

ITEMS NEEDED FOR SUBDIVISION APPLICATIONS

1. The **Original** Application form and **Twelve (12)** Copies.
2. **Thirteen (13)** Copies of Subdivision Map.
3. The **Original** and **Twelve (12)** Copies of the Environmental Form (Short or Long)
4. **Stamped, Self-Addressed Envelopes** of all property owners within a 500' radius of the entire parcel of land.
5. **New Applications must be submitted Three (3) Weeks** prior to the Planning Board meeting by 12:00 noon.
(Meetings are the Third (3rd) Tuesday of every month).
6. **Submittals for current applications must be submitted Two (2) weeks** prior to the Planning Board meeting by 12:00 noon.
(Meetings are the Third (3rd) Tuesday of every month).
7. **Two (2) Checks, for new application submissions** (as stated on attached sheet) made out to the **Town of Wawarsing**.
 - A). Check # 1 is for Subdivision Application.
 - B). Check # 2 is for Consultant Fees.

PROCEDURES AND REQUIREMENTS

TO WHOM IT MAY CONCERN:

This package of information and forms is provided to assist the applicant in the preparation of a submission of a Site Plan, Special Use Permit, a Subdivision or a Lot Line Revision to the Town of Wawarsing Planning Board. In most cases the application will be prepared initially by a licensed Professional Engineer, Architect, Surveyor or by a Land Planner. Since in almost every case such a professional will be required for the process and they should be retained as early as possible. The applicant should be aware that depending on the location, type and size of the project, additional reviews by State and County Agencies may be required.

The Zoning and Subdivision Regulations of the Town of Wawarsing require that the applicant must present plans to the Secretary of the Planning Board. Submittals must be handed to the Planning Board Secretary at least (3) weeks prior to the next meeting, for new applications or (2) weeks prior to the next meeting for applications that are being revised. All Timber Harvest Applications must be (3) weeks prior to the next meeting. The Town of Wawarsing Planning Board meets the third (3rd) Tuesday of every month. When your application is complete it will be placed on the next available agenda. Completed packages shall include the following:

Subdivision/Lot Line Revisions:

1. Completed application form – original and twelve (12) copies.
2. Completed check list for the subdivision/lot line revision – original and twelve (12) copies.
3. Short or Long EAF (as appropriated) – original and twelve (112) copies.
4. Agent/Owner Proxy Statement and Owners Authorization – original and twelve (12) copies.
5. Stamped, Self-Addressed envelopes of all property owners within a 500' radius.
6. Thirteen (13) sets of plans.
7. Two checks made payable to the Town of Wawarsing, per fee schedule attached.

Site Plan/Special Use Permit:

1. Completed application form – original and twelve (12) copies.
2. Completed check list for the subdivision/lot line revision – original and twelve (12) copies.
3. Short or Long EAF (as appropriated) – original and twelve (112) copies.
4. Agent/Owner Proxy Statement and Owners Authorization – original and twelve (12) copies.
5. Stamped, Self-Addressed envelopes of all property owners within a 500' radius.
6. Thirteen (13) sets of plans.
7. Two checks made payable to the Town of Wawarsing, per fee schedule attached.

All fees for consulting and professional services that the Planning Board incurs during the review of the application will be the **responsibility of the applicant.** An advance deposit for these fees will be required and will be place in an Escrow Account with the Town.

