SUFFOLK COUNTY PLANNING COMMISSION SUBDIVISION GUIDEBOOK

RULES AND REGULATIONS

FOR THE REFERRAL OF

PROPOSED SUBDIVISION PLATS

TO THE

SUFFOLK COUNTY PLANNING COMMISSION

PURSUANT TO

ARTICLE XIV, SUFFOLK COUNTY ADMINISTRATIVE CODE

Robert J. Gaffney
Suffolk County Executive

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Revised: June 3, 1998

Robert J. Gaffney
Suffolk County Executive

SUFFOLK COUNTY PLANNING COMMISSION

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SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF PLANNING

STEPHEN M. JONES, A.I.C.P.
DIRECTOR OF PLANNING

PREFACE

This informational bulletin, published and amended from time to time, is an attempt by the Suffolk County Planning Commission to achieve two goals:

- To promote sound planning and engineering design practices to improve the quality of life for residents, businesses and visitors to Suffolk County.
- To lay out in concise fashion the standards and criteria used by the Commission in its review of the subdivision of land and the rendering of advice to municipalities regarding those actions.

The Commission urges the use of the information contained in this bulletin at the earliest possible stages of the land development process. The Commission wishes to inform municipalities, applicants and others of its administrative procedures to avoid any confusion as to the areas of jurisdiction of the Commission, the manner in which the proposed subdivision is to be referred to the Commission and the requirements of notice.

In this way, adherence to these rules and regulations will save much time and effort and should help to avoid any procedural defects resulting from failure to adhere to the requirements of the Suffolk County Charter. A procedural defect may render a development project null and void and could make unnecessary hardship or ambiguity to municipalities, land owners or applicants.

Stephen M. Jones, A.I.C.P.
Suffolk County Planning Director

LOCATION
H. LEE DENNISON BLDG. - 4TH FLOOR
100 VETERANS MEMORIAL HIGHWAY

MAILING ADDRESS
P. O. BOX 6100
HAUPPAUGE, NY 11788-0099

(516) 853-5190
FAX (516) 853-4044

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RESOLUTION OF ADOPTION

At the regular meeting of the Suffolk County Planning Commission held on Wednesday, December 7, 1988, Commissioner Larsen moved for the adoption of the following resolution, seconded by Commissioner Vahradian. The vote was unanimously approved (11 present, 1 absent).

WHEREAS, towns and villages in Suffolk County are required to refer certain subdivision plats to the Suffolk County Planning Commission, and

WHEREAS, the Suffolk County Planning Commission is required to review certain subdivision plats in accordance with Article XIV, Sections A14-14 to A-24 of the Suffolk County Administrative Code, and Article XXXVII, Section C37-5D of the Suffolk County Charter where a proposed subdivision is located within a Suffolk County Pine Barrens Zone, and

WHEREAS, the Suffolk County Planning Commission is required to set forth rules and regulations to govern Commission proceedings in accordance with Article XIV, Section A-14-24 of the Suffolk County Administrative Code, and

WHEREAS, the Suffolk County Planning Commission has revised and updated its procedures governing the processing and review of subdivision plats referred thereto, Therefore Be It

RESOLVED, that Part 2, Subdivision Plat Referrals, of "Informational Bulletin No. 8", is hereby superseded, and Be It Further

RESOLVED, that the Suffolk County Planning Commission hereby adopts Informational Bulletin No. 9, "Rules and Regulations for the Referral of Certain Subdivision Plats to the Suffolk County Planning Commission Pursuant to Article XIII, as required by the Suffolk County Administrative Code.

RESOLUTION OF REVISION - JUNE 3, 1998

At the regular meeting of the Suffolk County Planning Commission held on Wednesday, June 3, 1998, Commissioner Rosavitch moved for the adoption of the following resolution, seconded by Commissioner Petersen. The vote was unanimously approved (12 present, 1 absent).

WHEREAS, towns and villages in Suffolk County are required to refer certain subdivision plats and zoning applications to the Suffolk County Planning Commission, and

WHEREAS, the Suffolk County Planning Commission is required to review certain subdivision plats and zoning actions in accordance with Section C-14 and A14 of the Suffolk County Code, and

WHEREAS, on March 31, 1998 and May 1, 1998 the Suffolk County Legislature and County Executive, respectively, approved the abolition of the Suffolk County Pine Barrens Review Commission and transferred its review functions to the Suffolk County Planning Commission as it affects lands situated within the Suffolk County Pine Barrens Zone pursuant to Article XIV of the Suffolk County Charter (Resolution No. 215-1998), and

WHEREAS, the Suffolk County Planning Commission has revised and updated its procedures governing the processing and review of subdivision plats and zoning applications referred thereto, to include such property within the Suffolk County Pine Barrens Zone (described in Article XIV Section C14-11 of the Suffolk County Charter); as well as other amendments deemed necessary for effective and proper review of subdivision and zoning applications, now, therefore, be it

RESOLVED, that the Suffolk County Planning Commission hereby adopts a revision of "Suffolk County Planning Commission Subdivision Guidebook Rules and Regulations for the Referral of Proposed Subdivision Plats to the Suffolk County Planning Commission", pursuant to Article XIV, Section A14-12, Suffolk County Administrative Code (formerly referred to as "Informational Bulletin No. 9, Rules and Regulations for the Referral of Certain Subdivision Plats to the Suffolk County Planning Commission Pursuant to Article XIII") which incorporates the necessary changes therein and distributes this guidebook to the Suffolk County Legislature and to all local municipalities of Suffolk County.

CHAPTER 1
DEFINITIONS

Aircraft

An aircraft means any contrivance, now or hereafter invented, for aviation of or flight in the air. (Note: This definition includes "helicopters".)

Airport

An "airport" means any landing area used regularly by aircraft for receiving or discharging passengers or cargo; or for landing and take-off of aircraft being used for personal or training purposes. (Note: This definition includes "heliports".)

Channel Line

A channel line is the boundary of any stream or water course established by the Commissioner of the Suffolk County Department of Public Works.

Cluster Subdivision

A subdivision designed in accordance with the provisions of Section 278, Town Law, or Section 7-738, Village Law, in which the lot size is reduced in order to achieve a better design, reduce the length of road, reduce infrastructure, preserve open space and protect the environment; or in which lot requirements have been modified; and in each case without resulting in an increase in density on the site.

Condominium

A form of ownership with unrestricted right of disposal of one or more units in a multi-unit project, with the land and other parts held in common with owners of other units.

For the purpose of review under the provisions of the Suffolk County Administrative Code and the Real Property Law of the State of New York a condominium is considered to be a subdivision.

The conversion of existing, developed property such as an apartment house, a motel, an industrial building or a commercial building into a condominium does not constitute a subdivision when there is no planned change in the physical characteristics of the site.

Major Subdivision

Any subdivision of land not classified as a minor subdivision, including but not limited to subdivisions of five (5) or more lots, plots, units or parcels or any size subdivision requiring any new street or extension of the local municipal facilities, or the creation of any public improvement.

Minor Subdivision

Any subdivision of land containing not more than four lots, plots, units or parcels fronting on an existing street, not involving any new street or road, nor the extension of municipal facilities, or the creation of any public improvements, generally with no potential for re-subdivision, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any portion of the Master Plan, Official Map, or Zoning Regulations.

Plat

The term "plat" means a drawing, in final form, showing a proposed subdivision and containing all the required information and details specified by local, county and state laws and regulations.

Preliminary Plat

A preliminary plat is a drawing which shows the salient features of a proposed subdivision which has been prepared for consideration by the planning board prior to the submission of the plat in final form. A preliminary plat may also be referred to as a "preliminary map". For the purposes of Planning Commission review the preliminary map that is to be referred to the Planning Commission shall be the one for which an application has been filed for tentative approval and for which a public hearing is usually scheduled.

Resubdivision

Any change in a recorded subdivision that may affect the location of any street or the location of any private way that is shown on such map; affects in any manner any area on such map reserved for common use; or changes the area or alters the shape of any lot or parcel on such map.

Sketch Plan

A drawing made prior to the preparation of the preliminary map or the subdivision plat in the case of a minor subdivision to enable the subdivider to save time and expense in reaching a general agreement with the Town or Village Planning Board as to the form of the layout and objectives of the subdivision regulations.

Shoreline Boundary

The boundary of the Atlantic Ocean, Long Island Sound, any bay in Suffolk County or estuary of any of the foregoing bodies of water shall be taken as the line of mean high water and which line shall also be considered the uppermost limit of a stream, creek, river, or other body of water where the sea water is measurably diluted with fresh water.

Subdivision

A "subdivision of land" means any division of land into two or more lots, plots, parcels, blocks, or sites, whether adjoining or not, with or without streets or highways for the purpose of offering such lots, plots, parcels, blocks, or sites for sale to the public, regardless of how they are conveyed and not only includes residential land but includes industrial and commercial parcels as well and shall include any map, plat or other plan of division of land, whether or not previously filed. For the purpose of Suffolk County Planning Commission review a condominium is considered to be a subdivision.

CHAPTER 2
SUBDIVISIONS SUBJECT TO SUFFOLK COUNTY PLANNING COMMISSION REVIEW

A. All proposed subdivisions that wholly or partly lie within one mile of:

   1. A nuclear power plant.

   2. An airport.

B. All proposed subdivisions that lie wholly or partly within 500 feet of:

   1. The boundary of any village or town.

   2. The boundary of any existing or proposed county, state, or federal park or other recreation area.

   3. The right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway.

   4. The existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines.

   5. The existing or proposed boundary or any other county, state or federally owned land, held or to be held for governmental use.

