



Town of New Paltz Planning Board

SUBDIVISION APPLICATION

Date Received _____ Fee Paid _____ File No. PB _____

Eligible Meeting Date _____ Date Paid _____ Scheduled Meeting Date _____

*****OFFICE USE ONLY – DO NOT WRITE ABOVE THIS LINE*****

Owner/Applicant Information

Owner of Record Name and Address _____

Applicant's Name and Address _____

Applicant's Telephone Number _____ E-Mail _____

Professional Consultant's Name and Address _____

Consultant's Telephone Number _____ E-Mail _____

Property Information

Property Location _____

Tax Map SBL# _____ Current Zoning _____

Total Site Area _____ acres Property Frontage Length _____ feet

Describe current land use (i.e., vacant, woodland, farmland, developed, etc.) _____

Any easements or restrictions on the land? (If so, describe) _____

Is the property located within 500 feet of an Agricultural District? ☐ Yes ☐ No

Subdivision Proposal Information

Type of subdivision: ☐ Standard, conventional ☐ Lot line revision

Number of lots proposed _____ Average lot size _____

Will a private road, public road, community water system or central sewer system be proposed?

☐ Yes ☐ No (If Yes, describe) _____

Environmental Setting Information

Site affected by (check all that apply):

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> State or Federal wetland(s) | <input type="checkbox"/> Watercourse(s) | <input type="checkbox"/> Floodplain |
| <input type="checkbox"/> Steep Slopes (greater than 15%) | <input type="checkbox"/> Archaeological or Historic Resources | |
| <input type="checkbox"/> Visual Resources | <input type="checkbox"/> Potentially Significant Habitat Areas | |
| <input type="checkbox"/> Past Agricultural Pesticide Applications <input type="checkbox"/> Important Natural Features (i.e., part of contiguous forest >200 acres, shrubland, or meadow >10 acres; large rock outcrops) | | |
| <input type="checkbox"/> New Paltz Priority Biodiversity Area (available at http://arcg.is/14jDLP) <input type="checkbox"/> Hydric Soils | | |

I hereby certify the above information to be true and correct according to my knowledge and belief.

Applicant's Signature _____ Date: _____

Note: This application must include the subdivision checklist which follow this page.



**Town of New Paltz
Planning Board
SUBDIVISION CHECKLIST**

A) PRE-APPLICATION REVIEW

NAME OF PROPOSED PROJECT: _____

LOCATION OF PROPOSED PROJECT: _____

NAME OF APPLICANT: _____

This Checklist includes the minimum information required before the Planning Board will consider the subdivision application ready for its consideration. However, this Checklist should not be construed to imply that no additional information will be required to qualify for the Board's review consideration, since unique features of certain properties and certain land uses require more detailed investigation and disclosure than others. For full plan and report requirements, the applicant must refer to applicable regulations, specifications and standards, as detailed in the Town Zoning Code (Chapter 140).

Applicants or their professional consultants must fill out this Checklist, certifying that all of the items have been addressed, and attach a written explanation which provides the specific reason why a particular item might not be applicable due to site-specific circumstances. Until all Checklist items have been completed, along with specific explanations for all items not included, the application will not be eligible for the Board's consideration of Sketch Plan Review. This Checklist (and written explanation of omitted items, if applicable) must be submitted with the **Subdivision Application form** before it can be scheduled for review by the Planning Board.

Additionally, the Applicant must submit a written **Project Description Narrative report**, which concisely describes the proposed project, addressing: 1) its location; 2) the type and purpose of the proposed development; 3) the property's existing condition and use; 4) the zoning district in which it is located; 5) the scope of the proposed development (i.e., project acreage, number of lots, typical lot size, total area of land disturbance); 6) any potential impact on the immediate area (i.e., aesthetics, drainage, natural resources, compatibility with neighboring uses, etc.), and 7) potential impacts on community services (i.e., school, traffic network, utilities, emergency services, etc.). This required Narrative should be limited to one typewritten page. The required Narrative must be submitted with the Subdivision Checklist (including written explanation of omitted items, if applicable) and Subdivision Application form before the project can be scheduled for review by the Planning Board.

