

CHAPTER 265

SUBDIVISION OF LAND

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{HISTORY: Adopted by the Board of Trustees of the Village of Dexter June 17, 2009 by Local Law No. 3-2009 (Chapter 29B of the 1971 Code). Amendments noted when applicable.} Filed by the State of New York on July 13, 2009. Updated March 2011.

General References

Uniform Construction Codes-See Ch.60; Streets, sidewalks, public places-See Ch. 259; Fair Housing-See Ch. 94; Zoning-See Ch. 325

ARTICLE I: GENERAL PROVISIONS

§265–1. *Enactment and Authorization*

Pursuant to the provisions of §7-728 of New York State Village Law, and Section §10 of Municipal Home Rule Law, the Village of Dexter Board of Trustees authorizes and empowers the Village of Dexter Planning Board to review and approve, conditionally approve with or without modification, or disapprove subdivision plats showing lots, blocks, or sites, with or without streets, within the Village. The Planning Board is additionally authorized to approve the development of plats, entirely or partially undeveloped, which were filed in the Office of the County Clerk prior to the Planning Board being granted the power to approve such plats.

§265–2. *Title*

These provisions shall be known as the “Village of Dexter Subdivision Law.”

§265–3. *Purpose*

The purpose of this chapter is to provide for orderly efficient growth and development within the Village of Dexter and to afford adequate facilities for the housing, transportation, distribution, comfort, convenience, safety, health and welfare of the Village’s population. Land to be subdivided shall be such that it can be used safely for building or development purposes without danger to health or peril from fire, flood, or other menace to neighboring properties or the public health, safety or welfare, and without resulting in significant damage to the ecology of the area in which it is located. This chapter shall supercede all previous enactments of laws and amendments pertaining to subdivision control in the Village of Dexter.

§265–4. *Approval of Plan or Plat*

No subdivision or portion thereof shall be sold, offered for sale, leased, or otherwise disposed of by any corporation, company or person until a plan or plat of such subdivision shall be submitted to the Planning Board for approval and is either approved or deemed approved by failure of the Planning Board to render a decision within the time specified in Article III of this chapter.

§265–5. *Re-Subdivision*

A re-subdivision, as defined herein, is subject to the same procedure, rules and regulations applicable to a subdivision.

§265-6. *Building Permits*

No permit shall be issued for erection of any building within a proposed subdivision until said subdivision has been duly approved by the Planning Board and filed in the office of the Jefferson County Clerk.

§265–7. Administration

This chapter shall be administered by the Planning Board, Zoning Board of Appeals, Village Board of Trustees and the Village Code Enforcement Officer.

§265–8: Application Fees and Review Costs

- A. All applicants for any plat approval, permit or variance under this Local Law may be required to pay an application fee, as set from time to time by Resolution of the Board of Trustees, to cover administration expenses of the Village, unless otherwise exempted herein. Failure to pay the application fee shall constitute an incomplete application, and a violation of this Chapter.
- B. The Mayor, Chairman of the Planning Board, or the Chairman of the Zoning Board of Appeals, as the case may be, may seek the assistance of consultants, including but not limited to engineers or attorneys. If such assistance is sought, estimated expenses shall be obtained, if necessary, prior to setting the amount of the cash deposit, certified check or surety bond required of each applicant to be placed in an escrow account.
- C. All applications for any plat approval, permit or variance shall be accompanied by a cash deposit, certified check, or surety bond payable to the Village of Dexter in an amount determined by:
 - 1. Mayor for all applications requiring the Village Board’s approval or other action.
 - 2. Chairman of the Planning Board, for all applications requiring the Planning Board’s approval or other action.
 - 3. Chairman of the Zoning Board of Appeals, for all applications requiring such Board’s approval or decision.
- D. The Mayor, Chairman of the Planning Board, or the Chairman of the Zoning Board of Appeals, as the case may be, may require additional security for the Village’s reasonable and customary administrative expenses, in accordance with the provisions of this section, in the event that the Village’s potential liability for such expenses exceeds the initial amount deposited.
- E. All unused funds or proceeds from the escrow account shall be refunded to the applicant upon completion of the following:
 - 1. Final approval, approval with modifications or rejection of any application: or
 - 2. Final approval of any and all completed improvements and submission of all final bills to the Village for its administrative expenses incurred as a result of the applicant’s proposed plan.

§265-9. Variance

When, in the opinion of the Planning Board, undue individual hardship may result from strict compliance with this Local Law due to the special circumstances of a particular plat or plats, the Board may modify the application of this chapter so that substantial justice may be done and the public's health, safety and general welfare is secured, and provided that such modification will not have the effect of nullifying the intent and purpose of this law.

ARTICLE II: TERMINOLOGY

§265-10. Definitions

For the purposed of this chapter, words and terms used herein are defined as follows:

AMINISTRATIVE EXPENSES: All actual expenses and liabilities incurred by the Village or any of its officers or agencies in the processing and reviewing of an application or appeal hereunder, and ensuring compliance with this chapter and all other applicable laws or regulations, including but not limited to reasonable and customary engineering fees and disbursements, legal fees and disbursements, publication and mailing expenses, actual charges, administrative expenses, and any other actual expenses incurred or accrued by the Village.

AGRICULTURAL DATA STATEMENT: An identification of farm operations found within a Jefferson County Agricultural District and located within 500 feet of the boundary of property upon which application for subdivision is being reviewed by the Planning Board. The content of such statement shall comply with the requirements set forth in Village Law Section 7-739.

ASSEMBLAGE: The combination of two or more parcels of land to create one lot, block or site. The term "subdivision" shall include assemblage.

BOARD: The Village Board of Trustees of the Village of Dexter, New York.

BUILDING LOT: Any lot upon which a principal residential or commercial building can be constructed in conformance with the requirements of the **Village Law, Article 7, and Chapter 325, Zoning.**

CODE ENFORCEMENT OFFICER: The person designed by the Village Board to carry out the Regulations of the Law.

COMPREHENSIVE PLAN: The materials, written and/or graphic, including but not limited to maps, charts, studies, resolutions, reports and other descriptive material that identify the goals, objectives, principles, guidelines, policies, standards, devices and instruments for the immediate and long range protection, enhancement, growth and development of the Village and those locations outside the limits of any incorporated village or city, that are embodied by the planning process upon which the Village Land Use Regulations are based.