   6. The Atlantic Ocean, Long Island Sound, any bay in Suffolk County or estuary of any the foregoing bodies of water.

C. All proposed subdivisions that lie wholly or partly within any area that has been designated a Suffolk County Pine Barrens Zone.

D. All proposed condominiums within the boundaries of any town or village.

E. If any question arises as to whether or not a proposed subdivision is subject to review by the Suffolk County Planning Commission the proposed subdivision should be referred to the Planning Commission. A determination will be made by the Subdivision Review Division and the referring agency will be notified of the determination.

F. The term "proposed" as used in CHAPTER 2-B above means a capital project specified in the Suffolk County Official Map, whether or not the project has been undertaken. In the absence of a Suffolk County Official Map, duly adopted under the Charter, the term "proposed" means:

   1. In the case of a county item, an item specified in the capital budget.
   2. In the case of a state item, an item whose boundaries have been established in accord with state law.

3. In the case of a federal item, an item whose boundaries have been established in accord with federal law.

CHAPTER 3
TRANSITION FROM REFERRAL OF PROPOSED FINAL PLATS TO REFERRAL OF PRELIMINARY MAPS TO SUFFOLK COUNTY PLANNING COMMISSION

A. Any proposed subdivision that has not been referred to, reviewed by and acted upon by the Planning Commission as a preliminary map shall be referred to the Planning Commission when an application for final approval of the proposed final plat has been made to the referring agency. All such proposed final subdivision plats are to be referred to the Planning Commission and will be processed and reviewed in accordance with the rules and regulations promulgated in "Suffolk County Planning Commission Subdivision Guidebook".

B. Any proposed subdivision on which the staff has made comments upon the preliminary map under the rules and regulations promulgated in "Suffolk County Planning Commission Subdivision Guidebook" where the proposed final subdivision map has not been reviewed by the Planning Commission must be referred to the Planning Commission for review.

CHAPTER 4
MAJOR SUBDIVISION - REQUIREMENTS OF NOTICE

A. Upon receipt of an application for tentative approval of a preliminary subdivision map lying wholly or partly within those areas specified in CHAPTER 2, the municipality shall refer the preliminary map to the Suffolk County Planning Commission. Such referral shall contain:

1. LETTER OF REFERRAL. See Appendix A for form of such letter.

2. Completed, local subdivision application form.

3. Three (3) Copies of PRELIMINARY MAP.
   The preliminary map shall contain the following information:

   a. Name of map.
      (1) The map shall clearly state the name of the subdivision and that the map is a preliminary map. The preferred form of the name should be either "Preliminary Map of Suffolk Acres" or Preliminary Plat - Suffolk Acres".
      (2) Any map containing the words "sketch plan" will not be accepted.
      (3) Duplicate subdivision names within a town or village will not be accepted.

   b. HAMLET or village and the town in which the property is located.

   c. NAME OF PROFESSIONAL who prepared the map.

   d. TOTAL AREA of property being subdivided.

   e. Approximate AREA of each lot and parcel within subdivision.

   f. Proposed LOT NUMBER of each lot.

   g. Complete boundary information (BEARINGS AND DISTANCES of all courses) for the perimeter of the property being subdivided.

   h. Approximate length of each lot and parcel line.

   i. NORTH ARROW.

   j. ZONING CLASSIFICATION (May be stated in referral letter if not on map). If property is located in two or more zoning districts the zoning district lines shall be shown on the map.

   k. TAX PARCEL IDENTIFIER NUMBER (May be stated in referral letter if not on map).

   l. SCALE OF MAP.

   m. Names of abutting roads.

   n. TIE DISTANCE to nearest existing street intersection.

o. TOTAL NUMBER OF LOTS.

p. Subdivider's, applicant's or owner's name and mailing address.

q. Existing and proposed stormwater drainage system, including design criteria used.

r. Existing and proposed street grades.

s. Existing and proposed easements and reserved areas.

4. One (1) Copy of GRADING PLAN, if such was required by the municipality as part of the preliminary map review procedures.

5. One (1) Copy of ROAD PROFILES, if such was required by the municipality as part of the preliminary map review procedures.

6. One (1) Copy of DRAINAGE PLAN, if such was required by the municipality as part of the preliminary map review procedures.

7. One (1) Copy of TOPOGRAPHICAL MAP, if such was required by the municipality as part of the preliminary map review procedures.

8. Supporting Information.

a. DRAFT OR FINAL ENVIRONMENTAL IMPACT STATEMENT, if such has been required by the municipality or any other included agency.

b. STATEMENT OF SEQRA STATUS, if D.E.I.S. or F.E.I.S. has not been required by the municipality or any other involved agency.

c. TRAFFIC STUDY, if such has been required as part of the review of the preliminary map.

d. YIELD MAP - When a proposed subdivision is to be developed as a "cluster subdivision" under the provisions of Section 278 of the Town Law or Section 7-738 of the Village Law a copy of an acceptable yield map is required. When a yield map has not been required by the municipality and the municipality has based the yield upon a mathematical formula a copy of said yield determination with calculations shall be provided.

e. Name and address of applicant.

9. Miscellaneous Information

a. Subdivision Tract Situated in Two Municipalities

(1) When the property is situated in two municipalities, that is, the property straddles a municipal boundary line, the referral shall contain a letter from the adjoining

municipality. The letter shall state that the municipality has considered the proposed subdivision and whether it has any objection to it. In the event of an objection, the letter shall clearly state the objection and the reason for the objection.

(2) If no letter is included in the referral the referral will be considered incomplete until:

A letter is received from the referring agency containing information that the adjoining municipality has considered the subdivision and has no objection to it; or

A letter is received from the adjoining municipality; or if no reply is received from the adjoining municipality within fourteen days after a request for comments is sent by the Planning Commission to the adjoining municipality, the Planning Commission will assume that there is no objection to the proposed subdivision and will proceed with its review.

CHAPTER 5
MINOR SUBDIVISION - REQUIREMENTS OF NOTICE

A. Upon receipt of an application for approval of a minor subdivision lying wholly or partly within those areas specified in CHAPTER 2, the proposed minor subdivision shall be referred to the Suffolk County Planning Commission. Such referral shall contain:

1. LETTER OF REFERRAL - See Appendix A for form of such letter.

2. Three (3) copies of MINOR SUBDIVISION MAP.[1]

   a. No photocopies of the proposed map will be accepted that do not show the entire map on a single sheet or is on material that will fade or deteriorate.

   b. The proposed minor subdivision plat shall be complete in all aspects and shall show the following minimum information:
      (1) Name of map; for example, Minor Subdivision - John J. Jones; Subdivision Map of Property of John J. Jones; John J. Jones Plat. Names must be distinct. A map containing the words "proposed subdivision map" in the title will be considered a preliminary map and a map containing the words "sketch plan", set-off, subdivision waiver in the title will not be accepted. Duplicate names within a municipality will not be accepted.
      (2) Hamlet (village) and town in which property is located.
      (3) Name of the licensed land surveyor who surveyed the property and prepared the proposed subdivision map.
      (4) Total area of the parcel.
      (5) Proposed lot numbers for all parcels within subdivision.
      (6) Area of each lot.
      (7) Sufficient data to readily determine the location, direction, and length of all property boundaries, street lines, and lot lines.
      (8) Zoning classification of property (May be stated in referral letter if not on map). If property is located in two or more zoning districts the zoning district lines shall be shown on the map.
      (9) Tax Parcel Identifier Number (May be stated in referral letter if not on map).
      (10) Tie distance to nearest street intersection.
      (11) North Arrow.
      (12) Scale of map.

3. One (1) Copy of TOPOGRAPHICAL MAP or Information, if such was required by the referring agency as part of its requirements.

[1]Section 7209.2 of the New York State Education Law prohibits the alteration of any plans, specifications, plats, and reports to which the seal and signature of a licensed land surveyor has been applied and bearing a statement that alteration of the document is a violation of the State Education Law.

4. Supporting Information

   a. Draft or Final Environmental Impact Statement, if such has been required.
   b. Statement of SEQRA status, if Draft or Final Environmental Impact Statement was not required.
   c. Name and address of applicant.

5. Miscellaneous Information

   a. Subdivision Tract Situated in Two Municipalities
      (1) When the property is situated in two municipalities, that is, the property straddles a municipal boundary line, the referral shall contain a letter from the adjoining municipality. The letter shall state that the municipality has considered the proposed subdivision and whether it has any objection to it. In the event of an objection, the letter shall clearly state the objection and the reason for the objection.
      (2) If no letter is included in the referral the referral will be considered incomplete until:

      A letter is received from the referring agency containing information that the adjoining municipality has considered the subdivision and has no objection to it; or

      A letter is received from the adjoining municipality; or if no reply is received from the adjoining municipality within fourteen days after a request for comments is sent by the Planning Commission to the adjoining municipality, the Planning Commission will assume that there is no objection to the proposed subdivision and will proceed with its review.

CHAPTER 6
CONDOMINIUMS - REQUIREMENTS OF NOTICE

A. Upon receipt of an application for approval of a site plan for the development of property under the condominium form of ownership the proposed condominium proposal shall be referred to the Suffolk County Planning Commission. The referral shall contain:

1. LETTER OF REFERRAL - See Appendix A for the form of said letter.

2. Three (3) Copies of UNIT DESIGNATION MAP when such map has been required by the referring agency or prepared by the applicant for submission to the Planning Commission to facilitate review.

3. One (1) Copy of the SITE PLAN. If a unit designation will not be submitted as part of the referral then Three (3) Copies of the SITE PLAN are required.

