

Application #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Project Name: \_\_\_\_\_

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

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

Applicant: \_\_\_\_\_ Property Owner: \_\_\_\_\_  
( if different)  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Professional Other: \_\_\_\_\_  
Advisor: \_\_\_\_\_ ( if appropriate, please specify)  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

1) **Property Location:**  
Address: \_\_\_\_\_  
General Location: \_\_\_\_\_  
Zoning Districts: \_\_\_\_\_  
Tax Parcel ID# (SBL): \_\_\_\_\_

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

- Major Subdivision**
- Minor Subdivision**
- Site Plan**
- Special Permit**

3) **Project Description:** \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application #: \_\_\_\_\_

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

**For Office Use Only**

Application Fee: \$ \_\_\_\_\_

Other Fees: \$ \_\_\_\_\_ Description: \_\_\_\_\_  
\$ \_\_\_\_\_ Description: \_\_\_\_\_

Total Amount Received: \$ \_\_\_\_\_

Check # (s)/Date: \_\_\_\_\_

Received By: \_\_\_\_\_

\*\*\*\*\*

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

\_\_\_\_\_  
(Zoning Enforcement Officer)

\*\*\*\*\*

**For Planning Board Use Only**

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

The application is hereby:

- approved
- approved with modifications
- disapproved

Modifications and comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairman, Town of Florida Planning Board

\_\_\_\_\_  
Date

Application #: \_\_\_\_\_  
Date: \_\_\_\_\_

### Town of Florida Subdivision Approval Checklist

Subdivision Name: \_\_\_\_\_

Date Completed

Nine (9) copies of the sketch plan of the proposed subdivision is submitted to the Chairman of the Planning Board \_\_\_\_\_

Planning Board determines whether the proposed subdivision is a minor or major Subdivision \_\_\_\_\_

#### If Minor Subdivision:

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

Applicant submits nine (9) copies of the minor subdivision plat and application to the Chairman of the Planning Board accompanied by the required fee \_\_\_\_\_

Planning Board reviews Subdivision Application and declares intent to be Lead Agency (SEQR); sets public hearing date and notifies applicant \_\_\_\_\_

Hold Public Hearing \_\_\_\_\_

Planning Board completes SEQR process, and files all documents as required by law \_\_\_\_\_

Planning Board approves, conditionally approves, disapproves Minor Subdivision \_\_\_\_\_

Planning Board files all documents as necessary \_\_\_\_\_

#### If Major Subdivision:

Applicant submits nine (9) copies of the Preliminary Plat and Application to the Chairman of the Planning Board, accompanied by the required fee \_\_\_\_\_

Planning Board reviews Preliminary Plat and application and declares intent to be Lead Agency (SEQR); sets public hearing date and notifies applicant \_\_\_\_\_

Hold Public Hearing \_\_\_\_\_

Planning Board completes SEQR process; and files all documents as required by law \_\_\_\_\_

Planning Board conditionally approves or disapproves the preliminary plat \_\_\_\_\_

