# Village of West Haverstraw Site Plan/Subdivision Check-List

Art. XVI, Chapter 250-82

1) **1 Fully Completed Site Plan Application plus 15 copies**
2) Proper Filing Fee ($750.00)
3) Proper Filing Fee ($35.00 per parking space – if revision of site plan and parking is not being altered fee does not apply)
4) **Sixteen (16) copies of the proposed development plan prepared by a licensed professional engineer or architect with the following information included:**

Chapter 250-82 D

a) ____The names of all owners of record of all adjacent properties.
b) ____Existing zoning boundaries.
c) ____Boundaries of the property, building and setback lines, if different from those required in the zoning provisions of this Chapter, in line of existing streets and lots as shown on the Village's Official Map. Reservations, easements and areas dedicated to public use, if known, shall be shown.
d) ____A violations search for the proposed site development plan.
e) ____A survey showing all lengths, in feet and decimals of a foot, and all angles shall be given to the nearest second or closer if deemed necessary by the surveyor.
f) ____A copy of any covenants or deed restrictions that is intended to cover all or any part of the tract.
g) ____Existing buildings – a drawing showing the location of the existing buildings on all adjacent properties within 10 feet of the adjacent properties.
h) ____Topographic data – existing contours with intervals of two feet or less, referred to a datum satisfactory to the Board.
i) ____The location of existing watercourse, marshes, wooded areas, rock outcrops, single trees with a diameter of six inches or more, measured four feet above the base of the trunk, and other significant existing features.
j) ____The title of the development, date, north point, scale, name and address of the record owner, engineer, architect, land planner or surveyor preparing the site development plan.
k) ____The proposed use or uses of the land and buildings and proposed location of the buildings.
l) ____All means of vehicular access to the land and egress from the site onto public streets.
m) ____The width of streets and sidewalks abutting the lot in question.
n) ____The location and design of any off-street parking areas or loading areas.
o) ____The location of all existing and proposed waterlines, valves, hydrants, grades and pipe size and all sewer lines.
p) ____The proposed location, direction, power and time of proposed outdoor lighting.
q) ____Existing and proposed stromwater drainage system, including culvers. Data shall include depth, grades and pipe size and calculations.
r) ____Proposed electric and telephone lines.
s) ____The location of all uses not requiring a structure.
t) ____The necessary tabulated computations to establish conformity with bulk and density regulations, showing required, proposed and identified variances, if any.
u) ____All proposed lots, easements and public community areas; and all existing and proposed streets with profiles indicating grading and cross sections showing widths of roadways, the location and widths of sidewalks and location and size of utility lines. All lengths shall be in feet and hundredths of foot, and all angels shall be given to the nearest second.
v) ____All proposed grades, including spot elevations.
w) ____The proposed screening and/or landscaping as shown on a planting plan.
x) ____Where the applicant wishes to develop in stages, a site plan indicating ultimate development shall be presented for approval.
y) ____Elevations of all principal and accessory buildings incorporating the design and/or screening of any projection from the roof and a clear indication of material and colors to be utilized on the exterior of any structure.
z) ____The Planning Board may require additional data where it is warranted due to special conditions of the site or complexity of the proposed development.

# ROCKLAND COUNTY DEPARTMENT OF PLANNING REFERRAL FORM FOR GENERAL MUNICIPAL LAW REVIEWS

Municipality _____ Date _____

Board _____ Planning _____ ZBA _____ Town/Village

Filename _____
Contact Person _____
Address _____
_____

Referral Agencies
(Please indicate the agencies that have also received copies of this application)

_____ RC Highway Department
_____ RC Park Commission
_____ RC Environmental Management Council
_____ RC Drainage Agency
_____ RC Department of Environmental Health
_____ RC Sewer District #1
_____ NYS Department of Environmental Conservation
_____ NYS Department of Transportation
_____ NYS Thruway Authority
_____ Palisades Interstate Park Commission
_____ Adjacent Municipality _____
_____