4. One (1) Copy of GRADING PLAN, if such was required by municipal regulations.

5. One (1) Copy of ROAD PROFILES, if such was required by municipal regulations.

6. One (1) Copy of DRAINAGE PLAN, if such was required by municipal regulations.

7. One (1) Copy of TOPOGRAPHICAL MAP, if such was required by municipal regulations.

8. Supporting Information

   a. DRAFT OR FINAL ENVIRONMENTAL IMPACT STATEMENT, if such has been required.

   b. STATEMENT OF SEQRA STATUS, if DRAFT OR FINAL ENVIRONMENTAL IMPACT STATEMENT was not required.

   c. TRAFFIC STUDY, if such has been required by the municipality.

   d. LANDSCAPING PLAN, if such has been required by the municipality.

   e. Name and address of applicant.

9. Miscellaneous Information

   a. The referral shall contain the following either on the site plan or in referral letter:
      (1) Area of tract
      (2) Number of units
      (3) Number of buildings
      (4) Parking required and provided
      (5) Complete tract boundary information - bearings and distances
      (6) Scale of site plan

   b. Subdivision Tract Situated in Two Municipalities

(1) When the property is situated in two municipalities, that is, the property straddles a municipal boundary line, the referral shall contain a letter from the adjoining municipality. The letter shall state that the municipality has considered the proposed subdivision and whether it has any objection to it. In the event of an objection, the letter shall clearly state the objection and the reason for the objection.

(2) If no letter is included in the referral the referral will be considered incomplete until:

A letter is received from the referring agency containing information that the adjoining municipality has considered the subdivision and has no objection to it; or

A letter is received from the adjoining municipality; or if no reply is received from the adjoining municipality within fourteen days after a request for comments is sent by the Planning Commission to the adjoining municipality, the Planning Commission will assume that there is no objection to the proposed subdivision and will proceed with its review.

10. Note

a. ARCHITECTURAL PLANS of elevations, floor layout and structural details of the buildings(s), shall not be included in the referral.

b. Items 4-7, inclusive, may be indicated on SITE PLAN provided that such information does not render the site plan difficult to read.

CHAPTER 7
MODIFICATION OF URBAN RENEWAL PLAN

A. GENERAL
This section only applies to applications to re-subdivide or modify lot lines of parcels on an old filed map that has been subject to a plan adopted by the Town of East Hampton. This plan, conducted under Urban Renewal by the Town of East Hampton, requires lot unification and excess street abandonment. These review procedures shall only apply to modifications (subdivisions) of two to four lots under the adopted Urban Renewal Plan.
Modifications of five or more lots shall be treated as a regular subdivision.

B. REQUIREMENTS OF NOTICE
The following materials shall be included in the referral of an application for modification of an urban renewal plan.

1. LETTER OF REFERRAL - See Appendix B for the form of the letter to be used.

2. Two (2) copies of MAP - The survey map or subdivision map shall show the location of property, lot areas, and boundary direction and distance information. In those cases where the Town of East Hampton does not require the applicant to submit either of these maps, two (2) copies of the appropriate Urban Renewal Map Sheet may be submitted provided it is so noted in the referral letter and the map submitted clearly indicates the parcels that are being modified and is suitably annotated.

3. A statement, either separately or included as a statement in the referral letter, as to the status of SEQRA. When an environmental impact statement has been required a copy shall be provided as part of the referral.

CHAPTER 8
PROCEDURES OF THE SUFFOLK COUNTY PLANNING COMMISSION AND THE SUBDIVISION REVIEW DIVISION

A. Date of Receipt of Subdivision Referral

1. The date that the Suffolk County Planning Commission receives complete and proper referral of a proposed subdivision at its offices at Hauppauge, New York, shall be the official date of receipt of said referral.

2. Any referral delivered to or sent to any member of the Planning Commission or any member of the staff of the Planning Commission at other than the Planning Commission's offices at Hauppauge, New York, or to any other Suffolk County department, official, or employee will be considered as having been improperly referred to the Planning Commission until the referral has been received and accepted as complete at the Commission's offices.

3. A copy of the public notice announcing that a public hearing will be held on a proposed subdivision sent to the Commission will not be accepted as a complete and proper referral.

4. In the event that the referral is not complete, the date of receipt of referral will be taken as the date on which the last item needed to complete the notification is received. A notice that a referral is incomplete will be sent to the referring agency indicating what information is missing.

5. Any referral received that contains a statement that additional material will be forthcoming will be deemed an incomplete submission until the additional material is received and the referring agency will be so notified. The date of official receipt of referral will be taken as the date on which the forthcoming item or items required to complete the referral are received.

B. General

1. Submission of referral by mail
   The referral may be submitted by regular mail by the authorized municipal agency.

2. Submission of referral by messenger
   Referrals will be accepted at the Planning Commission's offices at Hauppauge, New York, provided:

   a. All materials are in a sealed envelope.

   b. All deliveries are made through the municipal agency responsible for the regulation and approval of subdivisions.

   c. The referral letter clearly states what materials are being transmitted.

3. Submission of referral by others

   a. Proposed subdivision maps and other required materials that are received by mail or delivered by messenger directly from the subdivider, owner, or the subdivider's engineer, surveyor, planner, or agent will not be accepted as an official referral by a municipality

unless accompanied by a written letter of authorization from the municipal agency authorized to approve subdivisions. The letter shall specifically state what materials are being delivered.

b. Whenever a proposed subdivision map or any materials pertaining to the plat are received by the Planning Commission from other than the authorized municipal agency without a written letter of authorization the Planning Commission will notify the authorized municipal agency that such material have been received and that the Commission will not consider or officially accept the proposed plat or related materials until so authorized to do so by the municipal agency.

4. Request for receipt

a. If the referring agency desires a receipt that the referred materials have been received at the offices of the Planning Commission it shall so indicate in the referral letter. No receipt will otherwise be sent to the referring agency.

b. The date that is given on the receipt will be the date that the referral materials have been received at the Planning Commission's offices and have been checked for completeness. No receipt will be given for any referral that is found to be incomplete until the required missing information is provided.

c. The Planning Commission may, under extenuating circumstances, declare that a subdivision referral is incomplete during review at a regular Planning Commission meeting, even though a receipt has been issued, and return the referral to the referral agency stating what information it will require to consider the referral.

5. Lead Agency Status - SEQRA

The Planning Commission will not assume the role of lead agency. Since subdivision regulation is basically the prerogative of the village and town governments under State Law, it is felt that the role of lead agency is the responsibility of the local agency concerned with review and approval of the subdivision of land.

C. Procedure of the Subdivision Review Division of the Planning Department

1. Upon receipt of a referral, the referral will be checked for jurisdiction and for compliance with "Requirements of Notice" by the staff of the Subdivision Review Division of the Planning Department. Any referral which is found to be incomplete in its submission will be deemed an "Incomplete Subdivision". The staff will notify the referring agency that the referral is incomplete and that it will not be accepted and reviewed by the Planning Commission until the missing material or information is received. The staff will also inform the referring agency as to what materials are required to complete the referral. All incomplete referrals will be placed in the incomplete file until such time that the missing material or information is provided.

2. The staff shall take those steps it deems necessary to check all material referred to the Planning Commission and to make its analysis and report. This may include: field inspections,

discussions with appropriate local officials and their planning staffs and consultants and review with other county and state agencies. Upon completion of its analysis the staff will prepare its report for submission to the Commission.

3. The staff may discuss a proposed subdivision with a subdivider or his agent at his request to clarify Planning Commission procedures or to clarify the general policy of the Planning Commission pertaining to the subdivision of land. Preferably, where possible, the referring agency should inform the subdivider or his agent as to Planning Commission procedure and policy. If the discussion with the subdivider or his agents involves any maps, plans, or other documents or any information that has not been submitted to the Planning Commission by the referring agency, the staff may, if in its opinion it is necessary, notify the referring agency in writing of the general scope of the discussion. The staff will request that the subdivider or his agent provide copies of the material that was discussed but had not referred to the Planning Commission by the referring agency.

4. The referral will be prepared together with a staff report for consideration by the planning Commission at a regular meeting or at a special meeting of the Planning Commission where the item has been placed on the agenda for the meeting and was announced as an item of business of the special meeting.

5. Final Planning Commission action will be taken within forty-five (45) days after receipt of a complete referral on the proposed subdivision. The Planning Commission after review and due consideration may by resolution:

   a. render a report approving the proposed subdivision without change;

   b. render a report recommending changes in the proposed subdivision and approving the proposed subdivision with such changes;

   c. render a report disapproving the proposed action; or
   d. render a report stating that the referral was found to be incomplete or it was determined that additional material was found to be necessary for review of the proposed subdivision.

6. If no notification is received within the forty-five (45) days after accepted receipt of a referral, except as specified below when there is an objection by a state agency, the referring agency may proceed with such proposed subdivision as if the Commission had rendered a report approving the proposed action without change.

7. In the event of an objection by state agencies concerned with environmental protection the Department of Planning shall notify the municipal agency who referred the proposed plat:

   a. that the Planning Commission will render its report within forty-five (45) days; and

   b. the date that a public hearing on the proposed plat will be held.

8. Any proposed subdivision that was previously reviewed by the Planning Commission and for which a report was made will not be reviewed again by the Planning Commission unless:

a. There has been a significant change in any of the design elements;

b. There has been a change in any law affecting the subdivision of land; or

c. There has been a change in County, State, or Federal developmental policies. The referring agency will be sent a letter notifying it that the referral will not be reviewed again together with a copy of the Planning Commission's original report.

