

TOWN OF CLAY

APPLICATION FOR PRELIMINARY PLAT APPROVAL

INSTRUCTIONS:

1. A pre-preliminary conference with the Planning Staff prior to submission of the application is usually helpful in expediting the approval process. Arrange through the Office of Planning and Development.
2. File the **ORIGINAL** of this application together with the following information, with the Commissioner of Planning and Development, 4401 State Route 31, Clay, NY 13041.
3. Attach an executed **DISCLOSURE AFFIDAVIT to the copy of the application**. **NOTE:** If the applicant is not the owner, an *Owner agrees to join in form* must also be completed by the owner.
4. **Provide the following additional information:**
 - (a) *Twelve (12) copies* of the Preliminary Plat (and *three (3) copies* of the Preliminary Street Profiles, if applicable). These drawings shall conform to the requirements of the Town of Clay Subdivision Regulations and shall be clearly marked “Preliminary Plat” and “Preliminary Street Profiles.”
 - (b) *Twelve (12) copies* of the Environmental Assessment Form.
 - (c) *Two (2) copies* of a Topographic Survey of the total development using U.S.G.S. Datum.
 - (d) *Three (3) copies* each of a Boundary Survey.
 - (e) *One (1) copy* of the Legal Description.
5. Attach a check for _____ for the application fee made payable to the “Town of Clay.” Additional processing fees will be required for Planned Unit Developments. **A separate \$300 fee** will be required for each Final Plat application.
6. Provide *seven (7) copies* of the Preliminary Plat for Board Members the night of the Public Hearing. **ONLY if there is a revision to the original submitted material.**
 - An electronic copy (pdf) of the final plan (disk or email) must be submitted.

***Please read
instructions!!***

***Incomplete
applications will
NOT be
processed.***

TOWN OF CLAY - SCHEDULE OF FEES

CHAPTER 105

A. TOWN CLERK'S OFFICE		<u>FEE</u>
1.	TOWN MAPS	\$ 3.00
2.	ZONING ORDINANCE (Copy)	\$ 20.00
3.	ZONING MAP (Whole)	\$ 20.00
4.	ZONING MAP (Half)	\$ 10.00
5.	DRAINAGE & SEWER STANDARDS	\$ 5.00
6.	COPIES (per page)	
	♦ Small	\$.25
	♦ Ledger	\$.50
	♦ Wide format	\$ 3.00
7.	CERTIFICATION	\$ 1.00
8.	ZONING INFORMATION RESEARCH	\$ 30.00
B. PLANNING & DEVELOPMENT DEPARTMENT		<u>FEE</u>
1.	ZONE CHANGE APPLICATIONS	\$ 400.00
2.	VARIANCES	
	♦ Residential	\$ 200.00
	♦ Commercial	\$ 400.00
	♦ After construction	\$ Double the fee
3.	SPECIAL PERMIT	\$ 300.00
4.	INTERPRETATION	\$ 200.00
5.	SITE PLANS (& <i>Special Permits requiring Site Plan review</i>) *	
	♦ 3 acres or less	\$ 900.00
	♦ Over 3 acres	\$ 1500.00
6.	AMENDED SITE PLANS *	\$ 600.00
	<i>Amendment of site plans which are proposed within five (5) years of the original site plan approval, which in the opinion of the Commissioner of Planning & Development, would not involve any changes that could adversely impact adjacent properties.</i>	
7.	ADMINISTRATIVE SITE PLAN	\$ 75.00
8.	PRELIMINARY PLATS*	\$ Base fee: \$200 + 50 per lot.
9.	FINAL PLATS	\$ 300.00
10.	ADMINISTRATIVE SUBDIVISION	\$ 75.00
11.	ADDITIONAL ADVERTISING	\$ As per cost
12.	ADDITIONAL ENGINEERING FEES	
13.	INCURRED BY THE TOWN	\$ As per cost
14.	AFTER HOURS INSPECTION FEE	\$ 75.00

***NOTE:** For a commercial site plan or residential subdivision (with no proposed public utilities) requiring the preparation of a Stormwater Pollution Prevention Plan, an additional \$1500 will need to be deposited with the Town to cover engineering fees for the review of the Stormwater Pollution Prevention Plan.

