

Application #: _____

Date: _____

Project Name: _____

**Town of Florida
Planning Board
Application to the Planning Board**

A completed Application must be filed at least ten (10) days prior to the meeting at which it is to be considered by the Planning Board, including all applicable attached information.

Applicant: _____ Property Owner: _____

(if different)

Address: _____ Address: _____

Phone: () _____ Phone: () _____

Professional Advisor: _____ Other: _____

(if appropriate, please specify)

Address: _____ Address: _____

Phone: () _____ Phone: () _____

1) Property Location:

Address: _____

General Location: _____

Zoning District: _____

Tax Parcel ID# (SBL): _____

2) Type of Application (please check appropriate box(s)):

- Major Subdivision/ \$500
- Minor Subdivision \$100
- Major Site Plan \$500
- Minor Site Plan \$100
- Special Permit \$100
- Lot Line Adjustment \$100

3) Project Description: _____

For each type of application a checklist detailing the required information has been attached. These checklists are only intended to be a guide to the applicant, for specifics on submission requirements, procedures, timeframes, etc., the applicant should refer to the applicable Town Ordinance (Zoning, Subdivision, etc.), and or State Law (SEQR, Ag & Markets, etc).

Applicant Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Application #: _____

Date: _____

Project Name: _____

For Office Use Only

Total Amount received: \$ _____

Check # (s)/Date: _____

Received By: _____

Zoning Enforcement Officer's certification that application is complete and in conformance with Zoning Regulations.

(Zoning Enforcement Officer)

For Planning Board Use Only

The Planning Board held a Public Hearing on _____ (day) of _____ (date),
_____ (year) in consideration of this application.

The application is hereby:

- Approved**
- Approved with modifications**
- Disapproved**

Modifications and comments: _____

Chairman, Town of Florida Planning Board

Date

Application #: _____

Date: _____

Town of Florida Subdivision Approval Checklist

Subdivision Name: _____

Date Completed

- Nine (9) copies of the sketch plan of the proposed subdivision is submitted to the Chairman of the Planning Board _____
- Planning Board determines whether the proposed subdivision is a minor or major Subdivision _____

If Minor Subdivision:

(Any subdivision containing not more than four lots fronting on any existing street or private lane)

- Applicant submits nine (9) copies of the minor subdivision plat and application to the Chairman of the Planning Board accompanied by the required fee _____
- Planning Board reviews Subdivision Application and declares intent to be Lead Agency (SEQR); sets public hearing date and notifies applicant _____
- Hold Public Hearing _____
- Planning Board completes SEQR process, and files all documents as required by law _____
- Planning Board approves, conditionally approves, disapproves Minor Subdivision _____
- Planning Board files all documents as necessary _____

If Major Subdivision:

- Applicant submits nine (9) copies of the Preliminary Plat and Application to the Chairman of the Planning Board, accompanied by the required fee _____
- Planning Board reviews Preliminary Plat and application and declares intent to be Lead Agency (SEQR); sets public hearing date and notifies applicant _____
- Hold Public Hearing _____
- Planning Board completes SEQR process; and files all documents as required by law _____
- Planning Board conditionally approves or disapproves the preliminary plat _____
- Applicant submits nine (9) copies of the Final Plat to the Chairman of the Planning Board _____
- Hold Public Hearing (optional) _____
- Planning Board approves, conditionally approves, disapproves Final Plat _____

***** In accordance with Section 18 of the Town's Zoning Ordinance, all development projects other than Single Family Residential and Agricultural requires Site Plan Review.**