9. The Suffolk County Planning Commission shall be informed as to the action taken by the municipal referring agency on the proposed subdivision within seven (7) days of said action by the referring agency in accordance with Part E, Municipal Action on Report by Suffolk County Planning Commission, of this section:

D. Objection by State Agencies Concerned with Environmental Protection

1. Notification of Referring Agency

Upon receipt of an objection by a state agency or agencies concerned with environmental protection within fourteen (14) days of the original referral, the Planning Department will so notify the referring agency and schedule a public hearing.

2. Public Hearing

a. The Planning Commission shall schedule a public hearing and give ten (10) days written notice of the public hearing to:
   (1) the municipality that referred the proposed subdivision to the Planning Commission;
   (2) the Suffolk County Council on Environmental Quality;
   (3) the state agency that interposed the objection;
   (4) the party that initiated the proceeding before the municipality involved; and
   (5) any other municipality the Commission concludes should be given an opportunity to be heard on the matter.

b. The public hearing will permit full consideration of the views presented.

3. Report

a. The Planning Commission shall render a report to the municipal agency within forty-five (45) days of receipt of complete referral.

b. The report shall include a statement of the Planning Commission's evaluation of the objection interposed by the state agency and a statement of its reasons for approving, disapproving, or approving the proposal with recommended changes.

E. Municipal Action on Report by Suffolk County Planning Commission

1. In cases where there is no state agency objection.

a. If the Planning Commission disapproves or recommends modification of the proposed subdivision the municipal authority shall not act contrary to such disapproval or recommendation except by a vote of a majority plus one of all the members thereof and after the adoption of a resolution that explicitly sets forth the reasons for such contrary action. A copy of said resolution indicating reasons for contrary action shall be submitted to the Planning Commission within seven (7) days after final action by the municipal body.

b. If the Planning Commission approves the proposed subdivision without change, the Town or Village that referred the proposal may adopt it in the ordinary course.

2. In cases where there has been an objection by a state agency and a public hearing has been held.

a. A proposed subdivision disapproved by the Planning Commission may not be adopted by the Town or Village that referred the proposed action; and

b. A proposed subdivision approved by the Commission with change may not be adopted by the referring body, except as amended in accordance with the Planning Commission's report.

3. The Suffolk County Planning Commission shall be informed as to the action taken by the municipal referring agency on the proposed subdivision within seven (7) days.

F. Criteria Used in Analysis

1. The analysis of a proposed subdivision will include but not necessarily be limited to the following:

a. Proposed character and appearance of subdivision and its impact upon the community in relation to prominent land uses in the vicinity, population density, and relationship between residential and nonresidential areas in the vicinity.

b. Appropriateness and compatibility of land uses.

c. Relationship to existing or proposed official governmental development policies as expressed through comprehensive plans, capital budget, official map, or regulatory measures.

d. Relationship and effect on community facilities and public convenience, safety and general welfare.

e. Traffic generation and its effect upon County and State roads, highways, and existing land uses.

f. Design and frequency of access to site and plots or lots and buildings.

g. Effect upon County drainage systems, streams and channels.

h. Effect upon the safety and carrying capacity of County and State roads, highways, and parkways and transportation systems.

i. Appropriate design standards for preparation of subdivision plats for: Layout of streets and plots; stormwater drainage; and other public improvements.

j. Impact upon environmentally significant areas, both natural and created.

k. Any other criteria as felt necessary.

G. Content of Planning Commission Report

When a proposed subdivision is disapproved or is approved with recommended changes by the Planning Commission the Planning Commission will explicitly state in its report the reasons for its action. The statement of reasons shall be designed to assist the referring agency to form its own judgement as to what action, if any, it should take with respect to the proposed subdivision.

H. Approval of Proposed Subdivisions Without Required Commission Review

1. It is the responsibility of the referring agency to refer to the Planning Commission all proposed subdivision proposals that come within the Planning Commission's areas of review. The referring agency, however, may elect to send any proposed subdivision to the Planning Commission for a determination as to whether or not it is subject to Planning Commission review. If it is found that the proposed subdivision is outside of those areas subject to Planning Commission review the proposed subdivision will be returned within one week with a letter stating that it is not within the jurisdiction of the Planning Commission. If it is subject to Planning Commission review it will be processed as any subdivision referred to the Planning Commission.

2. Should it be brought to the attention of the Planning Commission that a proposed subdivision has received approval without referral to the Planning Commission, as required, the staff will:

a. Check the files of the Planning Commission to determine if said proposed subdivision had been referred to the Planning Commission. If it had, no further action will be taken.

b. If the proposed subdivision had not been referred to the Planning Commission the staff will notify the subdivider and the agency responsible for approving subdivisions in the municipality that the subdivision is located that the filing of the subdivision in the County Clerk's Office may be procedurally defective and could invalidate the use and occupancy of the premises and adversely affect the owner's interest therein.

c. If the referring agency refers a proposed subdivision to the Planning Commission that has been filed in the County Clerk's Office without a review by the Planning Commission, the Commission may elect to:

(1) Reject the map and not review it;
(2) Take no action on the map; or
(3) Render a report on the map.

I. General

All the rules and procedures set forth previously shall be subject to change and revision without prior notice except such parts that are specifically incorporate in Article XIV, Section A14-24 of the Suffolk County Administrative Code and Article XXXVII, Section C37-50 of the Suffolk County Charter.

FAILURE TO OBSERVE THESE RULES AND PROCEDURES MAY CONSTITUTE A PROCEDURAL DEFECT THAT, IN THE EVENT OF SUBSEQUENT LITIGATION, COULD INVALIDATE THE MUNICIPALITY'S ACTION. WE THEREFORE URGE YOU TO BE SURE THAT THESE REQUIREMENTS ARE SATISFIED.

CHAPTER 9
COMMISSION POLICIES AND GUIDELINES RELATIVE TO SUBDIVISION OF LAND

A. SUBDIVISIONS THAT HAVE FRONTAGE ON A COUNTY OR STATE ROAD

1. General Statement of Policy

Unrestricted vehicular access to properties along a county or state road can seriously affect the ability of the road to carry traffic efficiently and safely. In addition, residents who live along these roads are often subjected to inconvenience and delay when attempting to enter or leave their properties. Loss of carrying capacity of a county or a state road resulting from the proliferation of access points, particularly driveways, can only result in the need to widen and reconstruct the road. Such improvements are costly, both economically and socially. The objective of the Commission is to help preserve the traffic safety and carrying capacity of county and state roads.

2. Guidelines

a. The number of intersections along a county or state road is to be held to a minimum to insure satisfactory traffic flow and to facilitate the installation and coordination of traffic control devices at intersections when required. Intersections should be spaced no closer than 1000 feet

b. No proposed subdivision street is to intersect a county or state road without consideration being given to the location of other intersections along the county or state road. Offset street intersections are to be avoided. Where an offset intersection is unavoidable the distance between the intersection of the side streets is to be a minimum of 150 feet.

c. No major subdivision should be designed with lots, that have frontage on the road, having vehicular ingress and egress on the county or state road. Access for lots along a county or state road is to be provided by an interior street of the proposed subdivision or other local street.

d. Vehicular ingress or egress for a residential corner lot that has frontage on a county or state road is to be restricted to the local road at a point that is no closer than 50 feet from the end of the short radius curve that forms a corner of the intersection of the two roads.

e. Where the creation of ingress and egress on a county or state road for a corner lot in a commercial or an industrial subdivision can not be avoided, the said point of ingress and egress is to be located no closer than 50 feet from the end of the short radius curve that forms the corner of the intersection of the two roads.

f. In the case of a minor subdivision where vehicular ingress and egress for two or more lots on a county or state road can not be avoided an easement should be created to provide for a common driveway. Creation of a common driveway will help to minimize the number of points of ingress and egress along the road. The common driveway providing vehicular ingress and egress for two or more lots is to have a greater pavement width at the right-of-way line of the county or state road and for a distance of at least 20 feet into the property

to avoid any problems when a vehicle is leaving the property at the same time one is entering.

g. In the case of a minor subdivision where there is a vehicular ingress and egress on a county or state road, a "T" shaped shunt or other turnaround arrangement should be provided within each lot so that a vehicle leaving the lot will not have to back out into the traffic stream on the county or state road.

h. Whenever a driveway, a curb cut, or an intersection is created on a county or state road, it is to be designed to insure that the driver of a vehicle leaving the property or the side street and the driver of a vehicle approaching the property or the intersection has the minimum required sight distance to observe an approaching or exiting vehicle.

i. Before any approval of a subdivision is given by a local planning board, the subdivider should be required to obtain all the required permits and approvals from the County Department of Public Works in the case of a county road, and the New York State Department of Transportation in the case of a state road, for any proposed construction in or adjacent to the right-of-way of the road.

j. A proposed road is to intersect a county or state road at a right angle.

k. A driveway on a county or state road should make an angle of 90° with the road. In those cases where this is not possible the angle should not be less than 70°. The driveway angle is to be measured between the center line of the driveway and the nearest edge of the right-of-way of the road. Where the driveway is located on a curve the center line of the driveway should coincide with a radial of the curve.

l. Where the County has or is formulating plans for the widening, reconstruction, or other improvement of a county road, the proposed subdivision layout should take into consideration such plans.

m. A short radius curve, preferably with a radius that is no greater than 20 feet, is to be provided at each corner of the intersection of a proposed road with a county or state road to facilitate turning movements and enhance the streetscape.

n. Where it is found to be necessary, a conservation easement at least 50 feet in width along a county or state road is to be created to help preserve the natural vegetation along the road (particularly ground cover) so as to enhance the aesthetics of the road, help preserve the rural character of the area, contribute to the buffering of residential amenities from traffic activities and noise, and to help minimize potential erosion resulting from stormwater runoff. Clearing and cutting within this area shall be limited to that necessary for proper maintenance and removed of diseased, decayed, or dead material and obnoxious plant species. Such clearing shall be subject to review by the town or village to insure proper maintenance and preservation of the natural buffer.

o. Where a tract being subdivided has frontage on a county or state road and the area adjacent to the road is an open or cleared field, a properly designed landscaped earth berm should be required. The landscaping should utilize indigenous plant materials to blend the earthwork into the landscape and to reduce maintenance costs. An earth berm properly designed will help to preserve and protect residential amenities by reducing sound levels of traffic, by helping to prevent visual intrusion, and by increasing the safety of rear yards by stopping or slowing down an out of control vehicle.

p. In order to minimize the number of access points on a county or state road for commercial lots and to insure that there will not be any conflicts between the points of access that are created, consideration is to be given to creating a plan for the placement of vehicular access along the road and the parking areas on these lots. Consideration shall also be given to establishing, through the creation of easements, common use of access points and parking by these lots. A vehicle should be able to pass from a parking area on one lot to a parking area on another lot without the vehicle having to reenter to road.