ENVIRONMENTAL ASSESSMENT FORM

All Commercial Projects		-Use Full Environmental Assessment Form
All Industrial Projects		- Use Full Environmental Assessment Form
Residential Projects	-Over 10 Acres	-Use Full Environmental Assessment Form
Residential Projects	- Under 10 Acres	-Use Short Environmental Assessment Form

TOWN OF CLAY

APPLICATION FOR APPROVAL
OF
PRELIMINARY PLAT

Routing:

- (1) Commissioner of Planning & Development
(2) Planning Board Attorney
(3) Onondaga County Planning Board

Tax Map # _____ - _____ - _____

Case No. _____

Proposed Subdivision Name _____

Address/Location of proposed project: _____

Applicant _____ Phone _____

Applicant's Address _____

Owner (if not applicant): _____ Address: _____

Attorney _____ Phone _____

Address _____

Planner/Surveyor _____ Phone _____

Address _____

PLANNING BOARD ACTION

- 1. Date accepted for processing by the Planning Board: _____ 20__
2. Date necessary referrals made: _____ 20__
3. Date of public hearing: _____ 20__
4. Date of Board decision: _____ 20__
5. Plat approved (), disapproved (), or approved with the following modifications:

Commissioner of Planning and Development

DRAWINGS FORMING A PART OF THIS APPLICATION ARE:

(Must be filled in)

- a. Preliminary Plat: Drawing # _____ Date _____
b. Street Profiles: Drawing # _____ Date _____
c. Topographic Survey: Drawing # _____ Date _____

TO THE PLANNING BOARD, TOWN OF CLAY, NEW YORK:

The application for Approval of Preliminary Plat of:

(Name of Applicant)

(Address of Applicant)

respectfully states:

1. The *zoning district* in which the subject property is located is: _____
2. The *current land use* of the subject property is: _____
3. The subject property is located within the territorial limits of the _____
_____ Volunteer Fire Department.
4. The name of the *school district* in which the subject property is located is :

5. Applicant proposes to file the final plat in _____ sections as shown on the submitted drawing.
(Subject to Planning Board approval)
6. In the event that all required documents are not furnished to the Planning Board at the time of submission of this application, the applicant hereby agrees that he waives any and all rights which might otherwise accrue to him by virtue of Section 276 of the Town Law of the State of New York.
7. Applicant further consents to appropriate Planning Board action either revoking any approval which may be granted hereafter or obtaining necessary injunctive relief in the event applicant fails to abide by any conditions or restrictions contained herein or imposed hereafter by the Town of Clay Planning Board.

Dated: _____, 20____

Dated: _____, 20____

(Individual Signature)

(Individual Signature)

(Entity Name)

(Entity Name)

By: _____
(Officer) (Title)

By: _____
(Officer) (Title)

(Mailing Address of Applicant)

(Mailing Address of Applicant)

Telephone Number _____

Telephone Number _____

TOWN OF CLAY

DISCLOSURE AFFIDAVIT

This affidavit is a part of and must be completed and attached to every application, petition, request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit.

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:

I. _____, being duly sworn, deposes and says that (s)he is:

(applicant, petitioner, corporation officer, property owner, etc.)

II. That deponent has read and is familiar with the provisions of the General Municipal Law, Section 809 which states:

- A. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions or any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
- B. For the purpose of this action an officer or employee shall be deemed to have an interest in the applicant when (s)he, his/her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:
 - 1) is the applicant, or
 - 2) is an officer, director, partner or employee of the applicant, or
 - 3) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
 - 4) is a party to an agreement with such an applicant, express or implied, whereby (s)he may receive any payment or other benefit, whether or not for services rendered, or contingent upon the favorable approval of such application, petition or request.
- C. Ownership of less than five percent (5%) of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
- D. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

III. That no Town of Clay officer, employee or a relative of either, as defined in Section 809 General Municipal Law has any interest in this application.

-OR-

If a Town of Clay officer, employee or relative of either as defined in Section 809 General Municipal law has any interest in this application, the full particulars are provided on an attached sheet.

Date: _____ 20__

Date: _____ 20__

STATE OF NEW YORK)
) SS:
COUNTY OF ONONDAGA)

STATE OF NEW YORK)
) SS:
COUNTY OF ONONDAGA)

(Individual Signature)

(Individual Signature)

(Print Name)

(Print Name)

(Entity Name)

(Entity Name)

(Mailing Address of Applicant)

(Mailing Address of Applicant)

(Telephone Number) (Fax Number)

(Telephone Number) (Fax Number)

On this _____ day of _____ in the year **20**____, before me, the undersigned, a notary public in and for said state, personally appeared _____, _____, and _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within Petition and acknowledged to me that he/she/they executed the same in her capacity, and that by his/her/their signature(s) on the Petition, the individual or the persons upon behalf of which the individual acted executed the instrument.

