

**Village of Old Brookville**  
**Subdivision of Land - Planning Board Submission Checklist**

Revised 6.8.02

Name of Map \_\_\_\_\_

Property Location \_\_\_\_\_

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot #'s \_\_\_\_\_

| Item# | Check                    | Description   |
|-------|--------------------------|---|
| 1     | <input type="checkbox"/> | Property boundary survey showing all existing structures, prepared, signed and sealed by a licensed land surveyor within 12 months of this submission.  |
| 2     | <input type="checkbox"/> | Map of the proposed sub-division drawn at a scale of not less than one (1) inch equals thirty (30) feet, signed and sealed by a licensed land surveyor, and which shall include the following information:  |
| 2a    | <input type="checkbox"/> | A title block in the lower right-hand corner of the plan which shall include: The name and address of the applicant and of the owner of record; the property's designation on the Nassau County Land and Tax Map; the title of the project.<br>If the applicant or property owner is a corporation the name and address of the president and secretary shall be submitted with the application.                       |
| 2b    | <input type="checkbox"/> | A date block of the plan adjacent to the title block containing the date of preparation, the dates of revisions and the corresponding revision descriptions.  |
| 2c    | <input type="checkbox"/> | A key map showing the location of the property with reference to surrounding areas and existing street intersections within one thousand (1000) feet of the boundaries of the proposed subdivision.   |
| 2d    | <input type="checkbox"/> | A written and graphic scale, as well as a North arrow.  |
| 2e    | <input type="checkbox"/> | Zoning District boundaries shall be shown on the plan as they affect the parcel.  |
| 2f    | <input type="checkbox"/> | Survey data of the proposed sub-divisions, the required building and setback lines, lines of existing and proposed streets, lot dimensions, gross and net lot areas (per lot area rules of the Village code), easements, restrictions, and right-of-way. Survey shall also show total gross area of the entire parcel, any areas within 300' of Village boundaries, and the Zoning District(s) affecting each parcel. |
| 2g    | <input type="checkbox"/> | Reference to any existing covenants, restrictions, easements, or exceptions that are in effect or are intended to cover all or any of the property.<br>A copy of such covenant, restriction, easement, or exception shall be submitted with the application, and if none, a notation to that effect shall be indicated on the proposed sub-division map.  |

- 2h  Location and dimensions of existing structures on the site and which structures are to remain or be removed. Historically or architecturally significant structures are to be noted.
- 2i  Location of all existing storm drainage systems.
- 2j  Existing contours according to U.S. Geodetic Survey Datum at intervals not to exceed two (2) feet. Existing contours are to be indicated by dashed lines. Proposed contours shall be shown as solid lines.
- 2k  Existing elevations of the road or tight-of-way contiguous to the site.
- 2l  The location of all significant natural features such as boulders, rock outcrops, water courses, depressions, ponds, marshes, and wetlands, whether or not officially mapped.
- 2m  All proposed streets with profiles indicating grading and cross-sections showing width of roadway. The map shall also show all frontage on existing publicly owned and maintained streets.
- 2n  Means of water supply and sewage disposal and treatment.
- 2p  The proposed storm water drainage system.
- 2q  Delineation of Flood Plain Zone as shown on the Flood Insurance Rate Map prepared by the Federal Emergency Management Agency and adopted by the Village.
- 2r  Delineation of freshwater wetlands areas as designated by the New York State Department of Environmental Conservation, and any part of the entire parcel within 100' of such wetlands.
- 2s  The School, Fire, and Water districts as they apply to all areas of the parcel.
- 2t  A signature block for Chair of the Planning Board signature.
- 3  Tree and Shrubbery Survey Map, in the same scale as the Sub-Division map above, showing the location, type and size of all trees bearing a trunk diameter of eight (8) inches or greater measured between four (4) and six (6) feet above ground level. Shrubbery greater than five (5) feet tall extending twenty (20) or more feet in length shall be indicated on the Survey as to type, size, and location. All trees and shrubs required for inclusion on the Survey shall be uniquely identified on the Survey Map and via tags attached to the trees and shrubs.
- 4  Environmental assessment form completed and signed by the applicant. If the proposed sub-division is for 4 or fewer lots, an environmental short form may be submitted.

- 5  For sub-divisions of 5 or more lots, submit an aerial photograph of the proposed sub-division site and its surrounding area.

The photograph shall be black and white, shall have a scale of at least 1" = 200', and shall be taken within the past four years. A tracing, overlay, colored lines or some other means shall be marked indicating the outline of the proposed sub-division, lot lines, roads, and any other features (ponds, trees, stream beds, etc.) which are to be addressed or considered for preserving.

- 6  If the sub-division is to be identified by name, submit 4 proposed names.

If new streets are created by the subdivision submit a proposed name for each street plus four alternate names.

Any names above shall not include the words "Old Brookville", "Oyster Bay", "Nassau", or "New York."