B. SUBDIVISION ROADS

1. General Statement of Policy

The objective of residential subdivision design is to provide for maximum residential amenity with a minimum of traffic. In the case of a commercial or an industrial subdivision the objective is to create a functional and viable economic asset for the community. These goals can not be achieved without safe and efficient access and circulation.

a. The roads for a proposed subdivision are to be laid out taking into consideration the topographic, vegetative and historic features of the site. Steep grades and excessive earthmoving and grading are to be avoided. Gridiron street layouts are unacceptable because they do not meet these objectives.

b. Maximum length of a cul-de-sac street within a residential subdivision is not to exceed 1000 feet in a low density area and 800 feet in other areas

c. There must be sufficient room at the end of a cul-de-sac street in a residential subdivision to permit a snow plow and other service equipment to turn around without difficulty. The minimum required radius at the property line (street line) for this purpose is considered to be 50 feet with the outer curb having a radius that is no less than 40 feet.

d. A cul-de-sac street in an industrial or a commercial subdivision is unacceptable. The road system for an industrial or a commercial subdivision must be laid out for efficient movement of traffic, particularly by large trucks and tractor-trailers.

   Cul-de-sac areas are often blocked by haphazard parking that hinders delivery and pick-up of material and products. Large trucks and tractor-trailers have difficulty in turning around in cul-de-sac areas because of turning radius limitations complicated by haphazard parking.

e. A sunburst, the purpose of which is to provide minimum lot frontage is unacceptable as an element of road design. Such an area encourages haphazard parking, increases highway maintenance costs, increases stormwater runoff and can confuse drivers at night as to the direction of the road

f. A cross-street intersection within a residential subdivision is not satisfactory because of traffic conflicts and the need for the municipality to install and maintain traffic control devices which are often ignored by careless drivers. The T-type intersection has been found to be a safer and more satisfactory intersection in a residential subdivision.

g. Long, straight streets encourage speeding and are aesthetically unpleasing. Speeding vehicles can endanger children, result in the loss of residential amenities through increased noise and apprehension, and result in other social and economic problems.

   Therefore, long, straight streets in residential subdivisions should be avoided.

h. An alternate means of access must be provided for all subdivisions to insure access by emergency and service vehicles. Where a second street for an alternate means of access can not be provided a special right-of-way must be created for this purpose. While the chance of a sole means of access becoming blocked is extremely remote it is nevertheless possible, especially during hurricane season.

i. Where an offset intersection is required within a residential subdivision the distance between the center lines of the two intersections must be at least 125 feet.

j. Within a residential subdivision a road should intersect another road at an angle of 90°, but in no case at an angle that is less than 70°. In commercial and industrial subdivisions a road is to intersect another at right angles. Where a road in a residential, commercial or industrial subdivision intersects a curving section of a road the intersecting road should intersect along a line that is radial to the curving section of the other road.

k. A short radius curve, preferably with a radius no greater than 20 feet, should be provided at each corner of an intersection to facilitate turning movements and to enhance the streetscape.

l. Angular bends in the alignment of an existing or proposed road are considered to be archaic. The angular bends in an existing road should be modified by large radius curves. Proposed roads should not be designed with angular bends, but with curves where there is a change in direction.

m. Each subdivision should be laid out so as to discourage through traffic. Cul-de-sac and loop streets should be encouraged as these streets are only used by local traffic.

n. Private Roads

Where access to a subdivision is provided by an existing private road the following should be required to insure accessibility by residents, visitors, and emergency and service equipment to the properties served by the private road.

(1) The private road should be brought up to town or village standards and specifications.

(2) The right-of-way of the private road should have a minimum width of 50 feet.

(3) The owner of the property should offer for dedication to the town or village for highway purposes that portion of the private road affected by his subdivision. Where several parties have interest and/or rights in the private road the owner should offer for dedication his interest in the road.

(4) A private road or a common driveway serving two or more lots shall be given a distinctive name and properly signed to facilitate the location of the properties served by the private road or common driveway by police, fire equipment and other emergency services.

(5) The proposed pavement width of a private road or common driveway within a right-of-way should be a minimum of 18 feet. In addition, the width of the pavement within 25 feet of the right-of-way line of a public road shall be increased to accommodate vehicles entering and leaving the property at the same time.

C. SUBDIVISIONS THAT HAVE FRONTAGE ON THE SHORELINE OF THE COUNTY

1. General Statement of Policy

The shoreline of Suffolk County is one of its prime economic, aesthetic, and environmental assets. It is the objective of the Commission to encourage the preservation of this resource through the prevention of the degradation of any body of water, the use of adequate setbacks to offset the affect of erosion, the discouragement of those activities that will hasten erosion and disturb the ecological balance of the area, and the preservation of the aesthetic attributes of the shoreline.

2. Guidelines

a. Locations where there are bluffs

(1) No proposed residential structure is to be located within 100 feet of the top edge of the bluff.

In those areas where the shoreline or bluff is eroding at a rate that exceeds 2 feet per year the minimum setback from the top edge of a bluff for a proposed residential structure is to be established by the use of the following formula: Minimum setback = 50 x erosion rate, in feet per year. Modification of the minimum 100 foot setback requirement should only be considered when evidence is provided by an expert, such as a coastal engineer or geologist, that the shoreline and the bluff is not eroding.

(2) No proposed major nonresidential structures, such as, swimming pools, decks, garages, patios, etc., but not including structures providing access to the beach in front of the bluff, should be constructed or located within 50 feet of the top edge of the bluff.

(3) Grading within 50 feet of the top edge of a bluff should not be permitted. Grading that may be necessary to control or remedy erosion or to divert stormwater from flowing over the edge of the bluff may be allowed.

(4) Clearing and cutting of vegetation within 50 feet of the top edge of a bluff should be limited to that necessary for maintenance and the removal of diseased, decayed and dead material.

(5) No sanitary disposal facility of any nature should be constructed or located within 100 feet of the top edge of a bluff.

(6) No stormwater runoff resulting from the development and improvement of any lot within a subdivision or the subdivision itself should be discharged over the top edge of a bluff or down over the face of its slope in any manner.

(7) Access to a beach at the toe of a bluff should be restricted to a community access structure where one exists or can be provided. Where no community access can be provided access should be restricted to a structure designed and constructed so as to cause the least disturbance to the stability of the bluff. Private access structures should be limited to one for every two lots with the structure located on or near the common lot line of the two lots and is to be shared by the owners of the two lots.

b. Locations where there are dunes

(1) No residential structure should be located within 100 feet of the crest of a primary dune.

(2) No sanitary disposal facility should be placed within 100 feet of the crest of the primary dune and because of the nature of the soils in dune areas a further setback should be considered.

(3) Access to the beach in dune area, particularly over a primary dune, should only be by means of a suitable structure designed and constructed so as to cause the least disturbance to the primary dune and dune area.

(4) Access to the beach should be restricted to a community access structure where one exists or can be provided. Where no community access can be provided then access to the beach should be restricted to one access structure for every two lots. A common access structure is to be located on or near a common lot line and is to be shared by the two adjoining lot owners.

(5) A primary dune should not be disturbed in any manner by construction, clearing of vegetation, or grading, especially the grading or altering of the dune that is done to provide a view of the sea.

c. Locations on tidal streams, rivers, wetlands, and other tidal bodies in the area.

(1) No residential structure should be located within 100 feet of stream, river, creek or any other tidal body and the meadow areas bordering such bodies of water. Where the property fronts on a body of water that is considered not to be an open body of water the setback may be 75 feet. The setback for a structure on a bulkheaded canal, however, may be the minimum required by the zoning code.

(2) No sanitary disposal facility should be constructed or installed within 100 feet of the mean high water line of a tidal body or within 100 feet of the upland edge of tidal meadows.

(3) Any tree that is located within 100 feet of the mean high water line or within 100 feet of the upland edge of a tidal meadow, whichever distance is the greater, having a diameter greater than 6 inches, when measured at a height of 4 feet above the ground and having a height that is greater than 30 feet should not be removed without the written permission of the Town or Village, as the case may be.

Permission should not be required for the removal of dead, diseased or storm damaged trees when such removal is necessary for reasons of safety, to control the spread of the disease, or to control obnoxious plant growth, such as catbriar, ivy and wild grape, etc., that can be detrimental to existing groundcover vegetation.