Notary Public

Owner agreement to join in with Preliminary Plat request:

DATE _____

(I / We) _____

being owner of premises known as:

(ADDRESS) _____

TAX MAP NUMBER(S) _____ . - _____ - _____

_____ . - _____ - _____

_____ . - _____ - _____

Agree to and join in the application of:

(APPLICANT'S NAME)

For a Preliminary Plat **(TO / FOR)**

SIGNATURE _____

TOWN OF CLAY
FIRE-FLOW REQUIREMENTS FOR BUILDINGS
Based on the 2015 Edition of the International Fire Code

One of the basic essentials needed to control and extinguish a structure fire is an adequate water supply. Designing the water supply for new buildings is an important part of the initial planning for new development projects whether the new building is a 1500 square foot house or a 200,000 square foot retail store.

The International Fire Code for New York State requires that an approved water supply capable of supplying the required fire flow for fire protection to be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction. There are three exceptions to this requirement if the area of development lacks fixed fire protection water supplies.

The Town of Clay has approved the Appendix B of the 2015 edition of the International Fire Code as the method for determining the required fire flow. These standards are based on fire flow calculations originally developed by the Insurance Services Office (ISO). The Fire Code standard is a modified version of the ISO calculation method and it utilizes a table of fire flows to simplify the calculation procedure. This guide is intended for developers of new projects to help explain how to calculate the required fire flows for new buildings and for additions to existing buildings.

Included at the end of this guide are the text and a table from Appendix B of the International Fire Code, 2015 Edition. Also included is a copy of the **New Development Fire Flow Form**. This form must be completed for new developments and submitted with the site plan or preliminary subdivision application. To complete the form:

1. The developer must fill out Part 1.
2. The developer then has his design professional fill out Part 2.

Note: Substitute the following: Commissioner of Planning & Development in place of the Fire Chief where it appears in Appendix B of the International Fire Code.

DETERMINING REQUIRED FIRE FLOW FOR NEW DEVELOPMENTS

Follow these steps to determine required flows:

1. Determine the use of the buildings -- all buildings will be either:

- One- and two-family dwellings
- Buildings other than one and two-family dwellings.

A. For buildings that are one and two-family dwellings:

- For all dwellings with a **fire area** up to 3,600 square feet, the required fire flow is 1,000 gallons per minute.
- For all dwellings with a **fire area** larger than 3,600 square feet, use Table B105.1 to determine the required flow (look under the column heading Type VB). Find the number in the column
- For all dwellings with a **fire area** larger than 3,600 square feet, use Table B105.1 to determine the required flow (look under the column heading Type VB). Find the number in the column corresponding to the fire area. The fire flow is the number under the Fire Flow heading corresponding to the fire area. For example: a 4,500 square foot home would have a required fire flow of 1,750 gallons per minute.

B. For buildings other than one or two family dwellings:

1. Determine the **fire area** and **type of construction** for each building. If you don't know the construction type, consult your architect.
2. Use Table B105.1 (2) to determine the fire flow. Some examples:
 - A 25,000 square foot Type V-B building has a fire flow requirement of 4,250-gallons/ minute.
 - A 10,000 square foot Type IIIB building has a fire flow requirement of 2,250 gallons/minute.
 - A 100,000 square foot Type IIB building has a fire flow requirement of 6,750 gallons/minute.

3. The required fire flow for a building can be reduced by two methods:

- A. Installing an approved fire sprinkler system:
- For one- and two-family dwellings, the required fire flow is reduced by 50% in sprinkled buildings.
 - For buildings other than one- and two-family dwellings, the fire flow can be reduced up to 75%, **but the resulting fire flow cannot be reduced below 1,500 gallons per minute**. For example: a 50,000 square foot Type IIIB building has a fire flow of 4,750 gallons per minute. If equipped with a fire sprinkler system, the fire flow can be reduced by up to 75% to 1,188 gallons per minute. But, the minimum fire flow in this case is 1,500 GPM because this is the minimum allowed by the code.
- B. Dividing the building into separate **fire areas**, by the installation of firewalls without openings, constructed in accordance with the New York State Building Code.
- The fire flow for each **fire area** within the building is then calculated according to Table B105.1(2) For example, if a 50,000 square foot Type IIIB building is separated into two 25,000 square foot **fire areas** by a firewall, the fire flow for each area is 3,250 gallons per minute. Without the firewall, the 50,000 square foot **fire area** has a fire flow of 4,750 gallons per minute.