B) PRELIMINARY DOCUMENTS REQUIRED FOR SUBMITTAL: (sheet size shall be 22" X 34", 30" X 42" or 36" X 48", folded to 8 ½" x 11"). All information to be shown at a scale not less than 1" = 100', or larger. When the plan consists of multiple sheets with match lines, a 1" = 200' overall plan must also be submitted.

If plans are being submitted for Conceptual Review or Sketch Plan Review, indicate which items are in compliance at time of submission. Written explanation of any items not provided must be included with narrative. Certain items may not be required at this time. This determination will be made by the Building Department and/or the Planning Board Chairman prior to assigning a date for application review by the Planning Board.

Preliminary approval documents and plans shall ultimately include the following unless specifically waived by the Planning Board upon written request of the applicant.

	MAP INFORMATION (NOTE: DEED DESCRIPTION IS REQUIRED ALONG WITH SURVEY MAP OF TRACT BOUNDARIES MADE AND CERTIFIED BY A LICENSED LAND SURVEYOR)	YES	NO
A.	Title block with: the proposed subdivision name; identifying title; the words “Town of New Paltz, Ulster County, New York;” the name of the map preparer; location of site; date of map; and submission record with revision dates per § 121-12 C. of the Town code.		
B.	The name and address of the record owner or owners of the land.		
C.	The name and address of the sub divider, if other than the owner.		
D.	A vicinity map at a scale of not less than 1” = 2000’ and an area (tax) map showing the tax parcels within 500’ of the site.		
E.	A vicinity map, drawn at a scale of one inch equals not more than 600 feet, showing the relation of the proposed subdivision to the adjacent properties and to the general surrounding area indicating items described in § 121-14 B. of the Town code.		
F.	North arrow and graphic map scale on all maps submitted.		
G.	An <u>existing conditions map</u> showing <u>only</u> the location of all <u>existing buildings and structures (with setback dimensions); sidewalks and other <u>man-made and natural features</u> on the property, including fences; hedges; isolated trees having a diameter at breast height (dbh) of 12 inches or more; rock outcrops; retaining walls and stone walls and existing topographic data as required by § 121-14 A. of the Town code.</u>		
H.	A <u>proposed subdivision and site improvement map</u> showing <u>both</u> the existing conditions and proposed conditions as required by § 121-14 A of the Town Code.		
I.	List of items to be included on maps (explain omissions in project narrative).		
J.	Existing zoning district, with district boundaries on or within 500’ of the site.		
K.	Names of all adjoining property owners, including those across streets, roadways, rights of way and easements, including Tax Map SBL #s.		
L.	Boundary survey information of property, road names, easements, and rights of way with map and deed references.		
M.	The location of streams, 100-year flood zones, waterbodies and wetlands, with applicable regulated buffer areas depicted on the plan.		
N.	MAP INFORMATION (Continued)	YES	NO
O.	The location of all utilities (water, sewer, electric, telephone and gas) on or nearby the property.		
P.	The location of all culverts and drainage facilities on or nearby the property, with pipe sizes, materials and grades.		
Q.	Ground elevations of the tract: Minimum two-foot contour intervals on the parcel and extending 100 feet beyond the property boundary lines. Five-foot contour intervals may be utilized for areas of land slopes greater than 20%. Additionally, include spot elevations on lands that slope less than 2% per § 121-14 A. (1) (a) [5].		
R.	The location of existing water supply wells, if present.		
S.	The location of existing wastewater disposal facilities, if present.		
T.	The location of existing landscaping areas.		
U.	The proposed conventional lot (with lot numbers) and street layout, with setback lines and approximate dimensions.		
V.	Sight distance dimensions at intersections with existing streets and roadways.		
W.	Proposed utilities and schematic size and location of proposed stormwater management facilities, proposed easements.		
X.	Approximate limits of clearing and grading.		
Y.	Proposed landscaping.		
Z.	Stamp and signature of licensed land surveyor (and engineer where roadways, drainage, utilities or similar improvements are being proposed).		