(4) A conservation buffer or easement having a minimum but not necessarily maximum width of 100 feet landward should be established over that portion of land adjacent to any freshwater or tidal wetlands. The area within the buffer or easement should remain in its natural state. However, dead, diseased, and storm damaged trees and vegetation may be removed for reasons of safety, to control the spread of the disease, or to control obnoxious plant growth, such as catbriar, that can be detrimental to existing vegetation. Such clearing, cutting and removal shall be subject to review by the town or village to insure the maintenance and preservation of the natural buffer.

d. General

(1) Where the design of the subdivision, in view of the shoreline erosion problem, limits the relocation of the proposed residences back from the top of the bluff in the future, and that this limitation may result in hardship in the future, the subdivider should be required to acknowledge in writing to the municipal planning board.

(2) The subdivider should be required to acknowledge in writing to the municipal planning board that the approval of the subdivision with or without conditions in no way commits either the municipality or the County of Suffolk to any program to protect the property from shoreline erosion through the construction of engineering or other works.

(3) All tidal and freshwater wetland areas should be indicated on the map of the proposed subdivision as "reserved for conservation purposes". These areas should be made subject to covenants and restrictions that will insure their preservation as a natural resource.

(4) No sanitary disposal facility should be allowed to be located within 100 foot of the edge of any freshwater body of water, stream and upland edge of a freshwater wetland. Likewise, all residential structures should be setback 100 feet but in no case less than 75 feet.

D. STORMWATER

1. General Statement of Policy

Proper collection, retention, and disposal of stormwater runoff created by the development and improvement of all or any part of a tract of land that has been subdivided is essential for our environmental and economical well-being, as well as for our safety. The time for establishing control of stormwater runoff is when the tract is being designed for subdivision and not later when serious problems of erosion and flooding occur. Proper control must be exercised over the site when the site is being developed.

Allowing runoff from a subdivision to flow out into a county or state road may result in the overloading of the road's stormwater drainage system and as a consequence can contribute to flooding. This condition is not only hazardous but also limits the road's ability to carry traffic efficiently. Runoff may deposit soil and other material on the surface of the road resulting in a hazardous road condition, in addition to being a maintenance problem. Soil erosion not only wastes an important natural resource, but the sedimentation resulting from erosion can clog streams and ponds and kill fish and other aquatic life. Stormwater runoff carries deleterious materials, in addition to eroded soils, in solid form and in solution. These materials can alter wildlife environments and prevent use of recreational facilities.

It is the objective of the Commission to encourage the proper design and installation of stormwater disposal facilities at the time of development of the subdivision. Remedial measures taken to alleviate stormwater problems after the development of a subdivision has been completed and the residents have moved in are expensive in terms of disruption of residential amenities and economic cost. The Commission also encourages the use of innovative stormwater disposal techniques utilizing natural features of the site and free form design.

2. Guidelines

a. All stormwater collection and disposal systems should be designed in accordance with acceptable modern standards.

b. The storage capacity of a leaching pool should be sufficient to contain 2 inches of rainfall on the catchment area adjusted for the coefficient of runoff. The minimum acceptable value of the coefficient to be used is 0.30.

c. Storage capacity of a recharge basin should be sufficient to contain 8 inches of rainfall on the catchment area adjusted for the coefficient of runoff. The minimum acceptable value of the coefficient to be used is 0.30. Where a suitable overflow can be provided the storage capacity of the recharge should be sufficient to contain 5 inches of rainfall on the catchment area adjusted for the coefficient of runoff.

d. Access to recharge basins and retention areas should be restricted to the interior of the subdivision and should not be from any county or state road.

e. Erosion and sediment control measures should be required during and immediately after construction on a site to help prevent stormwater from carrying soil and other deleterious

material onto adjacent properties and highways and into tidal wetland areas and adjoining bodies of water.

f. All stormwater runoff resulting from the development and improvement of a subdivision or any of its lots should be retained on site by adequate drainage structures so that the stormwater runoff will not flow into the right-of-way of a county or state road into any body of water, or into any county, state or federal property.

g. In a major subdivision it is felt that, from the maintenance and storage capacity points of view, a recharge basin is preferable to catch basins with leaching pools for the disposal of stormwater runoff.

h. In the design of a commercial or an industrial subdivision consideration should be given to the manner of storage and disposal of commercial and industrial wastes, as well as stormwater, from impervious surfaces. These waste materials and the stormwater runoff carrying deleterious substances can have an adverse impact upon the aquifer and upon wetlands, shorelines, streams and other bodies of water.

i. Where there is a high groundwater table or an adverse soil condition and it is necessary to discharge stormwater runoff into a tidal or freshwater body of water a retention basin with a minimum storage capacity of 2 inches should be provided. In lieu of a retention basin leaching pools may be allowed, however, the storage capacity of the retention basin should be 2 inches.

E. IN VICINITY OF PUBLIC AND PRIVATE AIRPORTS AND HELIPORTS

1. General Statement of Policy

When an airport is established it is usually located in a sparsely developed area. As the vacant lands surrounding an airport become more valuable there is pressure to develop them. If these surrounding lands are developed in residential use, pressure from the residents is soon brought to bear to either close the airport or curtail it's activities. This has far reaching regional economic and social ramifications. It would be ideal if the lands surrounding an airport could be left undeveloped. Since this is not practical in most cases, suitable alternatives must be utilized. The following guidelines are felt to be a means whereby the lands surrounding an airport can be developed with some degree of compatibility between the different land uses.

2. Guidelines

a. Where possible, the land surrounding an airport, particularly those areas within the landing and takeoff zone, should be industrially zoned. Where residential land use is permitted, it should be the lowest density possible and clustered away from the most commonly used flight paths. In industrially zoned areas, those industries most compatible with airport operations, such as indoor storage facilities; vertically unobtrusive building structures; transportation hubs, should be encouraged. Uses that are incompatible in terms

of safety and noise, such as activities that attract birds; livestock farming, riding stables or noise sensitive uses: schools, hospitals, outdoor recreational facilities should be discouraged. There may be an impact in areas extending beyond one mile

b. The final map of a proposed residential subdivision should bear the following notes:
   (1) This subdivision is located within one mile of an Airport or Heliport and may be subject to noise from the operation of that facility and noise from aircraft overflights.
   (2) All residential structures that are erected within this subdivision are to be constructed using materials and techniques that will reduce interior house noise levels in accordance with recommendations of the Federal Aviation Regulation Part 150 - Noise Abatement. (Reference: US Department of Transportation Federal Aviation Administration, Part 150. Noise Control and Compatibility Planning for Airports Advisory Circular AC 150/5020-1 August 5, 1983).

c. The property owners and future purchasers of subdivision plots within one mile and LDN 65 of a major airport facility should be notified by the builders, contractors and developers with a signed acknowledgment; that they may be subject to aircraft overflights and resultant noise. Major airport for purposes of these guidelines shall be an airport with an excess of 50,000 plane movements per year and having scheduled carriers, or military service operations or the capability of an instrument landing system. A minor airport shall be a facility designed primarily for fixed wing recreational aircraft. LDN is the average noise measurement over a year-Level-Day-Night.

d. In lieu of an acknowledgment, the local municipality may elect to require the filing of a general advisory covenant and restriction to run with the land similar in wording to 2a and b.

F. FARMLANDS AND OTHER ENVIRONMENTALLY SENSITIVE LANDS

1. General Statement of Policy

The creation of a conventional subdivision layout on a prime farmland tract or other environmentally sensitive lands will result in the loss of a valuable economic resource and open space. It is also possible that the loss of the farmland feature of the landscape may have an impact upon the tourist industry.

It is the objective of the Commission to encourage the preservation of Suffolk County's prime farmlands and other environmentally sensitive lands through innovative subdivision design.

2. Guidelines

a. Use of the "cluster" and "transfer of development rights" concepts should be encouraged to save prime farmlands from total development. Cluster maps which preserve farmland should be designed such that the farm reserve be of sufficient size to permit a homesite, farm structures and an economically viable agricultural

operation. The agricultural reserve area should remain privately owned and assessed as an agricultural use with one of the development rights included. The building envelope should be delineated by means of a dashed or dotted line.

b. In areas containing prime farmlands an overall development plan should be developed showing the areas that can be utilized for houses and the areas of farmlands that are to be preserved. Such a plan will insure that parcels to be reserved as farmlands will be contiguous to one another and of an area and shape that will insure their economic and practical use. The plan can also help to avoid any conflicts between residential and farmland uses.

c. Parcels within a proposed subdivision that are being set aside as farmland and open space should be so indicated on the final map.

d. Lots that are created adjacent to cultivated farmlands, especially where the County has acquired the development rights to the farmland tract, are to be designed to insure non-interference with the agricultural use of the adjoining tract and to avoid conflicts between the farmer and residents.

e. All prospective owners of lots adjacent to an active farm or within 500' of farms within a N.Y.S. Agricultural District should be informed by means of an advisory covenant and a note on the subdivision map of the location of the active farmland and that adjacent owners may be subject to the noise, dust, odors and spraying applications normally associated with agricultural activities.

G. OPEN SPACE

1. General Statement of Policy

Land that is set aside as open space as part of the subdivision design process under Section 278 of Town Law and Section 7-738 of Village Law must remain as such. Measures must be taken to insure that this land is not used for purposes other than that intended and that the land does not end up in County Ownership because of non-payment of taxes.