CONSOLIDATION: The merger of separate lots into a single lot.

GENERAL PLAN: A comprehensive or master plan for the development of the village, developed by the Planning Board and approved by the Village Board.

INSTALLMENT BOND: A bond, as required by #7-730 of the Village Law, to assure the full and satisfactory completion of all required subdivision improvements as specified in the approval of the Village Planning Board; such bond to run for a term fixed by the Village Board and with surety, form, sufficiency and manner of execution approved by the Village Board and Village Attorney.

JOINT SUBDIVISION/ASSEMBLAGE: The simultaneous division of one lot and the combination of one or more such subdivided parcels with one or more lots contiguous with the subdivided parcels. A single plat showing such simultaneous division and assemblage shall be sufficient for the purposes of this chapter, provided that all the property owners engaged in the joint subdivision are party to the plat submission.

LANDLOCKED LOT: A lot created by subdivision which does not have proper access according to Chapter 325, Zoning.

LOT: A parcel of land as described on a survey or deed filed with the County Clerk.

LOT LINE ADJUSTMENT: The shifting of a lot line between contiguous lots of land. Lot line adjustments shall not create non-conforming lots.

MAINTENANCE BOND: A bond to assure the maintenance of required subdivision improvements following dedication of such improvements, for such period as required by the Village Board of Trustees.

OFFICAL SUBMISSION DATE: The date that all required information as set forth in Article IV, of this chapter, and fees for a preliminary or final plat are received by, presented to, or otherwise examined by the Planning Board, and is deemed complete and accepted, by motion of the Planning Board, at an official meeting thereof. Materials presented at a sketch plan conference shall not be considered an official submission unless so decided by the Planning Board.

PLANNING BOARD: The Village of Dexter Planning Board.

PLAT, FINAL: A drawing, in final form, certified by a licensed professional engineer or land surveyor, showing a proposed subdivision containing all information or detail required by law and by this chapter to be presented to the Planning Board for approval and which, if approved, may be duly filed or recorded by the applicant in the office of the County Clerk.

PLAT, PRELIMINARY: A drawing or drawings clearly marked “preliminary plat” showing the layout of a proposed subdivision and of sufficient detail to apprise the Planning Board of the layout of the proposed subdivision, and submitted to the Planning Board for approval prior to submission of the plat in final form.

RE-SUBDIVISION: Any change of existing property lines or of property lines shown on a plat approved by the Village Planning Board and filed in the office of the County Clerk.

SKETCH PLAN: A sketch of a proposed subdivision to enable the sub-divider to save time and expense in reaching general agreement with the Planning Board as to the form of the layout and objectives of this chapter.

STREET: An existing state, county or village road or highway, a street shown upon a plat approved by the Village Planning Board or a street shown on a plat filed and recorded in the office of the County Clerk prior to adoption date of this chapter.

STREET, DEAD-END: A street or a portion of a street with only one vehicular traffic outlet.

STREET, MAJOR: A street intended to serve heavy flows of traffic from minor streets or a street serving business properties.

STREET, MINOR: A street that serves or is designed to serve primarily as access to abutting residential properties.

STREET RIGHT-OF-WAY WIDTH: The distance between property lines measured at right angles to the center line of the street.

SUBDIVISION: The division of any parcel of land into two or more lots, plots, blocks, sites, or parcels, with or without the creation of new streets, for the purpose, whether immediate or future, of transfer of ownership or building development and shall include re-subdivision as defined herein. The term “subdivision” shall include assemblage.

SUBDIVISION, MAJOR: A subdivision containing five {5} or more lots, or any subdivision requiring a new street, or a subdivision which in the judgment of the Planning Board is sufficiently complex as to require both a preliminary plat submission, as well as a final plat submission.

SUBDIVISION, MINOR: A subdivision containing less than five {5} lots, fronting on an existing public street, or a subdivision, which in the judgment of the Planning Board, is sufficiently uncomplicated that only a plat submission is required.

UNDEVELOPED PLAT: Those plats where twenty percent {20%} or more of the lots within the plat are unimproved unless existing conditions, such as poor drainage, have prevented their development.

VILLAGE CONSTRUCTION STANDARDS AND SPECIFICATIONS: The standards and specifications adopted by the Village Board for the construction of sheets and related subdivision improvements and all amendments thereto.

WETLANDS: An area identified as having wetland soils and/or vegetation, or an area identified as having poorly drained soils on maps of the Jefferson County Soil and Water Conservation District or other county, state or federal agency.

ZONING LAW: Chapter 325, Zoning, of the Code of the Village of Dexter.

ARTICLE II: REVIEW AND APPROVAL PROCEDURE

§265–11. General

A. Minor Subdivisions shall be processed in the following stages:

{1} Sketch Plan Conference (optional)

{2} Final Plat Submission

{3} Public Hearing

{4} Final Plat Decision of the Planning Board

{5} Filing of approved plat by sub-divider with County Clerk

B. Major Subdivisions shall be processed in the following stages:

- {1} Sketch Plan Conference
- {2} Preliminary Plat Submission
- {3} Public Hearing
- {4} Preliminary plat decision of the Planning Board.
- {5} Final plat submission
- {6} Optional public hearing
- {7} Final plat decision of the Planning Board
- {8} Filing of approved plat by sub-divider with County Clerk.

§265–12. *Pre-application Procedure*

Prior to the preparation and submission of a plat for approval, the sub-divider should gather the necessary information and data on the existing conditions at the site, and information regarding financing, planning and marketing feasibility. A preliminary layout in sketch form, developed in conjunction with a licensed surveyor may be submitted to the Planning Board for advice and assistance and should include a Short Environmental Assessment Form. Early contact with the New York State Department of Health and Department of Environmental Conservation regarding requisite approvals is advised.