TOWN OF CLAY'S APPROVED METHOD OF DETERMINING FIRE FLOW

International Fire Code Appendix B

Fire Flow: The flow rate of water supply, measured at 20-psi residual pressure that is available for fire fighting.

Fire Wall: A fire-resistance-rated wall having protected openings, which restricts the spread of fire and extends continuously from the foundation to or through the roof, with sufficient structural stability under fire conditions to allow collapse of construction on either side without collapse of the wall.

Fire Area: The portion of the building being accounted for when applying table B105.1(2). This definition allows a fire area, for the purpose of defining fire flow, to be divided only by a firewall with no openings. Fire barriers and partitions could not be used to create separate fire areas.

Fire Flow Reduction: A 75% reduction in the fire flow is allowed were the building is equipped throughout with an approved automatic sprinkler system in accordance with chapter 9 of the FCNYS. The resulting fire flow shall not be less than 1500 gpm.

TABLE B105.1(2)
MINIMUM REQUIRED FIRE FLOW AND FLOW DURATION FOR BUILDINGS

FIRE AREA (square feet)					FIRE FLOW (gallons per minute) ^c	FLOW DURATION (hours)
Type IA and IB ^b	Type IIA and IIIA ^b	Type IV and V-A ^b	Type IIB and IIIB ^b	Type V-B ^b		
0-22,700	0-12,700	0-8,200	0-5,900	0-3,600	1,500	2
22,701-30,200	12,701-17,000	8,201-10,900	5,901-7,900	3,601-4,800	1,750	
30,201-38,700	17,001-21,800	10,901-12,900	7,901-9,800	4,801-6,200	2,000	
38,701-48,300	21,801-24,200	12,901-17,400	9,801-12,600	6,201-7,700	2,250	
48,301-59,000	24,201-33,200	17,401-21,300	12,601-15,400	7,701-9,400	2,500	
59,001-70,900	33,201-39,700	21,301-25,500	15,401-18,400	9,401-11,300	2,750	
70,901-83,700	39,701-47,100	25,501-30,100	18,401-21,800	11,301-13,400	3,000	3
83,701-97,700	47,101-54,900	30,101-35,200	21,801-25,900	13,401-15,600	3,250	
97,701-112,700	54,901-63,400	35,201-40,600	25,901-29,300	15,601-18,000	3,500	
112,701-128,700	63,401-72,400	40,601-46,400	29,301-33,500	18,001-20,600	3,750	
128,701-145,900	72,401-82,100	46,401-52,500	33,501-37,900	20,601-23,300	4,000	
145,901-164,200	82,101-92,400	52,501-59,100	37,901-42,700	23,301-26,300	4,250	
164,201-183,400	92,401-103,100	59,101-66,000	42,701-47,700	26,301-29,300	4,500	4
183,401-203,700	103,101-114,600	66,001-73,300	47,701-53,000	29,301-32,600	4,750	
203,701-225,200	114,601-126,700	73,301-81,100	53,001-58,600	32,601-36,000	5,000	
225,201-247,700	126,701-139,400	81,101-89,200	58,601-65,400	36,001-39,600	5,250	
247,701-271,200	139,401-152,600	89,201-97,700	65,401-70,600	39,601-43,400	5,500	
271,201-295,900	152,601-166,500	97,701-106,500	70,601-77,000	43,401-47,400	5,750	
295,901 -Greater	166,501-Greater	106,501-115,800	77,001-83,700	47,401-51,500	6,000	
—	—	115,801-125,500	83,701-90,600	51,501-55,700	6,250	
—	—	125,501-135,500	90,601-97,900	55,701-60,200	6,500	
—	—	135,501-145,800	97,901-106,800	60,201-64,800	6,750	
—	—	145,801-156,700	106,801-113,200	64,801-69,600	7,000	
—	—	156,701-167,900	113,201-121,300	69,601-74,600	7,250	
—	—	167,901-179,400	121,301-129,600	74,601-79,800	7,500	
—	—	179,401-191,400	129,601-138,300	79,801-85,100	7,750	
—	—	191,401 -Greater	138,301-Greater	85,101 -Greater	8,000	

For SI: 1 square foot = 0.0929 m², 1 gallon per minute = 3.785 L/m, 1 pound per square inch = 6.895 kPa.

b. Types of construction are based on the *International Building Code*.

c. Measured at 20 psi.

