Approval.

Section 510 Application, Fees, and Costs

Wherever and subdivision of land is proposed to be made and before any contract for the sale of, or any offer to sell such subdivision, or any part thereof is made, the sub-divider shall apply in writing to the Planning Board for approval. Applications may be obtained from the Town Clerk. Applications shall be filed with and paid to the Town Clerk.

Section 510 Application, Fees, and Costs (Continued)

1. Filing Fees: Refer to Fee Schedule.
2. Engineer's Certificate of Approval: Sub-dividers are responsible for the cost of obtaining a Certificate of Approval for the Final Plat by an approved Engineer, if required.
3. Cost of Review by Town Engineer: The Planning Board may require that the Town Engineer, or an Engineer referred by Cortland County, review the specifications and proposed of sub-dividers who obtain the Certificate of Approval from an Approved Engineer. The Planning Boards shall inform the sub-divider of the need for such review after submission of the application for approval of the subdivision. Sub-dividers are responsible for the cost of any such Town Engineer review. If the Planning Board informs the sub-divider that such a review is necessary, the sub-divider shall contact an Approved Engineer and obtain an estimate. "The estimate" is the cost to the Town of the review of the sub-divider's Plats, specifications, construction documents, and proposed improvements. The sub-divider shall deliver to the Town Clerk a copy of "the estimate", plus 10%, with the Town Clerk before the public hearing on the proposed subdivision.
Within sixty (60) days after the Final Plat is filed in the office of the Cortland County Clerk, or within sixty (60) days after an application for Plat approval is withdrawn or disapproved, the Town Clerk shall refund to the sub-divider the unexpended portion of the funds collected to allow for the review of the subdivision application by an approved Engineer.
4. Cost of Engineer's Inspections: Sub-dividers are responsible for the cost of the inspections of all improvements by the Town Engineer. The sub-divider shall obtain an estimate as described in item 3 above, and shall deliver a copy of "the estimate" along with the required monies as described in item 3 at least seven (7) days prior to commencing the construction of the required improvements. Unless and until the sub-divider pays the inspection fee, no Certificate of Occupancy or Compliance shall be issued for any structure erected upon any lot in the subdivision nor shall the Town accept the dedication of any road or any other improvement in the subdivision.

Section 515 Pre-application procedure (Major Subdivision)

Prior to the preparation and submission of a Plat for approval, the sub-divider should proceed to gather the necessary information and data on the existing conditions at the site. The sub-divider should proceed to gather the necessary information and data on the existing conditions at the site. Sub-divider should study the site suitability and opportunities for development. Presumably, sub-divider will discuss financing, planning, and marketing with the lending institutions. With a surveyor or other professional, a Sketch Plan should be developed, which in turn may be submitted to the Planning Board for review and recommendation. An Environmental Assessment Form (EAF) shall be submitted either with the Sketch Plan or at the time of application for approval of the Preliminary Plat.

Section 520 **Sketch Plan Conference** (recommended but not required)

At least fourteen (14) days before the next regularly scheduled meeting of the Planning Board, The sub-divider shall submit five (5) copies of the Sketch Plan(s) and request an appointment with the Planning Board for the purpose of reviewing the Sketch Plan(s). The Planning Board Chairman will notify the sub-divider of the time, date, and the place that the Planning Board will meet to consider and review such Sketch Plan(s) and the sub-divider's program as they relate to a comprehensive Plan (if any), improvement requirements, and design standards. The Planning Board may, prior to the Sketch Plan conference, make the Plan(s) available to the County Planning Department and the Soil and Water Conservation District staff for their review and comments.

The Sketch Plan conference is intended to assist the sub-divider in the planning and preparation of a Preliminary Plat. At this meeting, the plan will be classified as a Minor or Major Subdivision by the Planning Board as defined herein.

Subdivisions classified as Minor may proceed directly to submission of an application for a Final Plat. The submission of a Preliminary Plat is required for a Major Subdivision.

A Sketch Plan Conference does not require formal application, fee or official filing with the Planning Board. Any advice and suggestions received by a potential sub-divider at a Sketch Plan conference are unofficial and do not obligate the potential sub-divider or the Planning Board in any way.