Pursuant to the General Municipal Law Article 12-B, Section
239 (n) ___ Subdivision
239 (l) & (m): ___ Site Plan, ___ Variance, ___ Special Permit, ___ Zone Change/Amendment,
___ Other

Location of Parcel (s) _____
_____ Acreage of Parcel (s) _____

The Property in Question Lies Within 500 Feet of:

__ County Road
__ County Stream
__ County or State Park
__ The Long Path
__ Village, Town, or County Boundary
__ State Road, Thruway, or Parkway
__ County or State Land or Right-of-way

Map_____ Block_____ Lot (s) _____ Map Date _____
Map_____ Block_____ Lot (s) _____ Current Zoning _____

Brief Project Description _____
_____
_____

| Variances Needed (if applicable) | Required | Provided |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

# APPLICATION REVIEW FORM

## PART I

**Name of Municipality** _____ Date _____

*Please check all that apply:*

| | |
|---|---|
| _____ Planning Board | _____ Municipal Board |
| _____ Zoning Board of Appeals* | _____ Historical Board |
| *(Fill out* **Part II** *of this form.)* | _____ Architectural Board |
| _____ Subdivision | _____ Pre-preliminary/Sketch |
| _____ Number of Lots | _____ Preliminary |
| _____ Site Plan | _____ Final |
| _____ Special Permit | _____ Conditional Use |
| _____ Zoning Code Amendment | _____ Zone Change |
| _____ Variance | |

**Project Name:** _____

**Tax Map Designation:**

Section_____ Block_____ Lot(s)_____

Section_____ Block_____ Lot(s)_____

**Location:** On the _____ side of _____,

_____ feet _____ of_____ in the

town of _____hamlet/village of _____.

**Acreage of Parcel**_____ **Zoning District**_____

**School District**_____ **Postal District**_____

**Fire District**_____ **Ambulance District**_____

**Water District**_____ **Sewer District**_____

**Project Description:** *(If additional space required, please attach a narrative summary.)*

_____

_____

_____

_____

_____

_____

# APPLICATION REVIEW FORM

If **subdivision**:

1) Is any variance from the subdivision regulations required?_____
2) Is any open space being offered? ____ If so, what amount? _____
3) Is this a standard or average density subdivision?_____

If **site plan**:

1) Total size of building(s) in square feet _____
2) Proposed addition _____
3) Number of dwelling units _____

If **special permit**, list special permit use and what the property will be used for.

_____

_____

Are there **slopes greater than 25%**? If yes, please indicate the amount and show the gross and net area. _____

Are there **streams** on the site? If yes, please provide the names._____

Are there **wetlands** on the site? If yes, please provide the names and type._____

**Project History**: Has this project ever been reviewed before?_____

If so, provide a narrative, including the list case number, name, date, and the board you appeared before.

_____

_____

List tax map section, block & lot numbers for all other abutting properties in the same ownership as this project.

_____

_____

Applicant:_____Phone #_____

Address_____

Street Name & Number (Post Office) State Zip code

Property Owner:_____Phone #_____

Address_____

Street Name & Number (Post Office) State Zip code

Engineer/Architect/Surveyor:_____Phone #_____

Address_____

Street Name & Number (Post Office) State Zip code

# APPLICATION REVIEW FORM

Attorney:_____Phone #_____

Address_____

Street Name & Number (Post Office) State Zip code

Contact Person:_____Phone #_____

Address_____

Street Name & Number (Post Office) State Zip code

This property is within 500 feet of:
*(Check all that apply)*

IF ANY ITEM IS CHECKED, A REVIEW MUST BE DONE BY THE ROCKLAND COUNTY COMMISSIONER OF PLANNING UNDER THE STATE GENERAL MUNICIPAL LAW, SECTIONS 239 K, L, M, AND N.