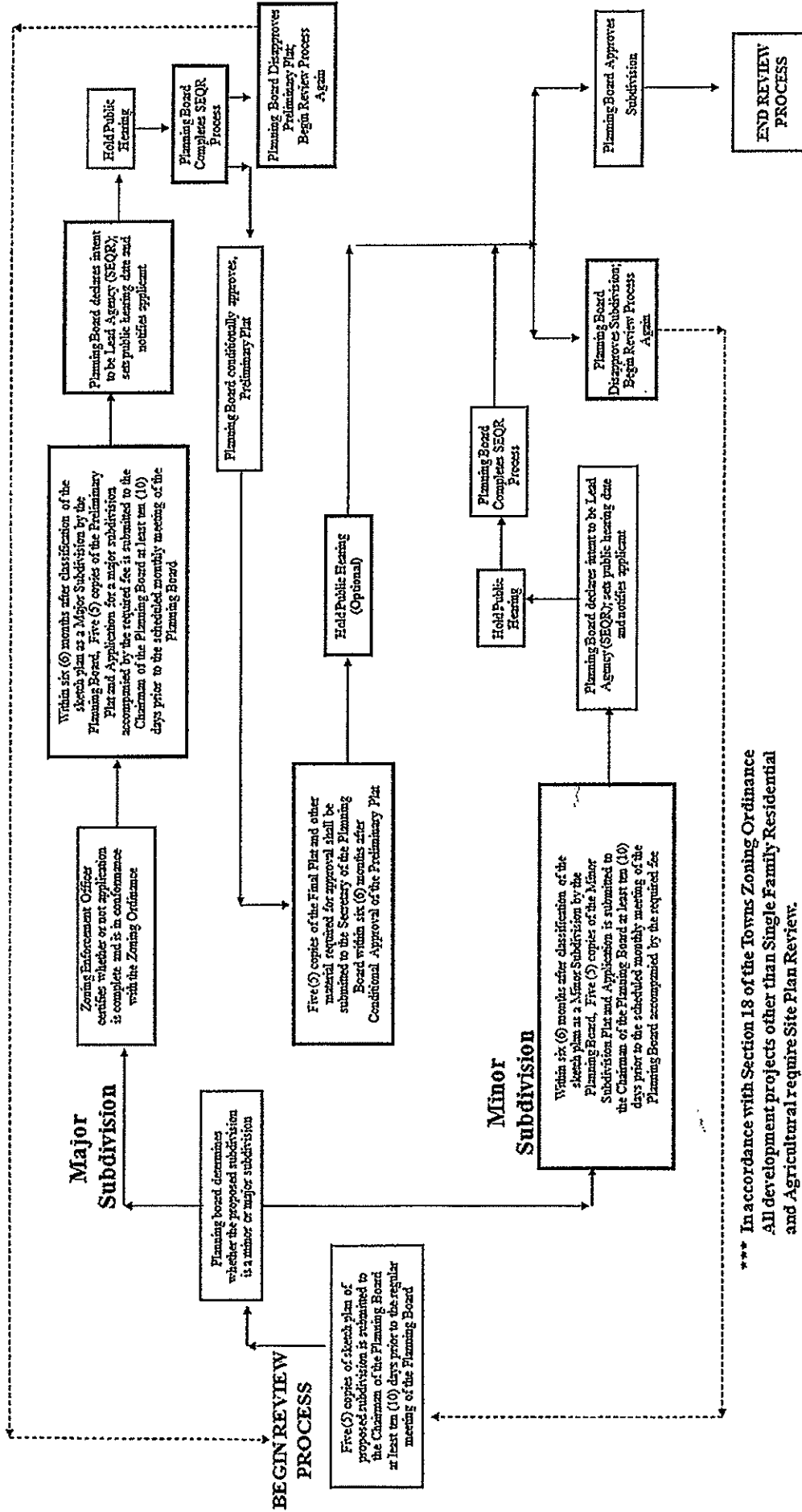
State Environmental Quality Review Act (SEQR) Forms

All Downloadable SEQR Forms are PDF Files

The Environmental Assessment Forms (Appendices A and B) should be used (as of October 7, 2013) for applications to be submitted to reviewing, funding or approving agencies. **If you are new to filling out the EAFs or using the EAF Mapper, or have questions about how to use them, we recommend that you begin with the [Environmental Assessment Form \(EAF\) Workbooks](http://www.dec.ny.gov/permits/90125.html) at <http://www.dec.ny.gov/permits/90125.html>.** You may also want to view [The New EAFs - EAFs for the 21st Century \(PDF\)](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/eafwebinar.pdf) at http://www.dec.ny.gov/docs/permits_ej_operations_pdf/eafwebinar.pdf, which is a training program on using the new (2013) Environmental Assessment Forms, Workbooks and EAF Mapper. EAF forms can be filled out and saved with Acrobat Reader.

- [EAF Mapper Application](http://www.dec.ny.gov/eafmapper/) at <http://www.dec.ny.gov/eafmapper/>, (will generate partially filled-in EAFs) The EAF Mapper Application is an Internet-based Geographic Information System (GIS) specifically designed to facilitate the NY State Environmental Quality Review (SEQR) process by answering geographic or place-based questions on the Short and Full Environmental Assessment Forms (EAFs). The EAF Mapper will provide its results by directly filling out many place-based questions in Part 1 of an electronically fillable SEAF or FEAF form and returning the partially completed form to the applicant or sponsor to finish. If you are using the EAF Mapper, do not complete any part of a PDF for either the SEAF or FEAF first. Rather, start with the EAF Mapper and wait for the program to fill in the various answers, then save the document to your computer and continue completing the forms from there. If you start a PDF before running the EAF Mapper, any information entered will be lost when the program applies its GIS data. [Help in using the EAF Mapper application](http://www.dec.ny.gov/EAFHelp/) at <http://www.dec.ny.gov/EAFHelp/>, is located on the EAF Mapper Application's main page next to "feedback". Additional guidance can be found in the [EAF Workbook](http://www.dec.ny.gov/permits/90201.html) at <http://www.dec.ny.gov/permits/90201.html>, under the subsection "Using the EAF Mapper".
- Short Environmental Assessment Form (SEAF) (*Appendix B to 6 NYCRR 617.20*)
 - [SEAF Part 1 \(PDF\)](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf) at http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf
 - [SEAF Part 2 & 3 \(PDF\)](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafparttwo.pdf) at http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafparttwo.pdf
- Full Environmental Assessment Form (FEAF) (*Appendix A to 6 NYCRR 617.20*)
 - [FEAF Part 1 \(PDF\)](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart1.pdf) at http://www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart1.pdf
 - [FEAF Part 2 \(PDF\)](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart2.pdf) at http://www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart2.pdf
 - [FEAF Part 3 \(PDF\)](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart3.pdf) at http://www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart3.pdf

Town of Florida Subdivision Approval Flow Chart



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