- A) All application fees for special use permits, variance, site plans, subdivisions and other matters or land use, planning and development which are brought before any agent or agency of the Town of Wawarsing shall be in accordance with a table of fees for licenses and permits, which table shall be created by Resolution of the Town Board with assistance of the Planning Board and shall be maintained on a current bases and from recommendation of the Planning Board or upon initiation by the Town Board.
- B) Professional fees, deposits for services:
 - (1) The Town Board, the Planning Board, the Zoning Board of Appeals and the Building Department are empowered to charge an applicant the reasonable and necessary expense for professional fees incurred by any of those boards or the Building Department as a result of professional work required to be performed on behalf of any of said board or the Building Department as a result of the filing of any application seeking approval by that board or the Building Department. For purposes of this 112-63 a professional shall include but not be limited to Engineers, Attorneys, Planning Consultants, Architects, Traffic Consultants and Noise Consultant.
 - (2) Simultaneously with any filing of an application for approval of a development and prior to the commencement of the review of the application, the applicant or developer, as the case may be, shall deposit with the Town Supervisor a sum of money, as determined in Subsection B(9) which sum shall be used to pay the costs incurred by the Town for Engineering and legal services as described in this Section.
 - (3) Upon receipt of such sums, the Town Supervisor shall cause such monies to be place in a separate non-interest-bearing account in the name of the Town and shall keep a separate record of all such monies to deposited and the mane of the applicant or developer and project for which such sums were deposited.
 - (4) Upon receipt and approval by the Town Board of itemized vouchers from a professional for services rendered on behalf of the Town pertaining to the application, the Town Supervisor shall cause such vouchers to be paid out of the monies so deposited, and shall furnish copies of such vouchers to the applicant or developer at the same time such vouchers are submitted to the Town.
 - (5) The Town Board shall review and audit all such vouchers and shall approve payment of only such professional fees as are reasonable in amount and necessarily incurred by the Town in connection with the review, consideration

and approval of the application. For purpose of the foregoing, a fee part thereof is reasonable in amount if it bears a reasonable relationship to the average charge by professionals to the Town for services performed in connection with the approval or construction of a similar application, and in this regard the Town Board may take into consideration the magnitude of this application and any special conditions or consideration as the Town Board may deem relevant.

- (6) If at any time during or after the processing of such application or in the construction, inspection or acceptance of the proposed project there shall be insufficient monies on hand to the credit of such applicant or developer to pay the approved vouchers in full, or if it shall reasonably appear to the Town Supervisor that such monies will be insufficient to meet vouchers yet to be submitted, the Town Supervisor shall cause the applicant or developer to deposit additional sums as the Supervisor deems necessary or advisable in order to meet such expenses or anticipated expenses.
- (7) In the event that the applicant or developer fails to deposit such funds or such additional funds, the Town Supervisor shall notify, as applicable, the Chairman of the Planning Board or Zoning Board of Appeals. Town Board and/or Town's Code Enforcement Officer of such failure and any review, approvals, building permits or Certificates of Occupancy may be withheld by the appropriate board, officer or employee of the Town until such monies are deposited.
- (8) After final approval, acceptance and/or the issuance of a Certificate of Occupancy relating to any specific application, and after payment of all approved vouchers submitted regarding such development, and sums remaining on account to the credit of such applicant or developer shall be returned to such applicant or developer, along with a statement of the vouchers so paid.
- (9) The amount of the initial deposit for the various developments covered by this section, shall be as set forth in a schedule of deposits established from time to time by resolution of the Town Board. Said schedule shall remain in effect and shall apply to all applicants and developers until amended or revised by subsequent resolution.
- (10) The deposits required by this section shall be in addition to any application fees as may be required by other laws, rules, regulations or ordinances of the Town and shall not be used to offset the Town's general expenses for professional services for the several boards of the Town, or its general administration expenses.

PLANNING BOARD FEES:

MINOR SUBDIVISIONS 1 – 3 LOTS

1st Lot is \$400.00 and each additional lot is \$150.00

MAJOR SUBDIVISION 4 OR MORE LOTS

1ST Lot is \$1000.00 and each additional lot is \$500.00

The payment schedule for the above fees are as follows:

Sketch Plan Review	30%
Preliminary Review	50%
Final Review	20%

LOT LINE ADJUSTMENT/REVISION

If no Public Hearing is needed	\$250.00
If a Public Hearing is needed	\$350.00

PROFESSIONAL CONSULTANT FEES:

MINOR/MAJOR SUBDIVISIONS

1st two lots are \$3000.00 and each additional lot is \$700.00

The payment schedule for the above fees are as follows:

Sketch Plan Review	\$1000.00
Preliminary Review	Remainder of fees due

LOT LINE ADJUSTMENT/REVISION

If no Public Hearing is needed	\$1000.00
If a Public Hearing is needed	\$2000.00

<u>Special Meetings if needed are</u>	\$1000.00
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**TOWN OF WAWARSING
APPLICATION FOR
SUBDIVISION/SITE PLAN REVIEW**