SUBMISSION ITEM	YES	NO	DATE ACCEPTED	COMMENTS
Subdivision Application Form complete				
Letter of Agent attached (if required)				
Project Description Narrative report				
Deed description per § 121-14 C.				
Environmental Assessment Form				
Subdivision Checklist complete				
Application review fee paid				
Existing conditions map submitted				

C. ENVIRONMENTAL INFORMATION (Check boxes which apply.)

	Type I	Type II	Unlisted	Exempt
SEQRA Classification				
	Short EAF	Full EAF	Not Applicable	
Environmental Assessment Form Submitted				

D. APPROVALS

LAND USE DESCRIPTION	YES	NO	N/A
Access to Public Street provided?			
Land for proposed development lies totally within the Town?			
Variance(s) required <input type="checkbox"/> and/or granted <input type="checkbox"/> (check boxes that apply)			
Previous site plan approvals granted, approved map copy provided?			
County Planning Board referral required?			
Town Street, County or State Highway access approval required?			
Town Street, Private Road, Public Water or Sewer proposed?			
County Health Dept. approval required?			
NYSDEC Stormwater Discharge Permit required?			
NYSDEC Wastewater SPDES Discharge Permit required?			
Property located within the designated floodplain area?			
Wetland (State or Federal) Disturbance Permit or Stream Disturbance Permit(s) or Water Quality Certification required?			

**** **APPLICANT'S SUBMITTAL INFORMATION COMPLETENESS CERTIFICATION** ****

I hereby certify that I have carefully reviewed the above-listed Town's requirements for the review of subdivision applications, including each of the checklist items listed above, have accurately addressed these requirements and certify to the best of my knowledge and belief that all requirements have been met. I further understand that any required item that is determined by the Town Planning Board to have been inadequately addressed will delay the processing of the attached application and will result in additional review expense.

By: _____
Applicant or Agent for the Applicant

Date: _____

OWNER'S AFFIDAVIT

The undersigned states and declare(s) that:

1. I am the owner of property ("the Property") located at:

Street Address: _____

Tax Map Section-Lot-Block No. _____

2. I have attached a copy of the deed giving me a fee title interest in the Property, which is recorded in the Office of the Ulster County Clerk at 244 Fair Street, 2nd Floor, Kingston, NY 12401.

3. I am making, or if I am not the applicant, have agreed and consented to allow: _____
_____ to make an application to the Town of New Paltz for land use approval(w) from the Town of New Paltz Planning Board and/or Zoning Board of Appeals that will, if granted benefit the Property.

4. I have the legal right to make or authorize the making of said application.

5. To the best of my knowledge and belief, the statement made in that application are true and correct.

6. I hereby authorize _____ to act as my representative in all matters regarding said application(s).

7. I expressly grant permission to the Planning Board/Zoning Board of Appeals and its authorized representatives to enter upon the Property, at all reasonable times for the purpose of conducting inspections and becoming familiar with site conditions. I acknowledge and agree that I may revoke this grant of permission **in writing**, and that such revocation will constitute an immediate withdrawal of my land use application(s) and no further action will be taken until or unless a new application is submitted to, and accepted by, the Town of New Paltz Building Department.

8. I acknowledge and agree that the Town of New Paltz may incur substantial costs in review of any land use application, and that the applicant and the property owner are jointly and severally responsible for the payment of all application fees, application review fees, and inspection fees incurred by the Town during the review of this application, including all reasonable engineering, legal and consultant review fees and related costs, that are necessary for the complete and proper review of this application, including environmental review fees.