Section 525 **Department of Health**

Cortland County Department of Health approval may be required for any subdivision. Early contact by the sub-divider with this department is advised.

Section 530 **Preliminary Plat Approval Procedures** (Major Subdivision)

All Major Subdivisions shall be subject to the Preliminary Plat requirements, as specified herein. The sub-divider shall file an application for approval of the Preliminary Plat as least thirty (30) days prior to the next regularly scheduled meeting of the Planning Board on forms available from the Town Clerk accompanied by all documents specified in Article 5 herein. The full application shall be filed with the Town Clerk

Recommendation by County Planning Board: When required by Section 239n of the General Municipal Law the application for Preliminary Plat approval shall be referred to the County Planning Board for their recommendation. Any recommendation received from the County Planning Board within the thirty (30) day period prescribed shall be reviewed and considered by the Taylor Planning Board before any decision on the Preliminary Plat approval.

Review of Subdivision and Public Hearing: Following the review of the Preliminary Plat and supplementary material submitted for conformity to These Regulations, and following discussions with the subdivider of changes deemed advisable and the kind and extent of improvements to be made, the Planning Board shall hold a public hearing. This hearing shall be

held within forty-five (45) days of the official submission date of the Preliminary Plat.

Section 530 **Preliminary Plat Approval Procedures** (Continued)

It is recommended that the subdivider or an agent of the subdivider attend the hearing. This hearing shall also fulfill the requirements of the SEQR Act regarding the potential impact, which the proposed subdivision may have upon the environment. Within thirty-five (35) days following the public hearing, the Planning Board shall approve, approve with modifications, or disapprove the Preliminary Plat. The time in which the Planning Board must take action may be extended beyond the thirty-five (35) day period by mutual consent of the sub-divider and the Planning Board.

Non-Approval: If the Preliminary Plat is disapproved, the grounds for disapproval (including a reference to any provisions of These Regulations violated by the Preliminary Plat) shall be stated in the record of the Planning Board. Failure of the Planning Board to render a decision within the required time period shall be deemed approval of the Preliminary Plat.

Notice of Public Hearing: The hearing shall be advertised by the Planning Board at least once in the official newspaper of the Town at least ten (10) days before the hearing. The Planning Board may provide that the hearing be further advertised in such manner as it deems appropriate. Notice of the hearing shall be mailed, by the Planning Board by certified return receipt, to the owners of record of all adjoining properties and properties within three hundred (300) feet of the property proposed for the subdivision at least ten (10) days before the hearing.

SEOR Act Review: A completed short or long Environmental Assessment Form shall accompany each application. The SEQR Review procedures shall be followed in full. In the event that an Environmental Impact Statement is required, a summary of its findings must be provided to the Planning Board for review prior to Preliminary Plat approval.

Notice of Decision: Within five (5) working days of approval, conditional approval, or disapproval, the action of the Planning Board shall be noted on three (3) copies of the Preliminary Plat and reference made to any modifications required. One (1) copy shall be returned by mail to the sub-divider and the other two (2) copies retained by the Planning Board.

Effects of Approval: Approval or conditional approval of a Preliminary Plat shall not constitute approval of the Final Plat. The Preliminary Plat shall be a guide to the preparation of the Final Plat. Before submission of the Final Plat or any portion thereof, for formal approval, the subdivider must comply with all requirements set forth by the Planning Board for approval of the Preliminary Plat. This includes any requirements of the Cortland County Department of health.

Section 535 **Final Plat Approval Procedures** (Major Subdivision)

All Subdivisions as defined herein shall require Final Plat approval by the Planning Board.

The sub-divider shall file with the Planning Board an application for Final Plat approval on forms available from the Town Clerk. The application shall be accompanied by the documentation specified in Article 5 herein. Such application shall be submitted at least thirty

(30) calendar days prior to the meeting at which it is to be considered by the Planning Board and no later than six (6) months after the date of the Preliminary Plat conditional of final approval.

