



Subdivision Submission Requirements

City of Rye, New York Planning Department

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The following checklist provides the specifications for preliminary and final subdivision plats and construction plans. Noncompliance with any of the requirements listed may result in delays in the processing of your application. This checklist is intended as an aid to expedite the work of the Commission and the applicant. It is not intended as a substitute for, nor does it contain all of the information and requirements in the Land Subdivision Regulations.

SPECIFICATIONS FOR PRELIMINARY LAYOUTS (§170-20)

Preliminary layouts submitted to the Planning Commission shall be drawn to a convenient scale, not more than forty (40) feet to an inch, and shall show the following information:

- A. The location of the property with respect to surrounding property and streets; the names of all adjoining property owners of record or the names of adjoining developments; the names of adjoining streets. There shall be included an area map at a scale of one (1) inch equals four hundred (400) feet, showing all streets and property within one thousand (1,000) feet of the proposed subdivision and identify all property held by the subdivider and all boundaries of zoning districts within this area.
- B. The location and dimensions of all boundary lines of the property (include entire area proposed to be subdivided and remainder of the tract owned by the subdividing owner), certified by a surveyor.
- C. The location of existing streets, sewers, drains, water mains, easements, water bodies, streams and other pertinent features, such as swamps, buildings, outstanding trees and outlines of densely wooded area, that may influence the design of the subdivision. Topography shall be shown at a contour interval of not more than five (5) feet, or as required by the Planning Commission, referenced to City of Rye datum.
- D. The location, width, grade and profiles showing existing surfaces and proposed grades of all streets; typical cross sections of the proposed grading of the entire right-of-way and thirty (30) feet on both sides.
- E. Proposed connections with existing water supply and sanitary sewerage system or alternative means of providing sanitary waste treatment and disposal as provided in Section 89 of the Public Health Law; proposed provisions for collection and discharging surface or subsurface water, including the proposed location and sizes of drains, culverts, catch basins, curbs and gutters; the proposed locations of fire hydrants, street trees, streetlighting standards, street signs, monuments or other improvements to be provided in connection with the subdivision.
- F. The approximate locations, dimensions and areas of all proposed or existing lots.



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- G. The approximate location and dimensions of all property proposed to be set aside for park and playground use.
- H. The name and address of the owner or owners of land to be subdivided; the name and address of the subdivider, of other than the owner; and the name of the surveyor and engineer.
- I. The date of the map, approximate true North point and scale.
- J. The location, caliper and species of all trees eight (8) inches or more in caliper.
- K. Base flood elevation data.

CHECK LIST FOR SUBDIVISION PLATS

Subdivision plat shall be accompanied by separate sheets of construction plans (if required) and shall be submitted to the Planning Commission for approval as follows:

- A. Drawing scale and size of plat and construction plans. The plat shall be clearly and legibly drawn on transparent linen tracing cloth with black waterproof ink or on mylar, at a scale of not more than 100 feet to the inch, but preferably at a scale of 40 feet to the inch. Maps shall be on uniform size sheets, not larger than 24" by 36", but the map part proper shall not exceed 19' by 34'. Whenever any project is of such scale that more than one sheet is required, an index map on the same size sheet shall be filed showing the entire subdivision at an appropriate scale. Construction plans may be drawn in pencil on good quality tracing paper.
- B. Information to be shown on plat. Plats shall show the following information:
 - 1. Proposed subdivision name or identifying title which shall not duplicate or too closely approximate that of any other development in the City.
 - 2. Date of plat, approximate true north point, and graphic scale.
 - 3. Name, address and signature of owner, subdivider, engineer and surveyor.
 - 4. Names of owners of record of abutting properties or developments.
 - 5. Boundary line of the property being subdivided.
 - 6. Locations, names and widths of existing and proposed streets.



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7. Locations and names of existing and proposed public open spaces.
8. Locations and widths of existing and proposed easements.
9. Lot lines with accurate dimensions and bearings or angles.
10. Lot areas in square feet, or acres to hundredths, for all lots shown. Any city line, or any school, sewer or other tax district line; where a lot is divided by such a City or district line the area of the lot in each municipality or district shall be shown.
11. Setback lines or approximate house locations, where specified.
12. Block and lot numbers as assigned by the Rye City Assessor.
13. Sufficient data acceptable to the City Engineer to determine readily the location, bearing and length of all lines, and to reproduce such lines upon the ground. Where practicable these should be referenced to monuments included in the State system of plan coordinates and, in any event, should be tied to reference points previously established by public authority.
14. The proposed subdivision plat shall be properly endorsed by the County Health Department, as required by the County Sanitary Code, before any formal public hearing is scheduled. The plat should be in final form before submission to the County Health Department for approval. Where the proposed subdivision is to be served by a sanitary sewer, proof of State Health Department approval shall also be submitted.
15. Every subdivision plat submitted to the Commission for its approval shall carry the following endorsement:

Approved by Resolution _____ of the Planning Commission of the City of Rye, New York on the _____ day of _____, 20____, subject to all requirements and conditions of said resolution. Any change, erasure, modification or revision of this plat, as approved, shall void this approval. Signed this day of _____, 20_____.

Chairman

Secretary



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INFORMATION TO BE SHOWN ON CONSTRUCTION PLANS (if required)

Improvements shall be designed and construction plans drawn by a licensed professional engineer. Construction plans shall show all necessary information for the construction of all improvements, except that where requirements have been waived by the Planning Commission applicable specifications may be omitted. Written specifications may also be required for any unusual construction or use of materials. Construction plans shall show the following among other things on plans, profiles, cross-sections and detail drawings:

1. Plans shall show: the location of street pavement, curbs, gutters, sidewalks, pedestrian walks, manholes, catchbasins, street trees, street lighting standards, fire hydrants and street signs; the widths of pavements, sidewalks and pedestrian walks; the location and size of existing and proposed sanitary sewers, stormwater drains, water and gas mains and other underground utilities and structures.
2. Profiles shall show existing and proposed elevations along the center lines for each 50 feet of all proposed streets as well as center line elevations of intersecting streets for a distance of 100 feet; elevations along pedestrian walks; size and invert elevations of existing or proposed storm and sanitary sewers and locations of manholes and catchbasins; grades of proposed streets and sewers; size and location of water and gas mains and underground utilities. All elevations must be referred to City of Rye datum.
3. Cross-sections shall show existing and proposed elevations at five points on lines at right angles to the center lines at right angles to the center lines of all streets and spaces 50 feet apart long the center lines; said elevation points to be at the center line of the street, each map showing present and proposed contours at a satisfactory interval may be substituted for the cross-sections.
4. Detail drawings shall show typical cross-sections of pavement, gutters and sidewalks and construction drawings for manholes, catchbasins or other structure needed for the completion of improvements

The subdivider, before filing the plat, shall have a duplicate made on tracing cloth or mylar and 4 prints and deliver the duplicates and prints to the Planning Commission for its files