

TOWN OF HAMBURG PLANNING DEPARTMENT

MINOR SUBDIVISION REVIEW PROCESS

- A minor subdivision in the Town of Hamburg is any subdivision containing not more than four (4) lots fronting on an existing street and not adversely affecting the development of the remainder of the parcel or adjoining property.
- A completed submittal package must be received no later than two weeks prior to the desired Planning Board meeting date.
- Appointments may be scheduled by calling the Planning Department (Joshua Rogers) at 716-649-2023.
- The following form must be signed by the applicant or his/her agent and submitted with the package.
- All plans must be folded.
- Short Form EAF Part 1 can be found here: [EAF Mapper \(ny.gov\)](#)

THANK YOU FOR YOUR COOPERATION!

PRELIMINARY PLAN SUBMITTAL REQUIREMENTS

- **Electronic Copies of the following:**
 - Subdivision Information Sheet
 - Survey showing the proposed lots, as listed below
 - SEQR Short EAF (Environmental Assessment Form), Part I
- **Subdivision fees (paid in full)**
- **5 full-sized, folded copies of the current survey of the property to be subdivided showing the proposed new lots (must be signed and sealed by a Licensed Land Surveyor)**
 - ✓ **Must be drawn at scale no smaller than 100 feet to one (1) inch**
 - ✓ **The name of the owner of the parcel to be divided**
 - ✓ **The date, North point, graphic scale and location map**
 - ✓ **Required and provided Zoning Code requirements, specifically zoning district and bulk density requirements**
 - ✓ **The names of all owners of all immediately adjacent properties and structures, as well as the locations and dimensions of any streets or easement shown**
 - ✓ **The full plan of the development, showing the location of all proposed and existing streets, parks and other public areas**
 - ✓ **Proposed building setback lines, proposed lot lines, approximate dimensions and acreage of each lot and lot numbers in consecutive order**
 - ✓ **Watercourses, drainage and utility easements**
 - ✓ **Wooded areas and rock outcrops, marshes, isolated trees with a diameter of eight (8) inches or more at a height of three (3) feet above ground**

I, _____, as owner of the proposed _____
_____ Subdivision, located at _____,
Town of Hamburg, am submitting a completed package for Minor
Subdivision review.

Signed _____

Date _____

**TOWN OF HAMBURG PLANNING DEPARTMENT
MINOR SUBDIVISION INFORMATION SHEET**

Subdivision Name: _____

Location: _____ SBL# _____

Township: _____ Range: _____ Farm Lot _____

Type of Development: _____

Developer Name: _____ Engineer: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Zoning: _____ Subdivision Acreage: _____

School District: _____ Fire District: _____

Sewer District: _____ Water District: _____

Type, Size and Ownership of Recreation Area: _____

Homeowners' Association: Yes _____ No _____

Wetland/Floodplain Involvement: _____

SEQRA: Unlisted _____ Type I _____ CEA: Yes or No

Special Features/Other Information: Attach as necessary

Will the project involve the formation of a "condominium"? Yes ___ No ___

***Note: Condominiums in accordance with the Town's Zoning Law are only allowed in the R-3 zoning district. By application for subdivision or site plan approval, the applicant hereby waives the benefit of RPTL Section 339-Y and 581.

Signature of applicant

TOWN OF HAMBURG PLANNING DEPARTMENT

Short/Full Environmental Assessment Form (EAF) Part 1

- The link to the EAF mapper can be found here: [EAF Mapper \(ny.gov\)](#)
- A mapping tool called the [EAF Mapper](#) has been developed by the DEC to help applicants answer some of the Part 1 questions for both the Full EAF and the Short EAF. The EAF Mapper quickly and efficiently finds some of the location-based information needed in Part 1, from multiple DEC data sources.
- The EAF Mapper will provide its results directly in Part 1 of an electronically fillable FEAF or SEAF form with those location-based questions already filled out. The Part 1 returned by the EAF Mapper will be accompanied by a report that includes the date, answers to specific questions on the FEAF or SEAF, a small-scale map showing the regional location of the project and a larger map showing the project site. If an answer to a question is restricted on the EAF pdf form, the complete answer, in its entirety, will appear on this report.
- The electronically filled form can be saved so that the remaining Part 1 questions can be completed by the applicant or project sponsor. **The questions answered by the EAF mapper on the FEAF or SEAF are not editable.** If the applicant or project sponsor believes any of the questions filled out by the EAF Mapper are incorrect, supplemental information should be provided to the reviewing agency that explains that discrepancy.
- If you have questions on whether to use the Short Form or the Full Form, please reach out to the Planning Department at 716-649-2023.