Applicant's Acknowledgment Signature: _____

9. I acknowledge and agree that while the Town will endeavor to have the person or entity who made the land application reimburse the Town for those fees, costs, or other expenses, in the event that they are not promptly paid, the owner is responsible if they are not promptly paid by the applicant, and if they are not promptly paid by the owner, the Town Board may determine that the fees, costs, or other expenses paid by the Town for which the Town has not been reimbursed shall be assessed, levied and collected as provided in Article VIII of Chapter 127 of the Town Code, and impose such costs upon the Property in the same manner as a Town tax.

10. Under penalty of perjury I declare that I have examined this affidavit and that it is true and correct.

Owner Signature: _____ Date: _____

Print Name/Title: _____

STATE OF _____)
)ss.:
COUNTY OF _____)

On ____ day of _____, 202____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/h/er/their capacity, and that by his/her/their signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

The Department of Environmental Conservation requires you complete and submit a Short Environmental Assessment Form (SEAF) Part 1 with your application.

This form must be completed online and can be found at:

<https://gisservices.dec.ny.gov/eafmapper/>

This online form requires your parcel information be added.

It will then generate a fillable PDF form specific to your property and some answers will have been answered by the software.

You must supply the remainder of information requested.

NOTE: Certain answers require additional information and detailed explanation.

Any “Yes” response must also include related details.

All fields must be filled in.

Print, and sign the last page prior to submission to the Planning/Zoning Secretary.

Questions? 845-255-0102 X 2



Town of New Paltz Planning Board Application Review and Administrative Fees

Effective January 2024 (*adopted January 4, 2024*)

Per Article IX – Planning and Zoning Fees of Town of New Paltz Code
Planning Board fees are non-refundable and subject to other requirements per
§140-59 to §140-62; §140-63; §140-66 to §140-69

Planning Board escrow deposits are subject to §140-60.1

FEE TYPE	DETAILS
Conceptual Review (not requiring consultants)	One conceptual review with the Planning Board will be granted at no charge.
Conceptual Review with Consultants*	At the discretion of the Planning Board Chair, a conceptual review requiring consultants may be granted. The fee of \$500.00 per consultant will be collected prior to the review. The conceptual review will not exceed ONE (1) hour.
Clearing and Grading	\$250.00 base fee, PLUS \$125.00 for each additional meeting after the first two (2) meetings, PLUS \$150.00 for each site visit required by the Planning Board Engineer.
Sign-related application review (separate from Building Department Permit fees)	A) <u>Individual sign application review</u> : \$150.00 B) <u>Master Sign Plan application review</u> : \$150.00 base fee PLUS \$50.00 per sign. C) <u>Simplified Sign Plan</u> (request for waiver of Sign Plan review by Planning Board: \$50.00)
Site Plan Review	A) <u>Residential</u> : \$500.00 base fee, PLUS \$150 per dwelling unit. B) <u>Non-residential</u> : \$150.00 base fee PLUS, fee per square foot Up to 1,000 SF: \$250.00 1,001-10,000 SF: \$2,500.00 10,001-20,000 SF: \$5,000.00 20,001+ SF: \$7,500.00 C) <u>Non-residential site changes only</u> : \$500.00 D) <u>Farm/Agriculture Site Plan</u> : \$450.00
Simplified Site Plan Review (waiver of site plan review)	\$550.00 Application must be in accordance with §140-51.3 and §140-51.4 of the Zoning Code.
Wetland Permit Short Form	No Charge
Wetland Permit Long Form	\$250.00
Steep Slope/Clearing Fee	\$250.00
Special Use Permit Applications	As determined by the Building Inspector.
Subdivision Review	A) <u>Subdivision application with no net gain of lots</u> : \$600.00 B) <u>Subdivision application creating one (1) or more lots</u> : \$750.00 PLUS \$200.00 for each additional lot.
Wireless Communications Facility	A) <u>Minor Facility</u> : \$575.00 base fee for the first three meetings and \$185.00 for each additional meeting. B) <u>Major Facility</u> : \$1400.00 for the first three (3) meetings and \$300.00 for each additional meeting.
Other Fees	Dormant Application Fee required after 12 months of no activity by the applicant, an application will be considered dormant. In order for the review process to begin again, a reinstatement fee of one-half of the initial application fee will be charged. 90 Day Extension Fee: \$75.00
Escrow Deposits	Escrow deposits will be determined upon initial application review. (As defined in Town Code Section §140-60.1)
Recreation Trust Fund Fees (in lieu of parkland set aside))	\$5,500.00 for each additional lot created by subdivision or each dwelling unit created by site plan.