§265–13. *Sketch Plan Conference*

- A. The sub-divider should request an appointment with the Planning Board for the purpose of reviewing the sketch plan. The Planning Board will notify the sub-divider of the time, date and place that the Planning Board will meet to consider and review such sketch plan. This meeting is intended to assist the sub-divider in the preparation of the preliminary to final plat to save both time and money in preparing maps and plans, The proposed plan will be classified as a minor or major subdivision by the Planning Board as defined by this chapter. A subdivision classified as minor may proceed directly to preparation of a final plat without submission and approval of a preliminary plat. A subdivision classified as major must submit a preliminary plat for approval by the Planning Board prior to preparation and submission of a final plat.
- B. After the initial conference, the Planning Board may schedule a field trip to the proposed subdivision site for the purpose of inspection. Prior to inspection, the applicant or his or her representative should have the center line of all proposed streets located by temporary stakes attend the site inspection. The applicant or his or her representative should attend the site inspection.
- C. This step does not require formal application, fee, or filing with the Planning Board.

§265-14. Preliminary Plat Procedure

All major subdivisions shall be subject to the preliminary plat requirements, as specified herein. For all applications in which SEQR compliance is necessary, refer to Village Law Section 7-728 for coordination of time frames.

- A. **APPLICATION SUBMISSION:** The sub-divider shall file an application for approval of the preliminary plat on forms available at the Village Office, accompanied by all documents specified in Article IV of this chapter.
- B. **SEQR:** The Planning Board shall comply with provisions of the State Environmental Quality Review Act under Article Eight of the Environmental Conservation Law and its implementing regulations. A preliminary plat shall not be deemed as complete until a negative declaration has been filed, or a notice of completion of a draft environmental impact statement has been filed in accordance with SEQRA. The time period for review of a preliminary plat shall begin with the filing of such negative declaration or notice of completion.
- C. **PUBLIC HEARING:** Following the review of the preliminary plat, and any and all supplementary materials submitted for conformity to this chapter, and following negotiations with the sub-divider on changes deemed advisable and the kind and extent of improvements to be made by him, the Planning Board shall hold a public hearing. This hearing shall be held within sixty-two (62) days of the official submission date of the plat. The sub-divider or the sub-divider's agent shall attend the hearing.
- D. **NOTICE OF PUBLIC HEARING:** The hearing shall be advertised at least once in a newspaper of general circulation in the Village at least {5} days before the hearing. Notice of the hearing shall be mailed shall be mailed to farm operations identified in the Agricultural Data Statement at least five {5} days before the hearing. All mailings are at the expense of the sub-divider, The Planning Board may provide that the hearing be further advertised in such manner as it deems most appropriate to gain full public consideration of the subdivision approval. The hearing shall be closed upon motion of the Planning Board within 120 days after it has been opened.
- E. **DECISION:** Within sixty-two {62} days from the closing of the public hearing, the Planning Board shall by resolution, approve, approve with modification, if any, or the grounds for disapproval shall be stated upon the records of the Planning Board. When so approving a preliminary plat, the Planning Board shall state in writing any modifications it deems necessary for submission of the plat in final form. The time in which the Planning Board must take action on such plat may be extended by mutual consent of the subdivider and the Planning Board.
- F. **NOTICE OF DECISION:** Within five {5} business days of the Planning Board's adoption of a resolution granting approval of the Preliminary Plat, the action shall be certified by the Chairperson of the Planning Board on three {3} copies of the Preliminary Plat and reference made to any modifications determined. Copies of the plat and resolution shall be filed in the office of the Village Clerk and shall be mailed to the owner. The remaining copy shall be retained by the Planning Board.
- G. **EFFECT OF APPROVAL:** Approval of preliminary plat shall not constitute approval of the final plat. The preliminary plat shall be a guide to the preparation of the final plat. Before submission of the final plat or any portion thereof for formal approval, the

sub-divider must comply with this chapter; all requirements set forth by the Planning Board in their review of the preliminary plat and any other local, state, or federal permitting requirements.

- H. **DEFAULT APPROVAL:** In the event the Planning Board fails to take action on a preliminary plat within the time prescribed therefor or within such extended period as may have been established by the mutual consent of the sub-divider and the Planning Board, such preliminary plat shall be deemed granted approved. The certificate of the Village Clerk as to the date of submission of the Final Plat, and the failure of the Planning Board to take action within prescribed time shall be issued on demand and shall be sufficient in lieu of written endorsement or other evidence of approval herein required.

§265–15. Final Plat Procedure

All subdivisions shall require final plat approval by the Planning Board. For all applications in which SEQR compliance is necessary, refer to the Village Law Section 7-728 for coordination of time frames.

- A. **APPLICATION SUBMISSION:** The sub-divider shall file an application for final plat approval on forms provided by the Village, and accompanied by documentation as specified in Article IV of this chapter, to the Planning Board. Such application shall be submitted at least ten {10} days prior to the meeting at which it is to be considered by the Planning Board, but in any instance no later than six {6} months after the date of the Preliminary Plat approval. If the Final Plat is not submitted within six months, approval of the preliminary plat may be revoked by the Planning Board.
- B. **OPTIONAL PUBLIC HEARING:** Following review of the final plat, a public hearing shall be held for a minor subdivision. Final plats for major subdivisions, which are in substantial agreement with the preliminary plat, do not require a second public hearing. All other Final Plats for major subdivisions shall have a second public hearing held by the Planning Board within {62} days of the official submission date of the final plat. The sub-divider or sub-divider's agent shall attend the hearing.
- C. **NOTICE OF PUBLIC HEARING:** The hearing shall be advertised at least once in a newspaper of general circulation in the Village at least five {5} days before the hearing. Notice of the hearing shall be mailed to all farm operations identified in the Agricultural Data Statement at least five {5} days before the hearing. All mailings are at the expense of the sub-divider. The Planning Board may provide that the hearing be further advertised in a manner as it deems most appropriate to gain full public consideration of the subdivision proposal.
- D. **DECISION:** The Planning Board shall, by resolution, approve, approve with modification, or disapprove the final plat within sixty-two {62} days of the closing of the public hearing or the official submission date if no public hearing is held. The grounds for modification, if any, or the grounds for disapproval shall be stated upon the records of the Planning Board. Failure of the Planning Board to render a decision within the stated sixty five {65} day period shall be deemed final approval of the plat. Notwithstanding any other provision of this subsection, the time in which the Planning Board must take action may be extended by mutual consent of sub-divider and Planning Board.
- E. **NOTICE OF DECISION:** Within five {5} business days of the Planning Board's adoption of a resolution granting approval or conditional approval, such action shall be certified by the Chairperson of the Planning Board on three {3} copies of the final plat. Copies of the resolution shall be filed in the office of the Village Clerk and mailed to the sub-divider. **The remaining copy shall be retained by the Planning Board.**

F. CONDITIONAL APPROVAL:

{1} In the case of a conditionally approved plat, such resolution shall include a statement of the requirements, which when completed, will authorize the signing thereof. Upon completion of such requirements, a duly authorized officer of the Planning Board shall sign the plat thereby certifying it as complete, and a copy of such signed plat shall be filed in the office of the Village Clerk.