Optional Public Hearing: A public hearing may be held for good cause by the Planning Board after a complete application is filed with the town Clerk and prior to the Planning Board rendering any decision. This Hearing shall be held within forty-five (45) days of the official submission date of the Final Plat. It is recommended that the sub-divider or an agent of the sub-divider attend the hearing.

Notice of Public Hearing: Where a public hearing is held it shall be advertised by the Planning Board at least once in the official newspaper of the Town at least ten (10) days before the hearing. Notice of the hearing shall be mailed by the Planning Board by certified return receipt to the owners of record of all adjoining properties and properties with three hundred (300) feet of the property proposed for subdivision at least ten (10) days before hearing.

Waiver of Public Hearing: If the Final Plat is in substantial agreement with the approved Preliminary Plat, the Planning Board may waive the public hearing requirement. If no hearing is held, the Planning Board shall approve, conditionally approve, or disapprove the Final Plat within forty-five (45) days of its official submission date unless an extension of time is mutually agreed upon.

Decision and Notice Thereof: The Planning Board shall approve, conditionally approve, or disapprove the Final Plat within thirty-five (35) days of the public hearing if one is held. If no hearing is held, the Planning Board shall approve, conditionally approve, or disapprove the Final Plat within forty-five (45) days of its official submission date unless an extension of time is mutually agreed upon.

If the Final Plat is disapproved, the grounds for disapproval shall be stated in the record of the Planning Board. Failure of the Planning Board to render a decision within the required time period shall be deemed Final Plat approval. Within five (5) working days of approval, conditional approval, or disapproval the sub-divider shall be notified by mail of the Final Action of the Planning Board.

Recording of Final Plat: The sub-divider shall record on an approved Final Plat, or the approved section thereof, in the office of the Clerk of Cortland County, NY, within sixty (60) days after the date of approval. Otherwise, the Final Plat shall be considered void and must be submitted again to the Planning Board for approval before recording it in the office of the Cortland County Clerk.

Conditional Approval: Upon Conditional Approval of such Final Plat, the Planning Board Chairman is duly authorized to sign the Final Plat upon completion of such requirements as may be stated in the conditional approval resolution. The Final Plat shall be certified by the Town Clerk. A certified statement of the requirements shall be noted on the Final Plat which, when carried out, authorizes the signing of the conditionally approved Final Plat. Conditional Approval of the Final Plat shall expire one hundred eighty (180) days after the date of the resolution

granting Conditional Approval. The Planning Board may, however, extend the expiration time by one hundred eighty (180) days.

Filing of Plats in Sections: Prior to granting Conditional or Final Approval of a Plat in final form, the Planning Board may permit the Final Plat to be subdivided into two or more sections.

Filing of Plats in Sections: (Continued) The Board also may, in its resolution granting conditional or final approval, state any requirements it deems are necessary to insure the orderly development of the Final Plat. The stated requirements are to be completed before such sections may be signed by the Chairman of the Planning Board. Conditional or Final Approval, of the sections of a Final Plat subject to any conditions imposed by the Planning Board, shall be granted concurrently with conditional or Final Approval of the Final Plat.

Partial Filing: In the event the sub-divider shall file only a section of such approved Final Plat in the office of the County clerk, the entire approved Plat shall be filed within thirty (30) days of the filing of such section with the Town Clerk in each Town in which any portion shall encompass at least ten percent of the total number of lots contained in the approved Plat and the approval of the remaining sections of the approved Plat shall expire unless said sections are filed before the expiration of the exemption period to which such Plat is entitled under the provisions of Article 16 of the Town Law of the State of New York.

The Building Inspector shall not be authorized to issue a Building Permit or a Certificate of Occupancy for any structure on any lot in the subdivision unless, and until, the approved Plat shall have been filed in the office of the County Clerk as required by this paragraph.