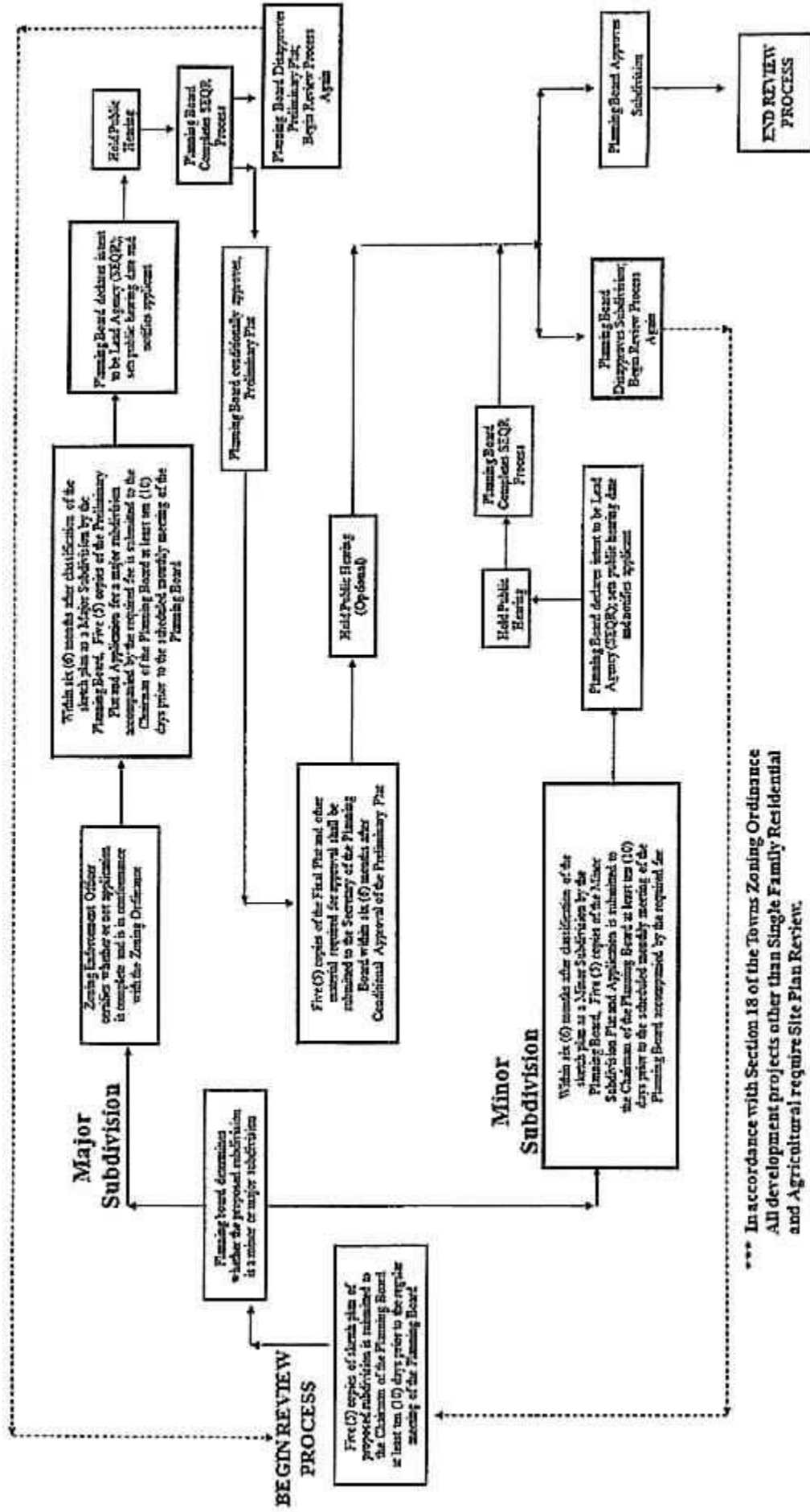
Applicant submits nine (9) copies of the Final Plat to the Chairman of the Planning Board \_\_\_\_\_

Hold Public Hearing (optional) \_\_\_\_\_

Planning Board approves, conditionally approves, disapproves Final Plat \_\_\_\_\_