{2} Conditional approval of the final plat shall expire within one-hundred eighty {180} days after the resolution granting such approval unless all requirements stated in such resolution have been certified as being completed. The Planning Board may extend the time in which a conditionally approved plat must be submitted for signature by not more than two additional periods of ninety {90} days each if extension is warranted by the particular circumstances.

G. APPROVAL OF PLAT IN SECTIONS: Prior to granting conditional or final approval of a final plat, the Planning Board may permit the plat to be subdivided and developed in two or more sections and may, in its resolution granting conditional or final approval, state that such requirements as it deems necessary to insure the orderly development of the plat be completed before said sections may be signed by the duly authorized officer of the Planning Board. Conditional or final approval of the sections of a final plat, subject to any conditions imposed by the Board, may be granted concurrently with conditional or final approval of the entire plat.

H. FILING APPROVED PLAT: The sub-divider shall record the final plat, or section thereof, in the office of the Clerk of Jefferson County, New York within sixty-two {62} days after the date of approval; otherwise the plat shall be considered void and must again be submitted to the Planning Board for approval before recording in the office of the Clerk of Jefferson County, New York.

I. FILING APPROVED PLAT IN SECTIONS: In the event that the owner shall file only a section of such approved plat in the office of the County Clerk of Jefferson County, the entire approved plat shall be filed within thirty {30} days of the filing of such section with the Village Clerk in each village in which any portion of the land described in the plat is situated. Such section shall encompass at least ten percent [10%] of the total number of lots contained within the approved plat, and the approval of the remaining sections of the approved plat shall expire unless said sections are filed before the expiration of the exemption period to which such plat is entitled under the provisions of the Village Law Section 7-708.

J. DEFAULT APPROVAL OF FINAL PLAT: In the event the Planning Board fails to take action on a final plat within the time prescribed therefore or within such extended period as may have been established by the mutual consent of the sub-divider and Planning Board, such final plat shall be deemed granted approved. The certificate of the Village Clerk as to the date of submission of the final plat, and the failure of the Planning Board to take action within the prescribed time shall be issued on demand and shall be sufficient in lieu of written endorsement or other evidence of approved herein required.

- K. **EXPIRATION OF APPROVAL**: The signature of the Chairman or other duly authorized member of the Planning Board constituting final approval by the Planning Board of a subdivision plat shall expire within sixty-two {62} days from the date of such approval, unless within such sixty-two day {62} period such plat or section thereof shall have been duly filed or recorded in the office of the County Clerk of Jefferson County.
- L. **SUBDIVISION ABANDONMENT**: The owner of any approved subdivision may abandon such subdivision pursuant to the provisions of Real Property Tax Law Section 560.

ARTICLE IV: DOCUMENTS TO BE SUBMITTED

§265–16. Required Information, All Plat Submissions

- A. Names and addresses of the owners, sub-dividers and professional advisers, including license numbers and seals.
- B. Map of property, drawn to scale, at a scale of 1 inch to 50 feet, 1 inch to 100 feet, or 1 inch to 200 feet, showing as follows:
 - {1} Subdivision name, scale, magnetic and approximate true North arrow and date.
 - {2} Subdivision boundaries.
 - {3} Contiguous properties and names of owners.
 - {4} Existing and proposed streets, sidewalks, utilities, drainage systems and drainage ways and structures.
 - {5} Watercourses, marshes, wooded areas, public facilities and other significant physical features on or near the site.
 - {6} Proposed pattern of lots, including lot widths and depths, streets, layout and open space.
 - {7} Land contours at five {5} foot intervals, or other suitable indicators of slope.
 - {8} Proposed alterations of existing topography.
- C. Copy of tax map {s}
- D. Design and location of water supply, on-site sanitation facilities, drainage, sewerage, and sewage disposal facilities in accordance with Article V, 265 – 24 and 265 –25 of this chapter.
- E. Existing restrictions on the use of land including easements, covenants and zoning.
- F. Total acreage of subdivision and number of lots proposed.

- G. Building types, approximate size and cost.
- H. A completed Short Environmental Assessment Form as required by the State Environmental Quality Review Act. {SEQRA}
- I. An Agricultural Data Statement, if necessary.
- J. All fees required pursuant to 265 - 8 of this chapter.

§265-17. Required Information, Minor Subdivisions

The following shall be submitted with all applications for approval of a final plat for a minor subdivision:

- A. Three {3} copies of the final plat as specified in 265 - 16, consisting of one {1} copy of the plat to be submitted to the County Clerk, drawn with ink on appropriate material, plus two copies.
- B. Information specified under 256 - 16, updated and accurate.
- C. Sufficient data acceptable to the Planning Board to readily determine the location, bearing and length of every street line, lot line and boundary line, in a manner sufficient to allow for reproduction of such lines on the ground.
- D. Design and location of water supply and on-site sanitation facilities meeting the specifications of the New York State Department of Health and a statement to this effect.
- E. Copy of covenants or deed restrictions that are intended to cover all or part of the tract.
- F. Additional information as deemed necessary by the Planning Board.
- G. Any required fees.
- H. Monuments.