Section 540 Information Required for all Plat Submissions (Major Subdivisions)

1. Name and address of sub-divider and professional advisers, including license numbers and seals.
2. Map of property by a licensed land surveyor drawn to a scale appropriate to show clearly all existing and proposed improvements to the subdivision.
 - a. Subdivision name, scale, north arrow, date, town, County, tax map number and military lot number.
 - b. Subdivision boundaries including name of owner, deed book and page, and bearings and distances of all existing and proposed property lines.
 - c. Contiguous properties and names of their owners, locations of wells and septic systems if within 300 feet of proposed subdivision.
 - d. Existing and proposed roads, utilities, structures, wells, septic tanks, dry wells, tile fields, etc.
 - e. Water courses, wetlands, (if NYS designated so indicate) public facilities, and other significant physical features on or near the site.
 - f. Proposed pattern of lots including lot widths and depths, road layout, open space, drainage, water supply and sewage disposal facilities as well as electric distribution lines including in ground or above ground location.
 - g. Land contours at minimum intervals of five (5) feet, or other suitable indicators of slope.
 - h. Subsurface conditions on the tract, if required by the Board:
 - Locations and results of tests made to ascertain subsurface soil.

- Rock and ground water conditions.
- Depth to ground water unless test pits are dry at eight (8) ft. of depth.
- Location and results of soil percolation tests if individual sewage disposal systems are contemplated. The County soil classification map shall be consulted in determining whether subsurface conditions on the tract need to be ascertained by testing of the soil.

Section 540 **Information Required for all Plat Submissions** (Continued)

- i. Total acreage of sub-division, including proposed lot lines and approximate dimensions and area of each lot proposed to within one tenth of an acre or given in square feet.
- j.
3. Copy of tax map(s).
4. Existing and proposed restrictions on the use of land including easements, covenants, zoning, flood plain areas, deed restrictions, agricultural and historic district properties and unique natural areas.
5. Existing/proposed building types, if any, including their gross dimensions in feet.

Section 545 **Preliminary Plat Submission Requirements (Major Subdivision)**

The following shall be submitted with all applications for approval of a Preliminary Plat for a major Subdivision:

1. Eight (8) copies of the Plat map, drawn to scale (includes 1 for Cortland county Planning Department and 1 for the Soil & Water conservation District)
2. All the information specified under Section 540 of These Regulations shall be supplied in an updated and accurate form.
3. All parcels of land proposed to be dedicated for public use shall be indicated along with the conditions of such use, if any.
4. Grading and landscaping plans.
5. The width and location of any roads or public ways and the width, location, grades and road profiles of all roads or public ways proposed by the developer. For any proposed public roads, a statement of dedication to the Town where applicable.
6. The approximate location and size of all proposed waterlines hydrants, and sewer lines, showing connection to existing lines, if appropriate.
7. Drainage plan, indicating profiles of lines or ditches and drainage easements over adjoining properties.
8. Plans and cross sections showing sidewalks, road lighting, roadside trees, curbs, water mains, sanitary sewers and storm drains, the character, width and depth of pavements and sub-base, as well as the location of electric distribution lines including in-ground or above ground location.
9. Preliminary designs for any bridges or culverts.
10. An actual field survey of the boundary lines of the tract, giving complete description by bearings and distance, shall be made and certified by a licensed surveyor.
11. A short or long Environmental Assessment Form per the SEQR Act.
12. Where the Preliminary Plat submitted covers only a part of the sub-divider's entire holding, a sketch of the prospective future road and drainage system of the un-subdivided part shall be submitted for study by the Planning Board.

13. Names and addresses of all property owners of record within 300 feet of the proposed subdivision.
14. A certification from the Town Engineer indicating whether or not the existing and proposed roads and highways serving said property are adequate to support the increased volume of traffic to be generated by the subdivision.

Section 550

Final Plat Additional Information (Major Subdivision)

The following shall be submitted with all applications for approval of a Final Plat for a Major subdivision:

1. Two (2) copies of the Plat, one of which is to be submitted to the Cortland County Clerk, prepared in an appropriate manner suitable for filing plus five (5) paper copies (includes one (1) for Cortland County Planning Department and one (1) for the Soil & Water Conservation District). The map scale shall be appropriate to show clearly all existing and proposed improvements to the subdivision.
2. The proposed subdivision's name, and the name of the town, "Taylor", and the county "Cortland" in which the subdivision is located. The name and address of the owner on record, and the sub-divider. The name, address, license number and seal of the surveyor and/or engineer.
3. Road lines, pedestrian ways, lots, easements, and any areas to be dedicated to public use.
4. All offers of cession and any covenants governing the maintenance of un-ceded open space shall bear the Certificate of approval of the Town Attorney as to their legal sufficiency.
5. Property corner markers shall be installed at all lot boundary angle points. Markers must be of permanent material such as iron pins, pipes, concrete monuments or drill holes in ledge of rock, with the tops reasonably close to the ground surface.
 - The developer must certify to the Planning Board through a registered land surveyor that such markers have been installed.
6. Approval of the Cortland County Department of Health for water supply systems and sewage disposal systems proposed or installed.
7. An approved Environmental Impact Statement, if required under the SEQR Act.
8. Construction drawings including plans, profiles, and typical cross sections, as required, showing the proposed location, size and type of road, sidewalks, road lighting standards, roadside trees, curbs, water mains, sanitary sewer or septic systems, storm drains or ditches, pavements, and sub-base and other facilities.
9. Evidence of legal ownership of the real property that is the subject of the Final Plat.
10. An engineer's Certificate of Approval from an Approved Engineer. The Certificate of Approval for a Major Subdivision must also certify that the sub-divider has

complied with one of the following alternatives:

- All improvements have been installed in accordance with requirements of these Regulations and with the action of the Planning Board giving approval of the Preliminary Plat, or
- A performance bond, certified check, letter of credit or other acceptable security to the Town Attorney, having been posted in an amount sufficient to guarantee completion of all improvement indicated by the Final Plat.

11. Any other data such as certificates, affidavits, endorsements, or other agreements as may be required by the Planning Board to ensure enforcement of these regulations.

12. A location map showing the subdivision in relation to other known landmarks, such as road intersections, lot lines other subdivisions, etc.

Section 560 **Waiver of Submission Requirements**

The Planning Board may waive compliance with any of those submission requirements it deems appropriate.

ARTICLE 6 **DESIGN STANDARDS AND REQUIRED IMPROVEMENTS**
(Major Subdivision)

Section 605 **Road Design Standards**

Conformity with Comprehensive Plan: The arrangement, width, location and extent of major roads and all minor roads shall conform and be in harmony with the Comprehensive Plan, if any, for the Town. Roads not in the Comprehensive Plan, if any, shall conform to the recommendation of the Planning Board based on existing and planned roads, topography, public safety, convenience, and proposed uses of land. The Town Engineer shall be consulted by the Planning Board for an advisory opinion before the approval of any new road.

Arrangement: Residential minor roads shall be designed to discourage through traffic whose origin or destination is not within the subdivision.

Location: When a proposed subdivision is adjacent to or contains a State highway, the Planning Board may seek information from the NY State Department of Transportation as to the status of said highway regarding the State highway right-of-way and direction. The Planning Board may require the sub-divider to establish a marginal or frontage access road approximately parallel to and on each side of such right-of-way at a distance suitable for an appropriate use of the intervening land as for park purposes in residential districts, or for commercial or industrial purposes. Such distance shall also be determined with due regard for the requirements of approach grades and future grade separation.

Intersections: Roads shall intersect one another at angles as near to a right angle as possible, and no intersection of roads at angles less than sixty (60) degrees shall be approved. Road intersections shall be rounded with a radius of twenty-five (25) feet measured at the right-of-way line when the intersection occurs at right angles. If an intersection occurs at an angle other than a

right angle, it shall be rounded with a curve of radius acceptable to the Town Engineer. Road jogs with centerlines offsets of less than one hundred twenty-five (125) feet shall be avoided.

Dead End Streets (Cul-de-Sac): The creation of dead-end residential streets will be encouraged whenever the Board finds that such type of development will not interfere with normal traffic circulation in the area.

- In the case of dead-end streets where needed or desirable, the Board may require the reservation of a 20-foot wide easement to provide for continuation of pedestrian traffic and utilities to the next street.
- Where dead-end streets are designed to be so permanently, they should, in general, not exceed 1000 feet in length and shall terminate in a circular turn-around having a minimum right-of-way radius of 60 feet and pavement radius of 50 feet. The Board may approve a longer permanent dead-end street where topographic conditions and/or land ownership patterns make it logical.
- At the end of temporary dead-end streets a temporary turn-around with a pavement radius of 50 feet shall be provided, unless the Planning Board approves an alternate arrangement.
- All dead-end streets shall have a special turning area at the closed end. The turning area may be either circular, T-shaped or in the form of a hammerhead.

