

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 _____ acres

Will a private road, public road, community water system or central sewer system be proposed?
 Yes No (If Yes, describe) _____

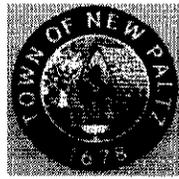
Environmental Setting Information

Site affected by (check all that apply):

- State or Federal wetland(s)
- Floodplain
- Historic Resources
- Visual Resources
- Important Natural Features
(i.e., old-growth forest, stone walls, hedgerows, etc.)
- Watercourse(s)
- Archaeological Resources
- Steep Slopes (greater than 15%)
- Potentially Significant Habitat Areas
- Past Agricultural Pesticide Applications

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

By: _____ Date: _____



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 Subdivision Code (Chapter 121) and the related 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" by 34", 30" by 42" or 36" by 48", folded to 8 1/2" 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
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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 showing only the location of all existing buildings and structures (with setback dimensions); sidewalks and other man-made and natural features 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 proposed subdivision and site improvement map showing both 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, waterbodies and wetlands, with the 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 to be subdivided lies totally within the Town?			
Variance granted, copy of decision provided?			
Previous subdivision 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?			
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: _____