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

# Town of Florida Subdivision Approval Flow Chart



# State Environmental Quality Review Act (SEQR) Forms

## All Downloadable SEQR Forms are PDF Files

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

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

TOWN OF FLORIDA PERMITS

SCHEDULE OF FEES

APPROVED FEBRUARY 22, 2016

TYPE:	PERMITS ARE REQUIRED FOR ALL BUILDINGS AND SITE DRAWINGS AS REQUIRED BY BLDG. INSPECTOR	FEES:	INSPECTION REQUIRED: (Arranged by Inspector)
<b>GENERAL:</b>			* Additional Engineering may be required at Applicant's Expense
Storage of lumber, scrap, etc. from the property to be kept under roof and in screened fences		\$50	Building Inspector *
Storage Yards - Auto Salvage - etc.		\$25 per year	Building Inspector *
Demolition - Non Commercial (Permit required)		\$25 per structure	Building Inspector *
Demolition - Commercial (Permit required)		\$100 per structure	Building Inspector *
Refuse - requires Dump Permit		\$50 1st car/ \$25 2nd car	None
Solid Fuel and Chimney		None (State Regulated)	Town Fire Marshall/ Building Inspector *
Septic Systems - Designed by NYS Professional Engineer		\$100	Building Inspector and Responsible Professional Engineer *
<b>HOMES:</b>			
Living Space - up to & including 1,000 - 2,000 sq. ft.		\$150	Building Inspector *
Living Space - over 2,000 and including 2,500 sq. ft.		\$175	Building Inspector *
Living Space - over 2,500 sq. ft.		\$250	Building Inspector *
<b>NON-LIVING SPACE:</b>			
No Floor Outbuildings or No Floor Garage or Enclosed Porch - under 100 sq. ft.		None	Building Inspector - Electrical Inspection if Required *
No Floor - Shed up to 12' x 12'		\$50	Building Inspector - Electrical Inspection if Required *
No Floor - Garage or Enclosed Porch including 100 sq. ft. and over		\$50	Building Inspector - Electrical Inspection if Required *
No Floor Outbuildings - Including 100 sq. ft. and over		\$75	Building Inspector - Electrical Inspection if Required *
With Floor Outbuildings or With Floor Garage or Enclosed Porch - under 100 sq. ft.		None	Building Inspector - Electrical Inspection if Required *
With Floor - Shed up to 12' x 12'		\$75	Building Inspector - Electrical Inspection if Required *
With Floor - Garage or Enclosed Porch including 100 sq. ft. and over		\$75	Building Inspector - Electrical Inspection if Required *
With Floor Outbuildings - Including 100 sq. ft. and over		\$100	Building Inspector - Electrical Inspection if Required *
Decks or Porches - up to 100 sq. ft.		\$50	Building Inspector *
Decks or Porches - including 100 sq. ft. and over		\$75	Building Inspector *
Non-Commercial Improvements - w/ Structural Changes up to and including \$10,000		\$50	Building Inspector *
Non-Commercial Improvements - w/ Structural Changes over \$10,000		\$100	Building Inspector *
Non-Commercial Improvements - up to and including \$10,000 NOT requiring a Structural Change (sliding, roofing, windows, doors, etc.)		\$25	Building Inspector *
Non-Commercial Improvements - over \$10,000 NOT requiring a Structural Change (sliding, roofing, windows, doors, etc.)		\$50	Building Inspector *
Swimming Pools - In ground		\$100	Building Inspector *
Swimming Pools - Above ground		\$25	Building Inspector *
Wind Burning/Boiler		Regulated by NY State	Town Fire Marshall/ Building Inspector *

<b>COMMERCIAL BUILDINGS:</b>			
Agricultural Buildings	50% of Commercial Rates/ Maximum - \$150	Building Inspector *	
Communication Facilities - New	\$1,500	Building Inspector *	
Communication Facilities - Repairs/Upgrades	\$250	Building Inspector *	
Places of Assembly	\$250	Building Inspector *	
Public Utilities - New	\$1,500	Building Inspector *	
Public Utilities - Repairs/Upgrades	\$250	Building Inspector *	
Retail/Office - NEW, ADDITIONS, IMPROVEMENTS (Stores, Motel, Medical Offices, Restaurant, Service Center)	\$200 minimum or \$3.025 sq. ft.	Building Inspector *	
Warehouse - Temperature Controlled - New (Distribution/Flight Manufacturing)	\$300 minimum or \$0.025 sq. ft.	Building Inspector *	
<b>MISCELLANEOUS FEES:</b>			
Billboard - Annual Fee	\$25	Building Inspector *	
Billboards - Off Premises - Annual Fee	\$35	Building Inspector *	
Enclosed Portable Storage (Pods, etc.) - up to 180 days	\$15	Building Inspector *	
Open Storage - No building (Boat/RV, any Fenced Storage)	\$50	Building Inspector *	
Sign - Application Fee	\$25	Building Inspector *	
Signs - Off Premises - Annual Fee	\$25	Building Inspector *	
Solar/Wind under and including 30,000 Watts	\$100	Building Inspector and Professional Engineer *	
Solar/Wind over 30,000 Watts and including 500,000 Watts	\$250	Building Inspector and Professional Engineer *	
Solar/Wind greater than 500,000 Watts (each additional or part of 500,000)	\$250	Building Inspector and Professional Engineer *	
Subdivision/Site Plan - Major	\$500	Procedures on Individual Basis *	
Subdivision/Site Plan - Minor	\$100	Procedures on Individual Basis *	
Zoning Board of Appeals	\$50	Procedures on Individual Basis *	
Inspection Re-visit Fee	\$25 each extra visit	Abnormal Number of Inspection/Visits will incur extra charge	