DATE RECEIVED: _____ TOWN FILE NO: _____
(Application fees must be submitted with this application)

1. Title of Subdivision/Site Plan (Project name):

2. Owner of Lands to be Reviewed:

Name _____

Address _____

Phone _____

3. Applicant Information (If different than owner):

Name _____

Address _____

Phone _____

4. Subdivision/Site Plan Prepared By:

Name _____

Representative _____

Address _____

Phone _____

Fax _____

Email _____

5. Location of Lands to be Reviewed:

6. Zone _____ Fire District _____

Acreage _____ School District _____

7. Tax Map Designation: Section _____ Block _____ Lot _____

8. Project Description and Purpose of Review:

Detailed description of project (Use, Size, Number of Lots, etc.) _____

9. Easements or other restrictions on property:

(Describe generally) _____

FEE ACKNOWLEDGEMENT

The Town of Wawarsing Municipal Code sets forth the schedule of fees for applications to the Planning Board. The signing of this application indicates your acknowledgement of responsibility for payment of these fees to the Planning Board for review of this application, including, but not limited to escrow fees for professional services (planner/consultant, engineering, legal), public hearing and site inspection.

The undersigned hereby requests approval by the Planning Board of the above identified application and scheduling for an appearance on an agenda:

Signature _____

Title _____

Date: _____

NOTE: IF THIS APPLICATION IS SIGNED BY ANYONE OTHER THAN THE PROPERTY OWNER, A SEPARATE NOTARIZED STATEMENT OR PROXY STATEMENT FROM THE OWNER MUST BE SUBMITTED, AT THE TIME OF APPLICATION, AUTHORIZING THIS APPLICATION.

DISCLOSURE ADDENDUM STATEMENT TO APPLICATION, PETITION AND REQUEST

Mindful of the provisions of Section 809 of the General Municipal Law of the State of New York, and of the Penal provisions thereof as well, the undersigned applicant states that no State Officer, Officer or Employee of the Town of Wawarsing, or Ulster County, has any interest, financial or otherwise, in this application or with, or in the applicant as defined in said Statute, except the following person or persons who is or are represented to have only the following type of interest, in the nature and to the extent hereinafter indicated:

_____ NONE
_____ NAME, ADDRESS, RELATIONSHIP OR INTEREST (financial or otherwise)

This disclosure addendum statement is annexed to and made a part of the petition, application and request made by the undersigned applicant to the following Board or Officer of the Town of Wawarsing.

_____ TOWN BOARD
_____ PLANNING BOARD
_____ ZONING BOARD OF APPEALS
_____ ZONING ENFORCEMENT OFFICER
_____ BUILDING INSPECTOR
_____ OTHER

DATED _____

INDIVIDUAL APPLICANT _____

CORPORATE OR PARTNERSHIP APPLICANT _____

BY: _____
(Pres.) (Partner) (Vice-Pres.) (Sec.) (Treas.)

AGENT/OWNER PROXY STATEMENT

For submittal to the: TOWN OF WAWARSING PLANNING BOARD

_____, deposes and says that
(OWNER)

he/she resides at _____ in the
(OWNER'S ADDRESS)

County of _____ and State of _____ and that he is the owner of
property tax map designation number Section _____ Block _____ Lot _____
which is the premises described in the foregoing application and that he designates:

(Agent Name & Address)

(Name & Address of Professional Representative of Owner and/or Agent) as his agent to make
the attached application.

***THIS DESIGNATION SHALL BE EFFECTIVE UNTIL WITHDRAWN BY THE OWNER OR UNTIL TWO
(2) YEARS FROM THE DATE AGREED TO, WHICH EVER IS SOONER.***

(Owner's Signature)

Owner's Signature (MUST BE NOTARIZED)

NOTARY PUBLIC

SWORN BEFORE ME THIS:

_____ DAY OF _____ 20____

Agent's Signature (If Applicable)

Professional Representative's Signature

PLEASE NOTE: ONLY OWNER'S SIGNATURE MUST BE NOTARIZED.