NEW DEVELOPMENT FIRE-FLOW FORM

PROJECT INFORMATION
(To Be Completed By Applicant)

PART 1

Property Owner _____

Property Address _____

Nearest Cross Street _____

Distance to Nearest Cross Street _____

Applicant _____ Telephone () _____

Address _____

City _____ State _____ Zip Code _____

Occupancy (Use of Building) _____ Sprinkler System: Yes No

Type of Construction _____

Square Footage _____ Number of Stories: _____

List the minimum fire flow required for this project
(Table B105.1 (2) _____)

_____ Applicant's Signature
Date

Part 2 (To Be Completed By Design Professional)

1. Circle the name of the water supplier: Town of Clay OCWA
2. List the approximate location, type and size of supply lines for this project, or attach a map with the same information:
3. List the g.p.m. at 20 p.s.i. residual pressure at the point that the development/project will be connected to the existing water system: _____.
Note: This is the available fire flow and must be equal to or greater than the required fire flow.
4. Attach fire flow test data for the fire hydrants nearest to the development/project that must be used to determine available fire flow.
5. If new lines are needed (or if existing lines must be looped) to supply the required fire flows, or if more information is needed to state the available minimum gpm @ 20 psi residual pressure, please list what the applicant/developer must do or obtain: _____

Print Name of Design Professional _____

Signature of Design Professional _____

Date _____

TOWN OF CLAY

PRELIMINARY PLAT REVIEW CHECKLIST

PLAN & PROFILES (Not Contract Drawings)

1. **Boundary Survey**- prepared and certified by a licensed land surveyor, subdivision name, street names, scales, north arrow, date, farm lot, town and county, tract boundary lines, names of *current* adjacent owners, adjacent tracts- name, date and number, number of lots, typical lot size, lot lines, dimensions, numbers and building set backs.
2. Name, address, number, seal, and signature of Engineer and Land Surveyor.
3. Name, address, and signature of owner.
4. **Topographic Survey**- in sufficient detail to evaluate the proposed plan and its relationship with its surroundings. It should show contours, Rights-of-Way, utilities, roads, railroads, buildings, water courses, any other features and sufficient elevations thereof (USGS datum). Plan scale max. 1"=200'; 1"=100' preferred.
5. Zoning of site and adjacent parcels.
6. Areas of tract, streets and open land.
7. Existing utilities on or adjacent to tract.
8. Easement and Right-of-way dimensions and purpose.
9. Hydrant spacing and location- 400' maximum spacing.
10. Proposed improvements by others on or near property.
11. Approximate limits of clearing and grading
12. C & S utility and right-of-way drawings against tract map. Are Contract Drawings same as Final Plan.
13. **Grading Plan**
 - a. Lot and swale grading.
 - b. Drainage system.
 - c. Sump pump discharge.
14. Widening for roads: 60' ROW for Town roads
 80' ROW County (Minor)
 100' ROW County (Major)
15. Driveway location exceptions.
16. Street layout- horizontal and vertical dimensions, elevations and alignment, vertical curves where change in slope greater than 3%. 200' min. between changes in grade. Turning radius 150 good, 100 min.

<u>Street Type</u>	<u>Maximum % grade</u>
Arterial	4
Collector	6
Local	8
Marginal Access	8

17. Location and description of street monuments.
18. Typical cross sections.
19. **Traffic**- Is proposed on a State/County highway? Preparation of a traffic report/study *will* be required.
If proposed is on a Town road a traffic report/study *may* be required.
20. No hammerhead turn-arounds (cul-de-sac) per Town Highway Department.
21. Driveways without concrete valley gutters to Town roads need culverts per Town Highway Department.
22. Availability of sanitary sewer, water and drainage facilities (Applies to a 2-lot subdivision also)
 - ♦ *Sewer District*- Name of district
 - ♦ *Water District*- Name of district
 - ♦ *Drainage District*- Name of district
23. **Drainage Facilities**- Generally the Town wants easements over property **not** ownership of property. Preliminary drainage plans- does drainage come through tract? If so can it be accommodated? Check drainage impact on adjacent properties and if adverse- detention or another alternative drainage plan shall be required.
24. According to subdivision regulations where a subdivision is traversed by a watercourse, drainage, channel or stream, there shall be provided a stormwater easement or drainage right-of-way at least 20-foot wide conforming substantially with the lines of such water course, and such further width or construction or both, as will be adequate for this purpose.
25. **FEMA Flood Plain Requirement**- the lowest floor including the basement must be at or above the 100 year flood plain elevation.