_____ State or County Road
_____ Long Path
_____ Municipal Boundary
____ State or County Park
____ County Stream
____ County Facility

List name(s) of facility checked above. _____

_____

**Referral Agencies**: *(Please make sure that the appropriate agencies as needed received copies of your application and plans for their review.)*

_____ RC Highway Department
_____ RC Drainage Agency
_____ RC Soil and Water Cons. Dist.
_____ NYS Dept. of Transportation
_____ NYS Thruway Authority
_____ Adjacent Municipality _____
_____ RC Park Commission
_____ RC Environmental Management Council
_____ RC Dept. of Environmental Health
_____ NYS Dept. of Environmental Conservation
_____ Palisades Interstate Park Comm.

**TO ALL APPLICANTS - YOU MUST SEND COPIES OF APPLICATIONS AND PLANS TO:**

Mr. William Speckenbach
Regional Manager
Orange and Rockland
75 West Route 59
Spring Valley, NY 10977

I have informed the above checked agencies and Orange and Rockland on _____.

_____
Signature

_____
Date

## Applicant's Signature and Certification

State of New York)
County of Rockland) SS.:
Town/Village of _____)

I, _____, hereby depose and say that all the above statements contained in the papers submitted herewith are true.

_____
Mailing Address _____
_____
_____

SWORN to before this
_____day of_____, 19_____

_____
Notary Public

## Owner/Applicant's Consent Form to Visit Property

I, _____, owner/applicant of the property described in application submitted to the town/village board, planning board, zoning board of appeals, and/or supporting staff, do hereby give permission to members of said boards and/or supporting staff to visit the property in question at a reasonable time during the day.

_____
Owner/Applicant

SWORN to before this
_____day of_____, 19_____

_____
Notary Public

## Affidavit of Ownership/Owner's Consent

State of New York)
County of Rockland) SS.:
Town/Village of _____)

I,_____ being duly sworn, hereby depose and say that I reside at:_____

_____

in the county of_____in the state of_____.

I am the (* _____ ) owner in fee simple of premises located at:

_____

_____

described in a certain deed of said premises recorded in the Rockland County Clerk's Office in Liber _____ of conveyances, page _____ .

Said premises have been in my/its possession since 19_____. Said premises are also known and designated on the Town of _____ Tax Map as:

section _____ block _____ lot(s) _____

.

I hereby authorize the within application on my behalf, and that the statements of fact contained in said application are true, and agree to be bound by the determination of the board.

Owner _____

Mailing Address _____

_____

SWORN to before this

_____day of _____, 19_____

_____

Notary Public

* *If owner is a corporation, fill in the office held by deponent and name of corporation, and provide a list of all directors, officers and stockholders owning more than 5% of any class of stock.*

## Affidavit Pursuant to Section 809 of the General Municipal Law

State of New York)
County of Rockland) SS.:
Town/Village of _____)

I, _____, being duly sworn, hereby depose and say that all the following statements and the statements contained in the papers submitted herewith are true and that the nature and extent of any interests set forth are disclosed to the extent that they are known to the applicant.

1. Print or type full name and post office address

_____

_____

_____

_____

certifies that he is owner or agent of all that certain lot, piece or parcel of land and/or building described in this application **and if not the owner that he has been duly and properly authorized to make this application and to assume responsibility for the owner** in connection with this application for the relief below set forth:

2. To the _____ of the Town/Village of
(Board, Commission or Agency)
_____, Rockland County, New York:

Application, petition or request is hereby submitted for:

( ) Variance or modification from the requirement of Section _____;
( ) Special permit per the requirements of Section _____;
( ) Review and approval of proposed subdivision plat;
( ) Exemption from a plat or official map;
( ) An order to issue a certificate, permit or license;
( ) An amendment to the Zoning Ordinance or Official Map or change thereof;
( ) Other (*explain*) _____;

_____

To permit construction, maintenance and use of _____

_____

_____

3. Premises affected are in a _____zone and from the town of

_____ tax map, the property is know as Section _____,

Block, _____, Lot(s) _____.