Half Roads: Dedication of a half road shall be prohibited, except when essential to the reasonable development of the subdivision in conformity with the other requirements of These Regulations and where the Planning Board finds it will be practicable to require the dedication of the other half when the adjoining property is subdivided. Wherever a half road is adjacent to a tract to be subdivided, the other half of the road shall be Platted within such tract.

Access: In commercial and industrial districts, definite and assured provision shall be made for service access, such as off-road parking, and loading and unloading consistent with and adequate for the uses proposed.

Names and Addresses: Names of new roads shall not duplicate existing or Platted roads in Cortland County. The sub-divider shall contact the County Fire Coordinator regarding proposed names of new roads. The Fire Coordinator will tell the sub-divider whether a particular road name is already being used in the county. New roads that, are extended or in alignment with existing roads, shall bear the name of the existing roads. House numbers shall be assigned by the County Planning Department in accordance with the County house numbering system in effect.

Road Signs: The sub-divider shall provide and erect road signs of a type to be approved by the Town Board at all road intersections prior to acceptance of the constructed roads.

Trees: If roadside trees are provided, they should be outside of the road right-of-way and planted in such a manner as not to impair visibility at any point including corners. A 200-foot minimum horizontal sight distance at intersections, unobstructed by trees and other plant materials, shall be maintained horizontally along each street.

Standards for Road Design:

Minimum widths:	Right-of-Way	60 feet
	Pavement	22 feet
	Shoulders	4 feet
Minimum radius of Horizontal curves:		500 feet
Minimum length of Vertical curves:		200 feet
Minimum length of tangents between reverse curves:		200 feet
Maximum Grade:	Normal	6%
	Short Runs:	up to 10% with special approval
Minimum Grade:	Minimum	1%
Minimum Braking Sight Distance		200 feet

Section 610 Road Construction Standards

1. All road improvements shall be installed at the expense of the sub-divider.
2. Roads shall be built in conformity with the road specifications approved for use by The Town of Taylor Board.

Section 615 Sidewalks

Sidewalks may be required and shall be installed as follows:

1. Sidewalks shall be installed at the expense of the sub-divider, at any location which the Planning Board deems appropriate for safety and adequate circulation.
2. Any required sidewalks shall be constructed to comply with detailed specifications recommended by an approved engineer and accepted by the Planning Board.
3. Sidewalks shall be concrete or other acceptable material, and have a minimum width of four feet (4) in residential areas and five feet (5) in commercial and industrial areas

Section 620 Utilities

Public utility improvements may be required and shall be installed as follows:

1. Fire Protection: Hydrants to be of size, type and location specified by the Town Engineer or by an Approved Engineer.
2. Street Lighting: Poles, brackets, and lights to be of size, type, and location approved by the local power company.
3. Electricity: Power lines shall normally be placed underground and shall be approved by the local power company.
4. Utility Services: Shall be extended beyond the highway boundary or the easement within which the main utility line is located.

Section 625 Water Supply

If it is required by the County Health code, or it is feasible and desirable to require a public water supply system, such system shall be installed at the expense of the sub-divider, to the design specifications acceptable to the County health Department.

Section 630 Sewage Disposal

1. If it is required by the County Health Code, or it is feasible and desirable to require a sanitary sewer system, such system shall be installed at the expense of the sub-divider to the design specifications acceptable to by County Health Department.
2. All sanitary sewage disposal systems shall meet the requirements of the County Health Department, the State Department of Environmental Conservation and the Taylor Planning Board.