§265-18. Required Information, Preliminary Plat, Major Subdivision

The following shall be submitted with all applications for approval of a preliminary plat for a major subdivision:

- A. Three {3} copies of the plat map, drawn to scale. The map scale shall be 1 inch to 100 feet unless otherwise specified by the Planning Board.
- B. All information specified under 256 - 16, updated and accurate.
- C. Identification of all parcels of land proposed to be dedicated to public use and the conditions of such use.
- D. Grading, landscaping and erosion plans.
- E. The width and location of any existing streets or public ways and the width, location, grades and street profiles of all streets or public ways proposed by the developer.

- F. The appropriate location and size of all proposed water lines, hydrants and sewer lines, showing connection to existing lines.
- G. Drainage plan, indicating profiles, measured at one {1} foot intervals, of lines or ditches and drainage easements on adjoining properties with the direction of flow.
- H. Plans and cross-sections showing sidewalks, street lighting, street trees, curbs, water mains, sanitary sewers and storm drains, the character, width and depth of pavements and sub-base, and the location of any underground cable.
- I. Preliminary designs for any bridges or culverts.
- J. The proposed lot lines with approximate dimensions and area of each lot.
- K. An actual field survey of the boundary lines of the tract, giving complete description by bearings and distances, made and certified by a licensed surveyor. The corners of the tract shall also be marked by monuments of such size and type as approved by the Planning Board, shown on the plat.
- L. A copy of all covenants or deed restrictions intended to cover all or part of the tract.
- M. A Full Environmental Assessment Form or Draft Environmental Impact Statement, if required.
- N. Where the preliminary layout submitted covers only a part of the subdivider's entire holding, a sketch of the prospective future street and drainage system of an unsubdivided part shall be submitted for study to the Planning Board.
- O. Additional information as deemed necessary by the Planning Board.
- P. Any required fees.

§265–19. Final Plat, Major Subdivision

The following shall be submitted with all applications for approval of a Final Plat for a Major Subdivision:

- A. Three copies of the Final Plat consisting of one {1} copy of the plat to be submitted to the County Clerk of Jefferson County, drawn with ink on suitable material, plus two {2} copies. The map scale shall be one {1} inch to 100 feet, unless specified by the Planning Board, showing or indicating;
 - {1} Proposed subdivision name and the name of the village and county in which the subdivision is located; the name and address of the record owner and sub-divider; the name, address, license number and seal of the surveyor and/or engineer;
 - {2} Street lines, pedestrian ways, lots, easements and areas to be dedicated to public use;
 - {3} Sufficient data acceptable to the Planning Board to readily determine the location, bearing and length of every street line, lot line and boundary line; such data shall be sufficient to allow for the reproduction of such lines on the ground;

{4} The length and bearing of all straight lines, radii, length of curves and central angles of all curves; tangent bearings shall be given; the plat shall show the boundaries of the property, locations, graphic scale and magnetic and approximate true North;

{5} All offers of cession and any covenants governing the maintenance of unceded open space shall bear the certificate of approval of the Village Attorney as to their legal sufficiency;

{6} Permanent reference monuments shall be shown and constructed in accordance with Planning Board specifications.

{7} Approval of the Department of Health and/or Department of Environmental Conservation for water supply systems and sewage disposal systems proposed or installed, and any permits as required by federal, state, or local law.

{8} An approved Full Environmental Assessment Form or Environmental Impact Statement, if required.

{9} Construction drawings including plans, profiles, and typical cross sections, as required, showing the proposed location, size, and type of street, sidewalks, street lighting standards, street trees, curbs, water mains, sanitary sewer or septic systems, storm drains or ditches, pavements and sub-base, and other facilities.

{10} Evidence of legal ownership of property.

{11} Deed restrictions, existing and proposed in form of recording.

{12} All information specified under 265 – 16.

B. A certificate by the Village Enforcement Officer certifying that the sub divider has complied with one of the following alternatives:

{1} All improvements have been installed in accord with requirements of this chapter and with the action of the Planning Board giving approval of the preliminary layout; or

{2} A performance bond or certified check has been posted, as indicated in Article IV of this chapter, in sufficient amount to assure such completion of all required improvement.

C. Any other data, such as certificates, affidavits, endorsements or other agreements, as may be required by the Planning Board in enforcement of this chapter.

§265–20. Waiver of Submission Requirements

When an application concerns a subdivision of an uncomplicated nature, such as a small subdivision along an existing road that requires no installation of public facilities, the Planning Board may waive certain submission requirements.

ARTICLE 5: DESIGN STANDARDS AND REQUIRED IMPROVEMENTS

§265–21. *Street Design Standards*

All street improvements shall be installed at the expense of the sub divider.

- A. **Conformity with General Plan.** The arrangement, width, location and extent of major streets and all minor streets should conform and be in harmony with the general plan; for the streets not in the general plan should conform to the recommendation of the Planning Board based on existing and planned streets, topography, public safety, convenience and proposed uses of land. The Village Highway Superintendent shall be consulted by the Planning Board for an advisory opinion before the approval of any new street.
- B. **Arrangement.** Residential minor streets shall be designed to discourage through traffic, whose origin and destination in not within the subdivision.
- C. **Location.** When a proposed subdivision is adjacent to or contains a state highway, the Planning Board may seek information from the New York State Department of Transportation as to the status of said highway in reference to right-of-way and direction. The Planning Board may require a marginal street approximately parallel to and on each side of such right-of-way at a distance suitable for an appropriate use of intervening land as for park purposes in residential districts or for the requirements of approach grades and future grade separation. Railroad rights-of-way shall receive similar consideration.
- D. **Intersection.** Streets shall intersect one another at angles as near to a right angle as possible, and no intersections of streets at angles less than 60 shall be approved. Street intersections shall be rounded with a radius of 25 feet measured at the right-of-way line when said intersection occurs at right angles. If an intersection occurs at an angle other than a right angle, it shall be rounded with a curve of radius acceptable to the Planning Board. Street jogs with center-line offsets of less than 125 feet shall be avoided.
- E. **Dead-End Street:** Each dead end street shall be provided with a turnaround deemed sufficient by the Village Highway Superintendent for snowplowing. Dead end streets designed to be so permanently shall not be permitted unless provided with a turnaround.
- F. **Half Streets:** Dedication of a half street shall be prohibited except when essential to the reasonable development of the subdivision in conformity with the other requirements of this chapter and where the Planning Board finds it will be practicable to require the dedication of the other half when the adjoining property is subdivided. Wherever a half street is adjacent to a tract to be subdivided, the other half of the street shall be platted within such tract.
- G. **Access:** In commercial and industrial districts, definite and assured provisions shall be made for service access, such as off street parking, loading and unloading consistent with and adequate for the uses proposed.
- H. **Names & Numbers:** Names of new streets shall not duplicate existing or platted streets and are subject to review and approval by the Village Board. New streets which are extended or in alignment with existing streets shall bear the name of the

existing streets. House numbers shall be assigned in accordance with the house numbering system now in effect in the Village.