4. There is no state officer, Rockland County Officer or employee or town/village officer or employee nor his or her spouse, brother, sister, parent, child or grandchild, or a spouse of any of these relatives who is the applicant or who has an interest in the person, partnership or association making this application, petition or request, or is an officer, director, partner or employee of the applicant, or that such officer or employee, if this applicant is a corporation, legally or beneficially owns or controls any stock of the applicant in excess of 5% of the total of the corporation if its stock is listed on the New York or American Stock Exchanges; or is a member or partner of the applicant, if the applicant is an association or a partnership; nor that such town/village officer or employee nor any member of his family in any of the foregoing classes is a party to an agreement with the applicant, express or implied, whereby such officer or employee may receive any payment or other benefit, whether or not for service rendered, which is dependent or contingent upon the favorable approval of this application, petition or request.

5. That to the extent that the same is known to your applicant, and to the owner of the subject premises **there is disclosed herewith** the interest of the following officer or employee of the State of New York or the County of Rockland or of the Town/Village of _____ in the petition, request or application or in the property or subject matter to which it relates:

**(if none, so state)**

a. Name and address of officer or employee _____

_____

b. Nature of interest _____

c. If stockholder, number of shares _____

d. If officer or partner, nature of office and name of partnership _____

e. If a spouse or brother, sister, parent, child, grandchild or the spouse of any of these blood relatives of such state, county or town/village officer or employee, state name and address of such relative and nature of relationship to officer and employee and nature and extent of office, interest or participation or association having an interest in such ownership or in any business entity sharing in such ownership. _____

_____

f. In the event of corporate ownership: A list of all directors, officers and stockholders of each corporation owning more than five (5%) percent of any class of stock, must be attached, if any of these are officers or employees of the State of New York, or of the County of Rockland, or of the Town/Village of _____.

I, _____, do hereby depose and say that all the above statements and statements contained in the papers submitted herewith are true, knowing that a person who knowingly and intentionally violates this section is guilty of a misdemeanor.

_____

Mailing Address _____

_____

_____

SWORN to before this

_____day of_____, 19_____

_____

Notary Public

## AFFIDAVIT

State of New York)
County of Rockland) SS.:
Town/Village of _____)

I, _____ being duly sworn deposes and says that he is the applicant, agent or attorney for applicant, in the matter of the petition before the _____*(board)* in the town/village of _____ affecting property located at _____, Rockland County, New York.

That the following are all of the owners of property _____*(distance)* from the premises as to which this application is being taken.

| SECTION/BLOCK/LOT | NAME | ADDRESS |
|---|---|---|
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SWORN to before this

_____day of_____, 19_____

_____
Notary Public

## Reimbursement for Professional Consulting Services

The Town/Village Board, Planning Board and Zoning Board of Appeals in the review of any application described above, may refer any such application presented to it to such engineering, planning, environmental or other technical consultant as such Board shall deem reasonably necessary to enable it to review such application as required by law. The charges made by such consultants shall be in accord with charges usually made for such services in the metropolitan New York region or pursuant to an existing contractual agreement between the town/village for the cost of such consultant services upon receipt of the bill. Such reimbursement shall be made prior to final action on the application.

Permits will not be issued and site plan or subdivision will not be signed until bill is paid in full.

Applicant _____

SWORN to before this

_____day of_____, 19_____

_____

Notary Public

## PART II

# Application before the Zoning Board of Appeals

Application, petition or request is hereby submitted for:

( ) Variance from the requirement of Section _____;
( ) Special permit per the requirements of Section _____;
( ) Review of an administrative decision of the Building Inspector;
( ) An order to issue a Certificate of Occupancy;
( ) An order to issue a Building Permit;
( ) An interpretation of the Zoning Ordinance or Map;
( ) Certification of an existing non-conforming structure or use;
( ) Other (*explain*) _____;

_____

To permit construction, maintenance and use of _____

_____

_____

*If an area variance is required, please fill out below:*

This application seeks a variance from the provisions of Article _____, Section(s) _____. Specifically, the applicant seeks a _____ *(side yard, lot area, height, etc.)* of _____ *(feet, height, f.a.r., etc.)*.