Section 635 Lots

1. Dimensions: Lot sizes shall conform to the Town of Taylor Laws and to the County and State Health Department regulations. Excepting, but not limited to, when sub-dividing into four (4) or more lots (Major Subdivision).
2. Lot Lines: Side lot lines shall be approximately at right angles to the road or radial to curved roads. On large sized lots, except when indicated by topography, lot lines shall be straight.
3. Corner Lots: Corner lots shall have extra width to permit appropriate building setback and orientation from both roads.
4. Nuisance Strips. Parcels of land of such size and dimension as to be unsuitable for any reasonable purpose other than to exclude access to adjacent lands owned or to be owned by others, shall be avoided.
5. Pedestrian Easements: In order to facilitate pedestrian access from areas to such places as schools, parks, play areas, or nearby roads, perpetual unobstructed easements, at least twenty (20) feet wide, may be required by the Planning Board. Sidewalks may also be required for reasons of safety and convenience. (See section 615.2 of These Regulations.)

Section 640: Unique and Natural Features Preservation:

Unique features such as historic landmarks and sites, rock outcrops, hilltop outlooks, desirable natural contours, and similar features shall be preserved whenever possible. Also streams, lakes, ponds, and wetlands shall be left unaltered and protected by easements or otherwise. All surfaces shall be graded and restored within six (6) months of completion of the building construction or improvement so no unnatural mounds or depressions are left. Original topsoil stripped during construction shall be returned to the stripped ground surfaces and stabilized by approved, methods. Existing trees shall be preserved whenever possible and protected from damage during construction.

Section 645: Public Open Spaces and Sites

Consideration shall be given to the allocation of areas suitable located for community purposes s indicated on the comprehensive Plan, it any, and be made available by one of the following methods:

1. Dedication to the town.
2. Reservation of land for the use of property owners by deed or covenant.
3. Reservation for acquisition by the Town within a reasonable period of time. Said reservation shall be made in such manner as to provide for a release of the land to the subdivider in the event the Town does not proceed with the purchase.
4. If the Planning Board determines that a suitable park or parks of adequate size cannot be properly located on the Plat or that a provision for such arks would otherwise be impractical, the board may require, as a condition to approval of the Plat, a payment to the Town of a dollar amount to be determined by the Town Board. This sum shall be used to establish a trust fund for use by the Town exclusively for neighborhood park, playground, and/or recreational park.

The Planning Board may require the reservation of areas or sites of such character, extent, and location as are suitable to the needs of the Town for such things as water treatment plants, sewage disposal plants, and other community purposes not necessarily anticipated in the Comprehensive Plan.

Section 650: Determination of Land Suitability

No plan of a sub-division of land shall be approved unless, after adequate investigation and consultation with the County Health Department, Soil and Water Conservation District, the Planning Board determines that the land can be used for building purposes without danger to health and is otherwise suitable for such purposes. This includes wetlands and areas with insufficient drainage conditions.

Approval of a subdivision may be withheld if the proposed system for the drainage of surface water from or within the Subdivision is disapproved by the Planning Board after consultation with the County Health Department and/or Soil and Water Conservation District.

ARTICLE 7: **BOND FOR INSTALLATION OF IMPROVEMENTS**
Major Subdivision

Section 710 **General**

In order that the Town has the assurance that the construction and installation of such improvements as storm sewer, public water supply, sewage disposal, road signs, sidewalks and road surfacing will be constructed, the sub-divider shall enter into one of the following agreements with the Town.

1. An agreement that the sub-divider will construct all improvements directly affecting the subdivision as required by these regulations and by the Planning Board, prior to the final approval of the Plat.
2. In lieu of the completion of the improvements, the sub-divider shall furnish a bond executed by a surety company acceptable to the town in an amount equal to the cost of construction of the improvements as shown on the plans and base on an estimate furnished by the applicant and approved by the Planning Board, after consultation with an Approved Engineer. The sub-divider shall pay for the cost, if any, incurred by the Planning Board in consulting an Approved Engineer for verification of the adequacy of bonding amounts.
3. In lieu of the completion of improvements, the sub-divider shall deposit a certified check or a letter of credit in sufficient amount equal to the cost of construction of such improvements as shown on the plans and based on the estimate furnished by the sub-divider and accepted by the Planning Board following verification of surety amounts by an Approved Engineer.