- I. **Street Signs:** The sub-divider shall provide and erect street signs of a type to be approved by the Village Board at all street intersections prior to the acceptance of the constructed street.
- J. **Trees:** If street side trees are provided, they should be outside of the street right-of-way and planted in such a manner as to not impair visibility at any corner or corners.
- K. **Drainage:** Adequate and dependable means for surface water drainage and the necessary drainage of existing wet and hazardous areas must be provided. Protection against flooding and damage from the storm water must be assured.
- L. **Standards for street design.** The standards for street design are as follows:

Standard	Village Streets
Minimum width of right-of-way	60 feet
Minimum width of pavement	20 feet
Minimum width of shoulders	2 feet
Minimum radius of horizontal curves	150 feet except for street Intersection corners
Minimum length of vertical curves	Such that at least a line of sight of 100 feet exists measured 3 feet above the street surface.
Standard	Minor Street
Minimum length of tangents between reverse curves	100' except where excessive grades may be reduced to reasonable grades by shortening a tangent.
Maximum grade	10% except that grades up to 14% may be approved on short runs.
Minimum grade	½%
Minimum braking	200 feet

Notes:

- 1. Pavement not required, provided driving surface must be a minimum of 16 feet.

M. **Private street special requirements.** Any person wishing to subdivide land providing access by means of a private street must show and demonstrate to the Planning Board a plan for the ownership and continued upkeep and maintenance of that street through some sort of mechanism satisfactory to the Planning Board. A note shall be placed on such subdivision plats, and a restrictive covenant shall be filed with the County Clerk's office notifying all potential buyers that the street is a private

street that it is not intended to be nor shall it be dedicated as a public street and that maintenance is pursuant to a plan between the private property owners, specifying what that plan might be and so designated on the plat map and by restrictive covenants that Village and public services including school busing and Village plowing shall not be provided by the municipality.

N. Street construction standards

{1} Street improvements shall be installed at the expense of the sub divider and with the approval and direction of the Village Highway Superintendent.

{2} Streets shall be built with:

{a} A sub-grade, which shall be rough graded and compacted the full width of the street. The sub-graded material shall consist of a minimum of 12 inch compacted Type 3 material.

{b} A base course shall be placed on top of the sub-grade consisting of a minimum of 4 inch compacted type 4 material. The base course is to be applied to the width designed by the Village Highway Superintendent.

265 – 22: Sidewalks

Sidewalks may be required and shall be installed as follows:

- A. Sidewalks shall be installed at the expense of the subdivider, at such locations as the Planning Board may be deemed necessary.
- B. Sidewalks must be constructed to comply with the detail specifications of the Planning Board.
- C. Sidewalks shall be concrete {3000 pound minimum strength} or other approved material and shall have a minimum width of four {4} feet in residential areas, and five {5} feet in commercial and industrial areas. Sidewalks shall be four {4} inches thick, except at driveways crossings where the sidewalk shall be six {6} inches thick and reinforced.
- D. Sidewalk construction design shall include accommodations for the handicap.

§265 – 23: Utilities

Public utilities will be required and shall be installed at the expense of the subdivider in accordance with the following standards:

- A. **FIRE PROTECTION:** Hydrants to be of size, type, and location specified by the Insurance Services Organization, and shall be approved by the Village Engineer.
- B. **STREET LIGHTING:** When required, poles, brackets and lights to be of size, type and location approved by the local power company.
- C. **ELECTRICITY:** Power lines shall be placed underground and shall be approved by the local power company.

- D. **UTILITY SERVICES:** Shall be located from six {6} to eight {8} feet from the front property line to the centerline of the utility service between the sidewalk and curb line.
- E. **CABLE TELEVISIONS:** Cable television lines shall be placed underground. Developer shall contact the local cable company for locations of other requirements {telephones}.

§265 – 24. *Water Supply*

Adequate water supply shall be available to the subdivision. All water supply systems shall meet the requirements of the New York Sanitary Code, receive approval of the Planning Board, and be installed at the expense of the subdivider.

- A. All individual wells shall be designed in accordance with appendix 5-B of the New York State Sanitary Code, entitled “Rural Water Supply.” Test data shall be provided for at least ten {10}% of the proposed lots, and for each test well, a twelve-hour pump test shall be conducted. The results of such tests shall be submitted to the Planning Board.
- B. If, in the opinion of the Planning Board, it is feasible and desirable to require a public water supply system, such system shall receive approval of the New York State Department of Health.

§265–25: *Sewage Disposal*

Adequate sewage disposal systems shall be provided by the sub-divider, shall be installed at the expense of the sub-divider, and shall conform to the following requirements:

- A. All sewage disposal systems shall meet the requirements of the New York State Sanitary Code and receive approval of the Planning Board. Such requirements shall be in harmony with the Comprehensive Plan for the Village of Dexter.
- B. Individual septic systems shall be installed in accordance with Appendix 75-A of the New York State Sanitary Code, entitled “Waste Treatment-Individual Household Systems.” Perk tests and deep hole tests shall be performed for each lot in the subdivision.
- C. If, in the opinion of the Planning Board, it is feasible and desirable to require a Community sanitary sewage system, such system shall receive any necessary approvals from the New York State Department of Health Environmental Conservation.

§265-26. Underground Utilities

Underground utilities shall be placed, wherever possible, in the street right-of-way between the paved street way and the street line to simplify location and repair of utilities. Underground service connections shall be installed to the lot line of each lot for all required utilities prior to street pavement. Where topography is such as to make impractical the inclusion of underground utilities within the street right-of-way, perpetual unobstructed easements at least fifteen {15} feet wide shall be provided with satisfactory access to the street. Such easements shall be clearing and graded where required.