Town Requirements- the lowest opening which includes doors, windows, and walk-out basements should be at least one foot above the 100 year flood plain elevation (both FEMA and Town reg. Flood plains).
26. Floodplain elevation and boundary/floodway boundaries shall be shown.
27. Any houses lower than the low point (floodroute) in the road near a culvert? Will they be flooded?
28. All wetlands shall be shown. (DEC, NYS, Army Corps of Engineers)
29. Flood route- no dead end low points.

➤ ***This is a list of items we look for in submittals and things that are considered for approval. Six (6) copies to Town Engineer when approved.***

**SUBDIVISION
FINAL PLAT
MAP FILING**

Number of Copies

Recommended

5 Cloth

6 Paper

Minimum

3 Cloth

4 Paper

Distribution (optional)

**2 Clay, 1 County
Clerk**

**1 County Health,
1 County Planning,
2 Owner
(1 Developer, 1
Attorney)**

Requirements for Filing Subdivision Maps

Onondaga County

TOWN OF CLAY

In order to file a subdivision map with the Onondaga County Clerk, requirements set by New York State, Onondaga County, and the city, towns and villages must be met. This guide identifies these requirements, necessary signatures, and certifications.

Subdivision maps are filed with the County Clerk, Room 200, Onondaga County Court House, 401 Montgomery Street, Syracuse; for more information call 435-2226. The filing fee is \$10.00.

- The subdivision map must meet the subdivision map requirements described in A and B below.
- Review, Approval and Certification in Steps 1-5 below, must be completed before a map can be filed.
- Steps do not have to be completed in the order they are listed.

Subdivision Map Requirements

A. The subdivision map must be:

- Printed in black ink on either linen, cloth backed paper.
- No larger than thirty-six by forty-four inches (36"x 44").
- Clear and legible for reproduction. (No folded or bent maps).
- Signed in black ink by all required officials. Only original signatures are acceptable.
- All stamps must be in black ink.

B. The subdivision map must include the following information:

- Tract name
- Property location by town or city
- Lot and/or block numbers
- North arrow
- Certificate of Licensed Land Surveyor: "We (or I) hereby certify that this is an accurate subdivision plat prepared by us (or me) on (date). This subdivision plat meets the current standards stated in the NYSAPLS Code of Practice for Land Surveys pertaining to All Boundary/Title Surveys. The subdivision boundary closure is (boundary closure precision). This map is not valid without the original seal of the surveyor."

Subdivision Map: Review, Approval and Certification Steps

1. **Municipal Subdivision Review:** Contact the municipality for local subdivision requirements, procedures, and the number and type of maps to be filed locally.

TOWN OF CLAY – Three copies, with County Clerk file number and date of filing added.

In a town: Signature of the town supervisor or planning board chair is required.

In a village: Signature of the village mayor or planning board chair is required.

In the City of Syracuse: Required signatures include:

City Planning Commission Secretary - Contact City Zoning Office*, City Hall Commons, 201 East Washington Street; or call 448-8640.

City Engineer- Contact the Deputy Commissioner of Public Works Technical Services, Room 401 City Hall; or call 448-8200.