Section 720 **Conditions**

Before the Final Plat is approved, the sub-divider shall have executed a sub-divider contract with the Town, and a performance bond, certified check, or letter of credit shall have been deposited covering the estimated cost of the required improvements that have been determined by the Planning Board.

The performance bond or letter of credit shall

- In the case of the performance bond, name the Town as obligee and
- In the case of the letter of credit, name the Town as the payee, and each shall provide that the sub-divider, his heirs, successors, and assigns, his agent or servants, will comply with all applicable terms, conditions, provisions, and requirements of these regulations, and will faithfully perform and complete the work of constructing and installing such facilities or improvements in accordance with all applicable laws and regulations.

Any such bond or letter of credit shall require the approval of the Town Board and the Town Attorney as to form, sufficiency, manner of execution and surety and/or financial institution.

Wherever a certified check is deposited, it shall be made payable to the Town of Taylor.

Section 730: **Extension of Time**

The construction or installation of any improvements or facilities, other than roads, for which guarantee has been made by the sub-divider in the form of a bond, letter of credit, or certified check deposit, shall be completed within one year from the date of approval of the Final Plat. Road improvements shall be completed within two years from the date of approval of the final Plat. The sub-divider may request an extension of time, provided he can show reasonable cause for his inability to perform the improvements within the required time. The extension shall not exceed six (6) months, at the end of which time the town may use as much of the bond, letter of credit, or certified check deposit to construct the improvements called for by the approved Plat. The same shall apply whenever construction of improvements is not performed in accordance with applicable standards and specifications. **There shall be no extension of time given unless and until the terms of the bond or letter of credit shall be extended as well and proof of such extension provided to the Town in sufficient time to enable the Town to grant an extension.**

Section 740: **Agreement - Schedule of Improvements**

When a certified check, letter of credit or performance bond are provided pursuant to the preceding sections, the Town and the sub-divider shall enter into a written agreement itemizing the schedule of improvements in sequence within the cost opposite each phase of construction of installation, provided that each cost as listed may be repaid to the sub-divider upon completion and approval after inspection of such improvement or installation. However, ten percent (10%) of the check deposit, letter or credit or performance bond shall not be repaid to the sub-divider until one (1) year following the completion, inspection, and acceptance by the Town of all construction and installation covered by the check deposit or performance bond as outlined in the sub-divider's contract.

Section 750: **Modification of Requirements**

Upon approval by the Town Board, the Planning Board, after due notice and a public hearing, may modify its requirements for any or all improvements, and the face value of the performance bond or letter of credit shall there upon be increased or reduced by an appropriate amount so that the new face value will cover the cost in full of the amended list of improvements required by the Planning Board and any security deposited with the bond or letter of credit may be increased or reduced proportionately.

Section 760: **Inspections**

Periodic inspections during the installation of improvements shall be made by the Town Engineer to ensure conformity with the approved plans and specifications as contained in the sub-divider's contract and These Regulations. The sub-divider shall notify the Town Engineer when each phase of improvement is ready for inspection. Upon acceptable completion and installation of the improvement, as certified by the Town Engineer, the Planning Board shall issue a letter to the sub-divider or his representative and such letter shall be sufficient evidence for the release by the Town of the portion of the performance bond, letter of credit or certified deposit as designated in the sub-divider's contract to cover the cost of such completed work.

Section 770: Acceptance of Roads and Facilities

When the Town Engineer, following the final inspection of the subdivision, certifies to the Planning Board and the Town Board that all installations and improvements have been completed in accordance with the sub-divider's contract, the Town Board may, by resolution, proceed to accept the facilities for which the performance bond has been posted, the letter, of credit issued, or the certified check deposited. Prior to acceptance of the facilities, the sub-divider shall deposit with the Town Clerk a complete set of as-build drawings, which show the location, and extent of all required installations and improvements to be completed by the sub-divider's contract.

**ARTICLE 8
EFFECTIVE DATE**

These regulations shall take effect twenty (20) days after enactment, publication, and posting as required by the Town Law of the State of New York. These regulations are adopted by resolution of the Town Board of the Town of Taylor, Cortland County, New York, on the _____ day of _____, 202_.

Signed:

Jaymie Closson, Town Clerk