§265 – 27: Lots

- A. **LOCATION**: All lots shall abut by their full frontage on public streets to ensure suitable access.
- B. **DIMENSIONS**: The lot size, width, depth, shape and area shall comply with Chapter 325, Zoning, of the Code of the Village of Dexter
- C. **DOUBLE FRONTAGE LOTS**: Fronting on two streets other than the corner lots, shall be discouraged.
- D. **PEDISTRIAN EASEMENTS**: In order to facilitate pedestrian access from streets to school, parks, play areas or nearby streets, perpetual unobstructed easements, at least twenty {20} feet wide, may be required by the Planning Board. In heavy traffics areas, sidewalks may be required in addition.
- E. **SETBACK**: The provisions of the Village’s Zoning Law shall apply regarding setback lines.
- F. **LOT LINES**: Side lot lines shall be approximately at right angles of the street or redial to curved streets. On large size lots and except when indicated by topography, lot lines shall be straight. Other arrangements of lot lines may be approved by the Planning Board if topography, development plans, or other factors indicate such to be advantageous.
- G. **CORNER LOTS**: Lots for residential use shall have extra width to permit appropriate building setbacks from and orientation to both streets.
- H. **AREA VARIANCE**: Notwithstanding any provision of law to the contrary, where a plat contains one or more lots which do not comply with the Village of Dexter Zoning Law, application may be made to the Village of Dexter Zoning Board of Appeals for an area variance pursuant to Section 267b and 7-712 {b} of Village Law, without the necessity of a decision or determination of an administrative official charged with the enforcement of the zoning regulation. In reviewing such application, the Zoning Board of Appeals shall request the Planning Board to provide a written recommendation concerning the proposed variance.

§265 – 28: Unique and Natural Features

Unique physical features such as historic landmarks and sites, rock outcrops, hill top lookouts, desirable natural contours, and similar features shall be preserved where possible. Also streams, lakes, ponds and wetlands shall be left unaltered and protected by easements. All surface must be graded and restored within {6} months of completion of the subdivision so that no unnatural mounds or depressions are left. Original topsoil moved during construction shall be returned and stabilized by approved methods. Damage to existing trees should be avoided.

§265 –29: Public Open Spaces and Sites

Consideration shall be given to the allocation of areas suitably located for community purposes as indicated on the general plan and be made available by one of the following methods:

- A. Dedication to the Village.
- B. Reservation of the land for the use of property owners by deed or covenant.
- C. Reservation for acquisition by the Village within a reasonable period of time. Said reservation shall be made in such manner as to provide for a release of the land to the sub-divider in the event that the Village does not proceed with the purchase.
- D. If the Planning Board determines that suitable park or parks of adequate size cannot be properly located in the plat or are otherwise not practical, the Board may require as a condition to approval of the plat that a payment to the Village of a sum to be determined by the Village Board, which sum shall constitute a trust fund to be used by the Village exclusively for neighborhood parks, playgrounds, or other recreational purposes, including the acquisition of property.
- E. The Planning Board may require the reservation of such other areas or sites of a character, extent and location suitable to the needs of the Village as water plants, sewage treatment plant and other community purposes not anticipated in the general plan.

§265 – 30: Land Suitable for Subdivision

As a safety measure for the protection of the health and welfare of the people of the Village, that portion of land which is found to be unsuitable for subdivision due to harmful features {e.g., drainage problems}, shall not be subdivided until adequate methods are formulated by the sub-divider and approved by the Planning Board. Before final approval, the sub-divider shall, in lieu of the improvements, furnish a surety bond or certified check covering the cost of the required improvements as indicated in Article IV of this chapter.

ARTICLE VI: INSTALLATION OF IMPROVEMENTS

§265 – 31: Installation Guaranty

In order that the Village has the assurance that the construction and installation of such improvements as storm sewers, public water supply, sewage disposal, landscaping, street signs, sidewalks, parking, access facilities, and street surfacing will be constructed, the Planning Board shall require that the sub-divider complete said before final approval is granted, or that the sub-divider shall enter into one of the following agreements with the Village:

{A.} Furnish a bond executed by a surety company equal to the cost of construction of such improvements as shown on the plans and based on an estimate furnished by the applicant and approved by the Planning Board. Costs should be considered as future costs. Such bond shall require the approval of the Village Board and Village Attorney as to the form, sufficiency, and manner of execution and surety.

{B} In lieu of a bond, deposit cash, a certified check, an irrevocable bank letter of credit, a certificate of deposit, or other form of financial security acceptable to the Village, in sufficient amount equal to the cost of construction of such improvements as shown on the plans and based on the above estimate. Interest income from the deposit will be applied as necessary to offset any shortfall. Acceptable substitutes, if furnished, shall be kept on deposit with the Village for the duration of the bond period.

§265 – 32: Maintenance Guaranty

- A. In order that the Village has the assurance that the improvements mentioned above function properly for a reasonable period of time, the applicant shall enter into an agreement with the Village upon completion of the work required under the installation guaranty so that:
1. Such work is guaranteed for a minimum of one {1} year after it is completed and inspected.
 2. Such work is guaranteed for a minimum of ten percent {10%} of the total improvement costs or five thousand dollars {\$5000.00}, which is ever greater.
- B. The method of providing the maintenance guaranty shall meet the approval of the Village Board and the Village Attorney.

§265 – 33: Conditions

- A. Installation and maintenance guaranties to the Village shall provide that the sub-divider, his heirs, successors, and assigns, their agents or servants, will comply with all applicable terms, conditions, provisions, and requirements of this Local Law; and will faithfully perform and complete the work of constructing and installing such facilities or improvements in accordance with such laws and regulations.

- B. Any such guaranty evidenced by a bond shall require the approval of the Village Board and the Village Attorney as to form, sufficiency, manner of execution, and surety, and whenever a certified check is made, the same shall be made payable to the Village of Dexter.