Town of New Paltz Planning Board

Adele Ruger (Chair), Lyle Nolan (Deputy Chair), Matthew DiDonna,
Jane Schanberg, Adrian Capulli, Amanda Gotto, & Jennifer Welles
planzoneboard@townofnewpaltz.org

In-Person, Live-streamed/Recorded at 7:00 p.m. usually on the second and fourth Monday of each month,
at the Justice Court: 59 N. Putt Corners Road, New Paltz. Live streamed on YouTube:

https://www.youtube.com/channel/UCx_gKl1M_G1YAumRIihs_Q

2024 MEETING SCHEDULE

SUBDIVISION & SITE PLAN SUBMISSION DEADLINE AT NOON	SIGN PLAN DEADLINE AT NOON	PLANNING BOARD MEETING DATE
December 22, 2023, Friday	December 29, 2022, Friday	January 8, Monday
January 8, Monday	January 16, Tuesday	January 22, Monday
January 29, Monday	February 5, Monday	February 12, Monday
February 12, Monday	February 20, Tuesday	February 26, Monday
February 26, Monday	March 4, Monday	March 11, Monday
March 11, Monday	March 18, Monday	March 25, Monday
March 25, Monday	April 1, Monday	April 8, Monday
April 11, Thursday	April 18, Thursday	April 25, Thursday
April 29, Monday	May 6, Monday	May 13, Monday
May 16, Thursday	May 23, Thursday	May 30, Thursday
May 28, Tuesday	June 3, Monday	June 10, Monday
June 10, Monday	June 17, Monday	June 24, Monday
June 24, Monday	July 1, Monday	July 8, Monday
July 8, Monday	July 15, Monday	July 22, Monday
July 29, Monday	August 5, Monday	August 12, Monday
August 12, Monday	August 19, Monday	August 26, Monday
August 26, Monday	September 3, Tuesday	September 9, Monday
September 9, Monday	September 16, Monday	September 23, Monday
October 15, Tuesday	October 21, Monday	October 28, Monday
October 31, Thursday	November 7, Thursday	November 14, Thursday
November 12, Tuesday	November 18, Monday	November 25, Monday
November 25, Monday	December 2, Monday	December 9, Monday



Town of New Paltz Planning Board

**NOTE: Only one
(1) original of
this form should
be submitted
with your
application.**

PROJECT SUMMARY FORM

Date Received: _____

Fee Paid: _____

Escrow Initial Deposit: _____

Replenishment: _____

Name of Project: _____

Project Property Address: _____

Tax Map S-B-L: _____ PB#: _____

(Office use only – do not write above this line)

Owner Name: _____

Applicant: _____

Applicant's Address: _____

Applicant's Telephone Number: _____ E-Mail: _____

Escrow Guarantor/Payor: _____

Name/Title/Contact No. _____

Tax ID for Escrow Account: _____ (must complete W-9)

Signature of Owner/Applicant (or authorized agent) _____

Date _____

*NOTE: This form is used for bookkeeping purposes only.
It is **not** part of the public record of the Planning Board Application file.
This information will be used for monthly escrow billing only.*

NOTE: ONLY (1) ONE SIGNED ORIGINAL W-9 SHOULD BE FILED WITH YOUR APPLICATION

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ► Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
2 Business name/disregarded entity name, if different from above		
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
	<input type="checkbox"/> Other (see instructions) ► _____	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>		
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► _____	Date ► _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.