



Village of Webster

Zoning Board of Appeals

Subdivision Application (major/minor)



Chapter 137 Subdivision of Land

The Zoning Board of Appeals has the power and authority to approve plats of subdivision of land, with or without streets or highways. Such approval, in accordance with the procedures and regulations set forth below, is prerequisite to the recording of all plats of any subdivision of land within the Village of Webster.

Required Documentation:

- Completed Application
- Letter of Intent:
 - o Outlines the proposed project, the owner of the property and any proposed building, the project builder or contractor, a proposed construction schedule, the principals involved in the financing of the project, data on the nature and legal status of existing or proposed easements, a description of all deed restrictions or covenants applicable to the property, etc.
- Environmental Assessment Form
- Drainage study / Storm Water Pollution Control Plan SWPPP (*if applicable*)
- Notification to Neighbors / Confirmation of mailing
- Owner authorization (*if applicable*)
- **Plans:** prepared by a licensed engineer, architect, landscape architect or surveyor, drawn to a scale of not greater than one-inch equals 20 feet or smaller than one-inch equals 100 feet, submitted on a sheet not less than 18 inches by 24 inches:
 - o Area map showing the applicant's entire holding, that portion of the applicant's property under consideration, and all properties, subdivisions, streets, and easements within 500 feet of the applicant's property.
 - o If grades exceed 3% or if portions of the site have a moderate to high susceptibility to erosion or a moderate to high susceptibility to flooding and ponding, one topographic map, showing contour intervals of not more than two feet of elevation, shall be provided.
 - o 10 copies of a preliminary subdivision plan shall be provided, which shall include the following information:
 - Title of the drawing, including the name and address of the applicant
 - North point, scale, and date
 - Boundaries of the property plotted to scale
 - Existing site features: bodies of water, water courses, creeks, wetlands, floodplains, woods
 - Location of all proposed lots, with numbers
 - Location of all proposed site improvements, including drains, culverts, retaining walls and fences
 - Location of existing and proposed water and sewer mains, including location of hydrants
 - Zoning setback requirements
 - Utility schematic
 - Location and design of lighting facilities
 - Location of proposed street lines
 - Drainage map with proposed storm water run-off
 - Location of any existing easements
 - Location and size of all signs
 - Proposed landscaping



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Project Address: _____

Applicant Name: _____

Property Owner *(if different from applicant)*: _____

Attorney *(if applicable)*:

Name: _____ Company: _____

Phone #: _____ Email: _____

Property Information:

Tax ID #: _____ Zoning District: _____

Total Acreage: _____

Proposed Number of Lots: _____

Proposed Number of Buildings/Homes/Units: _____

Are there existing Easements or Deed Restrictions for the property? _____

Will common areas be created outside of individual lots (recreation areas, stormwater management areas, etc.)? _____

Is a homeowners association proposed? _____

Project Information:

Estimated length of time to complete project: _____ Number of Phases: _____

Estimated cost: _____

Project Contractor *(if applicable)*

Name: _____ Company: _____

Phone #: _____ Email: _____