2. Guidelines

a. Before final approval is given to a proposed subdivision with open space areas it is necessary to ascertain whether the open space area will be dedicated to a governmental agency, be controlled by a homeowners' association, transferred to a bona fide conservation organization, or the development rights be granted as an easement to the Town, Village or County government to insure that the open space areas remain as such.

b. Adequate restrictions should be placed upon open space areas to insure that these areas will not be subdivided in the future, used for commercial purposes, or used as collateral for improvements within the subdivision in the future.

c. A homeowners' association must meet all the requirements and regulations of the State Attorney General's Office. Reference should be made to 13 N.Y.C.R.R., Part 20, 21 and 22, issued by the New York State Department of Law.

d. Assessment of open space areas should be based upon these areas being set aside for use solely as open space and/or recreational areas. These areas should be given a "zero" assessment and the assessment records prepared both for the common areas and all the affected properties within the subdivision are to show that the value of the common areas is reflected on the tax rolls by adding the proportionate share of the value of the common property to the value of the remaining properties in the subdivision.

e. The scenic easements and other open space areas should be delineated upon the final map so that future lot owners are aware of them and to provide for better enforcement of the covenants and restrictions.

f. In those areas where large lots are subject to scenic easements, conservation easements or natural and undisturbed buffers, any fences that are erected along the property lines in these areas must be of such construction that wildlife will not be hindered in their passage through these areas.

H. SUBDIVISIONS ADJACENT TO COUNTY PARKLANDS

1. General Statement of Policy

For three decades the County has pursued a policy of acquiring lands for park and conservation purposes and more recently the purchase of development rights of agricultural tracts to preserve agriculture and open space. These lands represent a considerable economic investment that will benefit future generations. Therefore, conflicts between residents and users of the park must be avoided. This can be achieved through proper subdivision design that takes into consideration the activities of homeowners and park users.

2. Guidelines

a. A fence, in accordance with zoning requirements as to height and type, should be erected by the subdivider along the common boundary of this subdivision with the County Park property. The fence will help to avoid any conflicts that may arise between the future lot owners and the users of the County parklands who may unknowingly enter upon private property if the property line is not fenced. The fence, by defining the boundary line between the properties, will also help prevent encroachment onto the County parklands by future lot owners. The fence should also be of a type that will not be a complete barrier and a hazard to wildlife.

b. Where large wooded lots abut County parklands a buffer that is to remain in its natural state should be established along the common boundary line. Clearing and grading within this area should be limited to that necessary for removal of diseased, decayed and dead materials and those undesirable species that may be overcoming existing plant species.

I. SUBDIVISION ADJACENT TO, NEAR, EXISTING OR ON FORMERLY USED WASTE DISPOSAL SITES

1. General Statement of Policy

   People living adjacent to near, or on existing or formerly used waste disposal sites or superfund sites have experienced serious problems. These problems have included methane migration obnoxious odors, groundwater contamination, wind carried debris and settlement, to mention a few. Commercial and industrial establishments have experienced these problems as well. Future property owners should be made aware of the location of past disposal activities near or on the property they intend to purchase.

2. All prospective owners of lots within a subdivision that is located adjacent to, near or on an existing former waste disposal or superfund site should be notified by means of an advisory covenant and a statement on the subdivision map of the location of the disposal site, unless remediation has been carried out at the disposal site sufficient to satisfy the Suffolk County Department of Health Services that the site no longer poses a possible health or nuisance threat.

J. SUBDIVISIONS WITHIN SUFFOLK COUNTY PINE BARRENS ZONES

1. There is an increasing trend to develop lands within Suffolk County's Pine Barrens Zones. Many residents that move into these areas are unaware of the nature of these areas and that they are fire climax forests subject to periodic sweeps by fire. Therefore, future owners should be made aware of the nature of these areas so they can properly assess their plans to live in such areas.

2. Guidelines

   a. The following note shall be placed upon all subdivisions located within a Pine Barrens Zone:

      This subdivision is located within a Suffolk County Pine Barrens Zone. A Pine Barrens Zone is unique. Preservation of the Pine Barrens requires proper management and use of this land individually and collectively.

   b. Consideration should be given to creating a mini master plan to preserve a large area of open space in those locations with large blocks that are relatively undeveloped. Creation of these large open space areas can be accomplished by concentrating the lost near the existing road or roads on which the proposed subdivision tract fronts, provided that the topography is suitable. Locating the lots in this manner will reduce the need for creating panhandle (flag) lots with excessively long driveways, reduce the amount of clearing required to construct those driveways, and reduce response time for fire and other emergency equipment to reach residential structures.

   c. Construction of man-made ponds within the Pine Barrens Zone should only be in conjunction with stormwater runoff designs; in place of recharge basins and not solely for

aesthetic purposes. They should allow for biofiltration of runoff to the maximum extent possible and replenishment to the minimum extent necessary.

d. The vegetation association that defines or characterizes the Pine Barrens includes pitch pines and various species of oak trees, plus numerous understory and ground cover plants such as blueberry and bearberry and grasses such as prairie bluestem and indian grass. Excessive, and often unnecessary, clearing of this native vegetation can result in severe soil erosion, excessive stormwater runoff, and destroyed plant and wildlife habitat. Furthermore, the replacement of native vegetation by plants and lawns requiring artificial fertilization increases the risk of groundwater contamination. It is the policy of the Planning Commission to encourage minimal clearing of native vegetation. These percentages shall be taken over the total site inclusive of roads, building sites and drainage structures.

TABLE 1 - Clearance Standards

Total site clearance including lots, roads, drainage and other improvements.

Residential Zoning Category		*Maximum*
Lot Size	*Acreage*	*Site Clearance*
10,000 s.f.	1/4 Acre	90%
15,000 s.f.	1/3 Acre	70%
20,000 s.f.	½ Acre	60%
30,000 s.f.	2/3 Acre	58%
40,000 s.f.	1 Acre	57%
60,000 s.f.	1 ½ Acre	46%
80,000 s.f.	2 Acres	35%
120,000 s.f.	3 Acres	30%
160,000-200,000+ s.f.	4-5 Acres	25%
Commercial, Industrial, other or mixed use		65%

e. The 208 Wastewater Treatment Management Plan indicates that fertilizers are a significant source of nitrogen and phosphorous contamination to ground and surface waters. Because of low natural fertility, soils common to the Pine Barrens (Carver, Haven, Plymouth, and Riverhead) require both irrigation and fertilizer application for establishment and maintenance of turf and non-native vegetation. As native Pine Barrens vegetation is replaced with turf, through residential development, increased contamination may be expected along with a general change in the ecosystem. The 205j Special Groundwater Protection Areas study discussed limiting the amount of land devoted to turf as a way to limit the amount of nitrogen leached from low density residential development (greater than or equal to 1 acre/unit).

It is the policy of the Planning Commission to discourage extensive establishment of turf and fertilizer dependent non-native vegetation. The Commission may recommend

disapproval of applications proposing to place more than 15% of each lot in vegetation requiring fertilization.

K. GENERAL

1. General Statement of Policy

Once a parcel of land is subdivided the pattern of its layout will remain on the surface of the earth almost indefinitely. One only has to look to Manhattan to see the pattern of streets, and subsequent lotting, established in 1803. In many of the European cities that were established by the Roman Legions the pattern of the "castrum" is still evident. European cities leveled during World War II were often rebuilt with only minor changes in the street pattern due to the existing infrastructure and property ownership pattern. Therefore, serious consideration should be given to the impact that the subdivision will have, not only during the present time but in the future. The layout of a subdivision should take into consideration the preservation of the natural and historical features of the site and the creation of an environment that will enhance residential amenities of those who will reside in the subdivision. It is the desire of the Commission that in promulgating the following guidelines that these goals and objectives will be achieved and that in the future the pattern of the layout on the landscape will still be suitable for the use of future generations.

2. Guidelines

a. No clearing, grading or other physical work should be allowed to be undertaken on the site of a proposed subdivision until the map, as well as all plans for the subdivision have been finalized and all required approvals have been obtained. Allowing such work to commence before all approvals have been obtained can only result in claims of hardship by the subdivider when modification of the layout is found to be required, particularly where much time and money have been invested. Depending on the nature of the change, advance work that is done on the site can result in the scarring of the site that will take a long time to heal.

b. To help prevent the unauthorized subdivision of any parcel of land, especially an oversized lot, a proposed subdivision map should contain a statement such as the following:

No lot shall be subdivided or any lot line changed or modified in any manner without application to and approval of the town or village planning board.

c. To discourage any attempt to subdivide an oversized lot, a lot within a proposed subdivision should not have an area that is greater than 150% of the lot area required by zoning. Where a lot or lots have an area that is greater than 150% of the minimum lot area the subdivider should be required to file a covenant and restriction prohibiting future subdivision of the lot or lots.

d. A double frontage lot, that is one with frontage on both a local road and a county road or a state road, as the case may be, should be provided with extra depth for greater separation between the residence on the lot and traffic activity on the road.

e. Double frontage lots shall only be created for the purpose of providing vehicular ingress and egress by means of a local road instead of using a county or state road for access.

f. When a tract of land abuts the right-of-way of a railroad a buffer should be created along the right-of-way to help preserve residential amenities by reducing noise levels and minimizing visual intrusion. Where the area adjacent to the right-of-way is open field a landscaped, earth berm should be constructed. Utilizing a cluster layout that would place a large open space area between the railroad right-of-way and the residential structures would be preferable in place of the wooded buffer strip or the landscaped earth berm.

g. When a proposed subdivision abuts commercially or industrially zoned property a buffer strip should be created to help preserve residential amenities of adjoining residential properties from the noise, dirt, and lighting created by commercial and industrial activities. The buffer strip should contain either a natural wooded area or a landscaped earth berm.

h. Panhandle lots (flag lots) should not be created when the area of the main portion of the lot will be less than one acre and where the length of the panhandle is greater than 300 feet. Creation of a panhandle lot whose area is less than one acre detracts from residential amenities of an adjoining parcel. Driveways over the panhandle of such parcels are often in close proximity to the residential structure on the adjoining parcel. Excessive driveway length may cause difficulty for emergency equipment attempting to reach the main portion of the parcel.

i. The trend of auto ownership in Suffolk County is toward two or more autos per household, one of highest in the country. Each lot that is created within a subdivision should have sufficient on-site area to provide parking for at least two vehicles so as to discourage the use of streets for parking. Garage space should not be counted as parking space as garages are often used as storage areas rather than parking areas.

j. Where possible, existing vegetation should be preserved. Retaining existing vegetation, especially trees, helps to preserve the character of the site. Where existing vegetation is preserved the area is more enjoyable to look at an to live in and the value of the property is often greater than an area where the existing vegetation has been destroyed and replaced.

k. No landlocked parcels should be created. A landlocked parcel or parcels is a parcel or parcels that do not have frontage on an existing or proposed public road and is dependent upon a right-of-way over adjacent parcels for access. The creation of such lots is contrary to good subdivision layout principles and creates problems as far as access by emergency and service equipment is concerned. This lack of access could result in health, safety and welfare problems for the future residents of landlocked lots, not to mention potential disputes over the use and maintenance of any right-of-way over an adjacent parcel that may be created for the purpose of access.

