



SITEPLAN APPROVAL APPLICATION

TO: *PROJECT DEVELOPERS*

FROM: *TOWN OF FALLSBURG PLANNING BOARD*

SUBJECT: *PLACEMENT ON PLANNING BOARD AGENDAS*

All Planning Board Meetings are held on the second Thursday of each month beginning at 7:00 pm. The meetings are held at 12 Laurel Avenue, South Fallsburg. The Senior Center across from Fallsburg Lumber.

In order to appear at a scheduled meeting of the Town of Fallsburg Planning Board, ALL of the following information must be on file in the Code Enforcement Office, NO LATER THAN FIFTEEN (15) DAYS PRIOR TO THE DATE OF THE MEETING: **

1. A written request to be placed on the agenda for all projects and all subsequent Planning Board Meetings (including those in which the Board requests project return at the next scheduled meeting)

NO VERBAL REQUESTS WILL BE ACCEPTED
2. Completed Site Plan and/or Subdivision and/or Special Permit Application (depending upon project) submitted. (12 copies-first page only)
3. Subdivision (Survey) Map and/or Site Plan Map both requiring a minimum of 10' contour intervals. 12 copies of overall plan.. Three (3) copies of technical drawings.
4. Environmental Assessment Form (SEQRA) submitted. (12 copies)
5. Tracking Document
6. Applicable Fees, as follows:

Conceptual Review ..	\$100.00
Preliminary Plat Minor Subdivision	\$100.00 filing fee & \$50.00 per lot
Major Subdivision	\$100.00 filing fee & \$100.00 per lot
Final Plat Minor Subdivision	\$100.00 filing fee & \$50.00 per lot
Major Subdivision	\$100.00 filing fee & \$100.00 per lot
Site Plan	\$100.00 filing fee plus \$100.00 per residential dwelling and/or \$100.00 per 1,000 s.f.
Special Permit	\$100.00 filing fee plus \$100.00 per residential dwelling and/or \$100.00 per 1,000 s.f.
7. List of Adjoining Property Owners Located Within 300' of Property Line (500' for Special Permit). (1 copy)
8. Twelve (12) packets must be put together with one each of #2, #3 and #4 and clipped together as a packet. Do not submit 12 copies of each item separately. The copies for Board members must be prepared as packets to readily present to each member.
9. For all subdivision approvals and special permits, a public hearing is mandatory. Legal Notices must be mailed Certified to all adjoining property owners: located within 300' of the property line (500' for Special Permit). Legal Notice will be provided by the Code Enforcement Office. Mailings are the responsibility of the applicant or representative thereof. *Notices must be mailed ten days from the date of the meeting.* Certified slips must be submitted at the meeting for which application is scheduled; they will subsequently be filed with the application in the Code Enforcement Office.

** Due to the large number of applicants received, it is imperative that all of the above items be received on schedule.
Failure to include any given item(s) will result in removal from agenda.

The meeting now begins at 7:00. No new items will be heard after 10:00 pm

APPLICATION FOR SITE PLAN APPROVAL
TOWN OF FALLSBURG

Date: _____

Zone: _____ Total Acres of Site _____

SBL #: _____

Name of Proposed Development: _____

Applicant Name, Address, Phone

Architect/Engineer/Surveyor Name, Address, Phone

Owner (if different): _____

Ownership Intentions: _____

Location of Site: _____

Type and Number of Units:

_____ Single Family _____ Multi Family _____ Condominium
_____ Apartments _____ Mobile Homes _____ Other

Explain: _____

Will the development be phased? _____

Fee Schedule
(All Fees Must Be Paid Prior To Appearance)

Conceptual Review: \$100.00

(All projects may be first presented as conceptual)

Site plan Approval: \$100.00 review plus \$100.00 per residential dwelling unit or \$100.00 per 1,000 s.f.

Total Fee Amount Due: \$ _____ Total Paid: \$ _____ Date: _____

This checklist is intended to be a guide in preparing site plan documents for Planning Board Review .
It is not intended to reflect a complete list of items that the Town Staff or Planning Board members may require for approval.

TITLE SHEET

- ☐ Project Name
- ☐ SBL No.
- ☐ Sheet Index
- ☐ Name, address and contact information for Professional and Owner.
- ☐ Zoning Data
- ☐ Site Location Map
- ☐ Date
- ☐ North Arrow

EXISTING CONDITIONS PLAN

- ☐ Flood Plain Data.
- ☐ Name of Adjoining Property Owners.
- ☐ Map of entire holdings on tract if proposed development is only part of applicants holdings.
- ☐ Topography on USGS Datum.
- ☐ Wetland Delineation.
- ☐ Dimension & Bearings of Property Lines (State Plane).
- ☐ Location and Size of Existing Utilities.
- ☐ Location and Size of Rock Outcrops, Streams, Special Vegetative Growth and Other Significant Natural and
- ☐ Man Made Features.
- ☐ Location of any Municipal Lines, Sewer/Water District Lines, Special District Boundaries, etc.