*A guide showing how to use the EAF Mapper can be found on the Town's website: [EAF-Mapper-Guide \(townofhamburgny.gov\)](#) (credit to: Seneca County Department of Planning & Community Development).

TOWN OF HAMBURG

6100 S. Park Ave

Hamburg, NY 14075

716-649-6111

www.townofhamburgny.gov



Schedule of Fees

3/25/24

MINOR SUBDIVISION UP TO 4 LOTS	Planning Department Fees	Engineering Department Fees
Sketch Plan	\$200	\$200
Preliminary Plan	\$300 + \$300/lot over 2	\$300 + \$300/lot over 2
Public Hearing Fee	\$325	\$325
Final Plat Map Cover (if required)	\$350	\$350

MAJOR SUBDIVISION 5 LOTS OR MORE (no PIP)	Planning Department Fees	Engineering Department Fees
Sketch Plan	\$750	\$750
Preliminary Plan + \$300/lot over 5	\$1,500 + \$300/lot over 4	\$1,500 + \$300/lot over 4
Public Hearing Fee	\$325	\$325
Final Plat Map Cover (if required)	\$1,500	\$1,500
Re-review of subdivision materials	\$1,500	\$1,500

MAJOR SUBDIVISION OVER 5 LOTS (no PIP)	Planning Department Fees	Engineering Department Fees
Sketch Plan	\$750	\$750
Preliminary Plan + \$300/lot over 5	\$2,000 + \$300/lot over 4	\$2,000 + \$300/lot over 4
Public Hearing Fee	\$375	\$375
Final Plat Map Cover (if required)	\$2,000	\$2,000
Re-review of subdivision materials	\$2,000	\$2,000

# Lots/Units	Planning Department Fees	Engineering Department Fees
	None	\$65 per lot/unit up to 20
	None	\$45 per lot/unit over 20

Public Improvement Permit	Planning Department Fees	Engineering Department Fees
	None	TBD

SWPPP Plan Review (Subdivisions)	Planning Department Fees	Engineering Department Fees
1-4.99 acres	None	\$1,000
5-10 acres	None	\$1,500
Greater than 10 acres	None	\$2,500

SITE PLAN REVIEW FEES	Fees	
Sketch Plan	\$250	\$250
Minor Addition and site improvements	\$350	\$350
Less than 1 acre	\$1,000	\$1,000
Between 1 & 2 acres	\$1,750	\$1,750
Between 2 & 5 acres + \$500 per acre or fraction	\$2,000	\$2,000
Between 5 & 10 acres + \$750 per acre or fraction	\$4,000	\$4,000
Over 10 acres + \$500 per acre of fraction	\$10,000	\$10,000
Re-review of site plan materials (not a new application)	\$750, \$1,000, \$1,500, \$2,000 (for each category)	\$750, \$1,000, \$1,500, \$2,000 (for each category)
Special Use Permit	\$350 + site plan fees	None
Site Plan Waiver	\$150	\$150

SWPPP Plan Review (Site Plans)	Planning Department Fees	Engineering Department Fees
1-4.99 acres	None	\$950
5-10 acres	None	\$1,250
Greater than 10 acres	None	\$1,750

Rezoning Application Fees	Planning Department Fees	Engineering Department Fees
1 Acre or less	\$500	None
>1 - 5 Acres	\$1,500	None
>5 - 10 Acres	\$3,000	None
>10 - 50 Acres	\$5,000	None
>50 Acres	\$7,500	None