Creation of landlocked lots also places the Zoning Board of Appeals in the awkward position of having to grant a building permit for lots under Section 280-a of Town Law or Section 7-736 of the Village Law, as the case may be, as the future owners of landlocked lots cannot be held responsible for the landlocked nature of their parcels.

l. A right-of-way of 50 feet should be created where common access is proposed over the adjacent panhandles of three or more lots. The right-of-way should be dedicated or reserved for future highway use.

m. Whenever the shape and area of the parcel is such that a degree of flexibility in layout of subdivision is possible, the tract should be laid out as a cluster subdivision. A cluster design will help to preserve open space, preserve existing vegetation and avoid construction on steep hillsides. At the very least the tract should be granted a lot area modification so that the larger lots are located where there are steep slopes and the smaller lots are located where there are flatter slopes.

n. When planning the layout of a subdivision consideration should be given to providing solar access. This means, where possible, laying out roads, buildings in an east west direction so that south facing windows and solar collectors, whether to be installed immediately or planned for the future, can get direct sunlight. Use of solar energy for space heating, water heating or air conditioning reduces our dependence upon our finite fossil fuel resources and also helps to reduce the amount of pollution resulting from the use of fossil fuels.

o. Conditions of approval that do not require changes in design of the subdivision but affect the use of the land should be filed as covenants and restrictions in the County Clerk's office.

p. Where covenants and restrictions are placed upon a subdivision or any of its lots there must be a mechanism whereby a covenant and restriction can be extinguished. Changing conditions can often render a covenant and restriction in the future as either meaningless or unduly restrictive. No covenant and restriction should be extinguished or modified in the future except upon the petition of the then owner of the property and only after a public hearing has been held upon the matter. The covenant and restriction should only be extinguished by a vote of a majority plus one of the planning board. Where the covenant and restriction was imposed by the town or village board the restriction should only be extinguished by a vote of a majority plus one of the town or village board. Adjoining property owners are entitled to notice of the public hearing but their consent to extinguishing or modification of a covenant and restriction should not be required.

q. The final map should contain a statement that a declaration of covenants and restriction has been filed in the County Clerk's office and that such covenants and restrictions affect the subdivision and properties within it.

r. The map of a minor subdivision should be filed in the County Clerk's office. This is necessary to insure the validity of the subdivision and that the subdivision map will be available to the general public in a central office of official records. Filing of the map is

also necessary to insure the preservation of the record of the subdivision from loss and destruction.

s. Minor subdivisions should be limited to those tracts that have no potential for future subdivision. Piecemeal subdivision of a tract through the minor subdivision process without a tentative overall plan for the subdivision of the tract can often lead to unplanned and uncoordinated growth which can only be detrimental to the community.

t. All lots within a proposed subdivision are to conform to the minimum lot area requirement of the zoning district in which the property is situated.

u. It is suggested that before approval is granted to a subdivision that the subdivider be required to submit the proposal to the Suffolk County Department of Health Services for review to insure that the proposed subdivision will meet the requirements and standards of that agency.

v. Provision should be made for properly designed and properly located handicapped parking spaces in commercial and industrial subdivision. In locating a handicapped parking space consideration is to be given to the nature of the occupancy of the building and the probability of a handicapped person utilizing a specific unit within the building.

w. Archaeological Determinations

Many sites contain material and/or buildings that are of prehistoric or historic value. These sites should be preserved or developed with a sensitivity for historical or cultural values that can be available for the appreciation of future generations. The Commission may request that a site be examined closely to determine: a) if portions of the site should be preserved or; b) clearing, excavation and construction on the property should be delayed for a reasonable period of time to allow for the exploration, excavation and salvage of items of historic worth; c) whether alternatives should be explored for the adaptive reuse, relocation or preservation of historic structures.

x. There is a question as to whether living in close proximity to powerlines may constitute a health hazard, particularly for children. This potential health hazard is attributed to the electromagnetic field that is generated by the powerline. Much research must be done to ascertain whether there is a hazard as claimed. Until this question is resolved all buildings, especially residential structures, should be set well back from any electrical transmission line to insure the safety and health of the people living and working near these transmission lines.

y. Disturbance of and construction on steep slopes can require considerable removal of native vegetation resulting in excessive surface water runoff and severe soil erosion. Additionally, steep sloped areas are subject to more rapid spread of wildfire than flat ground. Ideally all land clearing and construction should be confined to sites where slopes are no greater than 15%.

Clearing envelopes should be drawn for lots within a subdivision containing slopes greater than 15%. These envelopes should be located on the lots to minimize the disturbance of those slopes to the greatest extent possible. Construction of homes, roadways and private driveways on slopes greater than 15% may be approved if technical review shows that sufficient care has been taken in the design of stabilization measures, erosion control practices and structures so as to mitigate any negative environmental impacts.

Planning Commission review would be facilitated if the submission contained a slope analysis showing slopes 0-15%, 15-25% and 25% and greater. In areas with steep slopes, slope analysis may be required. This can be done with cross hatching or shading on the site plan for the appropriate areas. In addition, erosion and sediment control plans may be required for steeply sloped areas.

CHAPTER 10
AFFORDABLE HOUSING

A. General Statement of Policy

It is the policy of the Planning Commission to encourage the setting aside for affordable housing a portion of the number of lots or units that are being created in a subdivision, providing Planning Commission guidelines are followed. Where the subdivider opts to set aside a portion of his yield for this purpose an effort should be made to "fast track" the review of the subdivision.

B. Guidelines

1. Affordable housing should:

   a. conform and aesthetically integrate with the surrounding neighborhood;

   b. be accessible, or have the potential to be accessible, to essential services such as transportation, schools, shopping and employment;

   c. have minimal environmental health impacts related to water consumption, sanitary and solid waste generation; and

   d. have minimal impacts on community services (e.g. fire, police, etc.).

2. Twenty percent (20%) of the total number of units or lots in the subdivision should be set aside for affordable housing.

3. All subdivisions will be reviewed to determine if the development would meet the criteria for setting aside a portion for affordable housing.

APPENDIX A: Form of Referral Letter for Proposed Subdivision

Suffolk County Planning Commission
PO Box 6100
Hauppauge, NY 11788-0099

Attention: Andrew Freleng, AICP, Principal Planner
Subdivision Review Division

Gentlemen:

Pursuant to Section A14-24, Suffolk County Administrative Code, the _____ Town Planning Board hereby refers the following proposed subdivision to the Suffolk County Planning Commission:

MAP OF - _____ Hamlet/locality _____

S.C.D.P.W. Topo Map No.: _____ Zoning _____

S.C. Tax Map No.: _____-_____-_____

Major Subdivision ___ Minor Subdivision ___ Condominium ___ Cluster ___

Name and Address of Applicant or Agent _____

_____

MATERIAL SUBMITTED:

Preliminary Plat (3 copies) ___ Road Profiles (1) ___ Drainage Plans (1) ___

Topographical Map (1) ___ Grading Plan (1) ___ Site Plan (1) ___

Other materials (specify and give number of copies) _____

_____

REFERRAL CRITERIA: _____

_____

PROJECT IS LOCATED WITHIN THE SUFFOLK COUNTY PINE BARRENS REVIEW ZONE. (Yes) (No)

SEQRA STATUS:

- The project is an (Unlisted) (Type I) (Type II) Action.
- A (Negative Declaration) (Positive Declaration) (Determination of Non-Significance) has been adopted by the Planning Board.
- E.I.S. statement enclosed. (Yes) (No)

THE PROPOSED DIVISION HAS RECEIVED APPROVAL FROM THE S.C. DEPT. OF HEALTH. (Yes) (No)

COMMENTS: _____

_____

_____

Very truly yours,

APPENDIX B: Form of Referral Letter for Modification of Urban Renewal Plan

Suffolk County Planning Commission
PO Box 6100
Hauppauge, NY 11788-0099
Attention: Andrew Freleng, AICP, Principal Planner
Subdivision Review Division

Gentlemen:

Pursuant to Section A14-24, Article XIV of the Suffolk County Administrative Code, the Planning Board of the Town of East Hampton hereby refers the following proposed final plat for the Modification of Urban Renewal Plan to the Suffolk County Planning Commission:

1. Applicant: _____
2. Urban Renewal Parcel Number: _____
3. Tax Parcel Identifier Number: _____
4. Enclosures:
   a) Two (2) copies of survey map or two (2) copies of annotated Urban Renewal Plan Sheet.
   b) Application Form for Modification of Urban Renewal Plan.
   c) Pine Barrens Review Commission Application Form for Urban Renewal.
   d) Other (list) _____
   _____
5. SEQRA Status: _____
   _____

Very truly yours,

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