SITE PLAN

- ☐ Benchmark.
- ☐ Road/Street Layout with names and widths of existing and proposed streets (Provide horizontal alignment).
- ☐ Road/Street Profiles (Provide Vertical Control).
- ☐ Site Distances.
- ☐ Road/Street Access to Adjoining Properties.
- ☐ Sidewalks and Driveways.
- ☐ Location of Parking Areas, Access, Proposed Contours and Accessibility Spaces.
- ☐ Signage.
- ☐ Proposed Easements.
- ☐ Proposed Park/Playgrounds/Open Space (State Ownership and Maintenance).
- ☐ Proposed Restrictive Requirements.
- ☐ Building Separation Distances.

UTILITY PLAN

- ☐ Soil and Groundwater Tests (Percolation Test Results if applicable).
- ☐ Water Lines and Fire Hydrants.
- ☐ Water Distribution System.
- ☐ Sanitary Sewer System.

STORM WATER POLLUTION PREVENTON PLAN (SWPPP)

- ☐ Storm Water Pollution Prevention Plan (SWPPP).
- ☐ Storm Sewers, Catch Basins and Culverts.
- ☐ Erosion Control Features.

LANDSCAPING, LIGHTING AND SIGNAGE

- ☐ Landscraping Plan (Stamped by PLA).
- ☐ Signage.
- ☐ Lighting Plan.

CONSTRUCTION DETAILS

- ☐ Manholes.
- ☐ Catch Basins.
- ☐ Trench Section.
- ☐ Valves.
- ☐ Sewer Pump Stations.
- ☐ Meter Pit.
- ☐ Sewer Grinder Station.
- ☐ Erosion Control Details.
- ☐ Typical Road/Street Section.
- ☐ Fire Hydrants.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.			YES
			☐
			☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO
If Yes, list agency(s) name and permit or approval:			YES
			☐
			☐
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned _____ acres			
or controlled by the applicant or project sponsor?			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

		NO	YES	N/A
5. Is the proposed action,				
a. A permitted use under the zoning regulations?		☐	☐	☐
b. Consistent with the adopted comprehensive plan?		☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?			NO	YES
		☐	☐	☐
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?			NO	YES
If Yes, identify:		☐	☐	☐
8. a. Will the proposed action result in a substantial increase in traffic above present levels?			NO	YES
b. Are public transportation services available at or near the site of the proposed action?		☐	☐	☐
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?		☐	☐	☐
9. Does the proposed action meet or exceed the state energy code requirements?			NO	YES
If the proposed action will exceed requirements, describe design features and technologies:		☐	☐	☐
10. Will the proposed action connect to an existing public/private water supply?			NO	YES
If No, describe method for providing potable water: _____		☐	☐	☐
11. Will the proposed action connect to existing wastewater utilities?			NO	YES
If No, describe method for providing wastewater treatment: _____		☐	☐	☐
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?			NO	YES
		☐	☐	☐
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?		☐	☐	☐
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?			NO	YES
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?		☐	☐	☐
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		☐	☐	☐

Code Enforcement Office

**TOWN OF FALLSBURG
CODE ENFORCEMENT OFFICE**
Member: New York State Building Officials Conference, Inc.



5260 MAIN STREET
SOUTH FALLSBURG
NEW YORK 12779
(845) 434-8811

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that the PLANNING BOARD of the Town of Fallsburg, County of Sullivan, State of New York will hold a PUBLIC HEARING at **12 LAUREL AVE., SOUTH FALLSBURG NY** on _____ at **7:00 P.M.**

on the approval of the proposed: ____ site plan ____ subdivision ____ special use permit

On the lands of _____.

Located at _____.

Application of the proposed

is on file and may be inspected at the Code Enforcement Office, 5250 Main Street, South Fallsburg, New York prior to the Public Hearing.

Dated:

By order of

TOWN OF FALLSBURG PLANNING BOARD

Arthur Rosenshein, Chairman

Email: jedwards@fallsburgny.com, codeclerk2@fallsburgny.com

TOWN OF FALLSBURG CODE
ENFORCEMENT OFFICE



5250 MAIN STREET
SOUTH FALLSBURG
NEW YORK 12779
(845) 434-8811
FAX: (845) 434-0791

Member: New York State Building Officials Conference, Inc.

THIS FORM MUST BE FILLED OUT IF YOU ARE GIVING
SOMEONE ELSE PERMISSION TO ACT ON YOUR BEHALF
DURING CONSTRUCTION

OWNERS PROXY

(Owner) _____ deposes and states that he/she
resides at:

And that he/she is the owner of the premises described in the attached application for
a building permit/zoning application/planning board application and further states
that

he/she has authorized _____ to make said
application, secure any necessary permits and approvals, call for inspections, and
request a certificate of occupancy upon satisfactory completion of the work described in
said application.

Date: _____

Owners Signature

Witness' Signature