§265 – 34: Extension of Time

The construction or installation of any improvements or facilities, other than streets, for which guaranty has been made by the sub-divider in the form of a bond or other acceptable deposit as indicated above, shall be completed within one {1} year from the date of the final plat or such other time as may have been agreed to by the Village Board of Trustees. Street improvements shall be completed within two {2} years from the date of approval of the final plat or such other time as agreed to by the Village Board of Trustees. The sub-divider may request an extension of time, provided he can show reasonable cause for inability to perform said improvements within the required time. The extension shall not exceed six {6} months, at the end of which time the Village may use as much of the bond, cash, or check deposit, or letter of credit to construct the improvements as necessary. The same shall apply whenever construction of improvements is not performed in accordance with applicable standards and specifications. There shall be no extension of time given unless and until the bond, cash or check deposit, letter of credit or other approved financial security shall be extended as well and proof such extension shall be provided to the Village Board prior to granting an extension.

§265 – 35: Agreement; Schedule of Improvements

When an installation guaranty is made pursuant to Section 610 above, the Village and sub-divider shall enter into a written agreement itemizing the schedule of improvements in sequence with the cost opposite each phase of construction or installation. The agreement shall provide that each cost as listed may be repaid to the sub-divider upon completion and approval after inspection of such improvement or installation. However, ten percent {10%} of the cash or check deposit, performance bond, or letter of credit shall not be repaid to the sub-divider until one {1} year following the completion, inspection, and acceptance by the Village of all construction and installation covered by the said instrument as outlined in the sub-divider's contract.

§265 – 36: Modification of Requirements

Upon approval by the Village Board, the Planning Board, after due notice and a public hearing, may modify its requirements for any and all improvements, and the face value of the installation guaranty shall thereupon be increased or reduced by an appropriate amount so that the new face value will cover the cost in full of the amended list of improvements required by the Planning Board, and any security deposited with the installation guaranty may be increased or reduced proportionately.

§265 – 37: Inspections

Periodic inspections during the installation of improvements shall be made by the Village Enforcement Officer to insure conformity with the approved plans and specifications as contained in the sub-divider's contract and this law. The sub-divider shall notify the Village Enforcement Officer and/or the Village Highway Superintendent when each phase of improvements is ready for inspection. At least five {5} days prior to commencing construction of required improvements, the sub-divider shall pay to the Village Clerk the inspection fee, if applicable. Upon acceptable completion of installation and improvement, the Planning Board shall issue a letter to the sub-divider or his representative certifying the completion of such work which shall be sufficient evidence for the release by the Village of the portion of the performance bond, certified deposit or letter of credit as designated in the sub-divider's contract to cover cost of such completed work.

§265 – 38: Acceptance of Streets and Facilities

A. The following conditions must be met before the Village of Dexter considers acceptance of a dedicated facility such as street, water, sewer, storm sewer, street lighting, sidewalks or parks;

For every mile of dedicated facilities in the following criteria must be met:

{1} Facilities must be built to the Village specifications.

{2} Developer or property owner is responsible to contact the Village Highway Superintendent for inspection and approval for each step of the facility construction.

{3} Maintenance and bond is to be provided to hold the Village of Dexter harmless and to insure that the facilities will be serviceable for a three {3} year period from the date that the Village accepts the facilities.

{4} In the event that the facilities in question is less than or greater than one mile, the above requirements will be prorated.

{5} The Village reserves the right to adjust or deviate from these conditions if the best interest of the Village of Dexter will be served.

B. When the Village Enforcement Officer and the Village DPW Superintendent, following final inspection of the subdivision, certify to the Planning Board and the Village Board that all installation and improvements have been completed in accordance with the sub-divider's contract, the Village Board may, by resolution, proceed to accept the facilities for which installation and maintenance guaranties have been provided.

§265 – 39: Default

In the event that any required improvement has not been installed within the term of the agreement or guaranty, the Village Board may thereupon declare the guaranty or agreement to be in default and collect the sum remaining payable thereunder; and upon the receipt of the proceeds thereof, the Village shall install such improvements as are covered by such security and as commensurate with the extent of building development that has taken place in the subdivision but not exceeding in cost the amount of such proceeds.

ARTICLE VII: MISCELLANEOUS PROVISIONS

§265 – 40: Penalties for Offenses

- A. Any person, firm or corporation who commits an offense against, disobeys, neglects or refuses to comply with or resist the enforcement of any of the provisions of this Chapter shall, upon conviction, be deemed guilty of a violation, punishable by a fine of not more than \$250.00 or by imprisonment for not exceeding six {6} months, or by both such fine and imprisonment. Each week an offense is continued shall be deemed a separate violation of this chapter

- B. In addition to the penalties provided by statute, the Village Board may also maintain an action or proceeding, in the name of the Village in a court of competent jurisdiction to compel compliance with or to restrain by injunction the violation of this Chapter.

§265 – 41: Certification and Filing with County

The Village Board Clerk is hereby directed to forthwith file a certified copy of this chapter with the clerk of Jefferson County.

§265 – 42: Amendments

The Village Board may amend, supplement or change these regulations by local law, as provided for in Section 10 of Municipal Home Rule Law, after referral to and recommendation of the Planning Board.

§265 – 43: Severability

If any clause, sentence, paragraph, section or part of this local law shall be adjusted by any court of competent jurisdiction to be invalid, such judgment shall not effect, impair or invalidate any other clause, sentence, paragraph, section or part of this local law.

§265 – 44: Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

SUBDIVISION OF LAND

265 ATTACHMENT 1

VILLAGE OF DEXTER

ACCEPTANCE OF DEDICATED STREETS

The following conditions must be met before the Village of Dexter considers acceptance of a dedicated street.

For every mile of dedicated street, the following criteria must be met:

1. Street to be built to village specifications.
2. Developer or property owner is responsible to contact the Village Highway Superintendent for inspection and approval for each step of street construction.
3. In the event that the street in question is less than or greater than one mile, the above requirements will be prorated.
4. A maintenance bond or other acceptable security is to be provided to hold the Village of Dexter harmless and to insure that the street will be serviceable for a three {3} year period from the date that the Village accepts the streets.
5. The Village reserves the right to adjust or deviate from these conditions if the best interest of the Village of Dexter will be served.