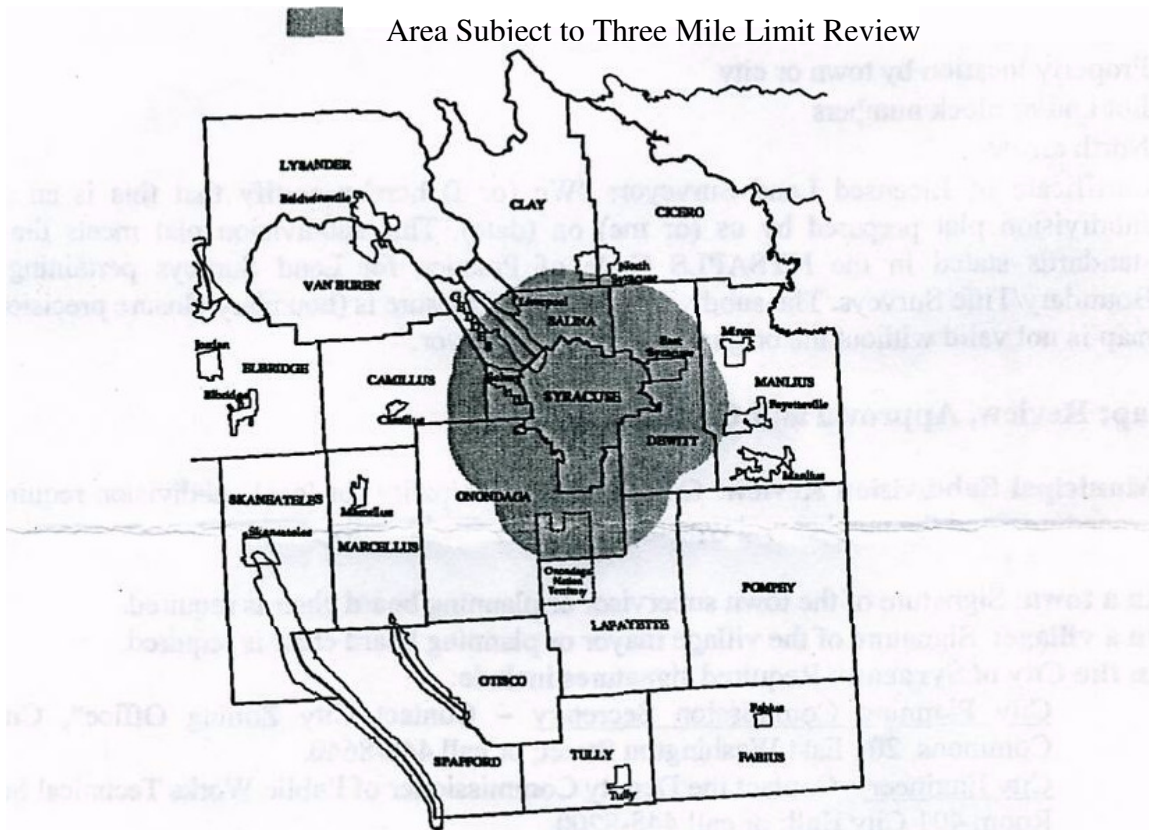
City Assessor - Room 130 City Hall; or call 448-8280.

* **Note:** After the map is filed, the applicant must call the Zoning Office with the filing date and map number.

2. **Review of Water Supply and Sewage Disposal Plans** by Onondaga County Health Department, Division of Environmental Health
 - One paper copy of the subdivision map must be left with this office.
 - Contact Bureau of Public Health Engineering, 12th Floor of the John H. Mulroy Civic Center. Please call 435-6600 to be sure that a staff person will be available.

3. **Review of Street Names** - allow two weeks.
 - Tracts containing new street name(s) must have both the tract name and the street name(s) submitted for prior review.
 - When names are in compliance, a certification letter is issued by the Syracuse Onondaga County Planning Agency, 11th Floor of the John H. Mulroy Civic Center. Applicant must call Duane Coughenour at 435-2617 in advance to schedule an appointment to have this letter issued.

4. **Three Mile Limit Review**, City of Syracuse - allow up to six weeks.
 - Determine whether your subdivision is or is not within three miles of the City of Syracuse; see map below or contact 448-8640 if you need help with (his determination. Note that the following towns are entirely outside the three mile limit: Elbridge, Fabius, Lysander, Marcellus, Otisco, Pompey, Skaneateles, Spafford, Tully, and Van Buren.
 - If your subdivision is within the three mile limit, contact 448-8640 for the procedure that must be followed. All forms needed can be obtained from this office. If your subdivision *is* outside the three mile limit, you must call 435-2611 to schedule an appointment to have this letter issued.



5. **Certification of Real Property Tax Status**
 - An abstract and title company must provide certification that all real property taxes have been paid. Although any private abstract and title companies can provide this certification, some companies have offices in the County Clerk's Office, on the second floor of the Onondaga County Court House.
 - If the project is in Syracuse, the City Finance Department will provide this certification. Contact Room 110 City Hall, or call 448-8300.