

**VILLAGE OF WOODRIDGE
2 DAIRYLAND ROAD, BOX 655
WOODRIDGE, NEW YORK 12789**

To: Project Developers

Subject: Placement on Planning Board Agendas

All Planning Board Meetings are held on the THIRD Wednesday of each month beginning at 7:00 PM. The meetings are held at 2 Dairyland Road, Woodridge, New York 12789 at the Village Hall.

****In order to appear at a scheduled meeting ALL 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. **(NO VERBAL REQUESTS WILL BE ACCEPTED)**
2. Completed Site Plan and/or Subdivision and/or Special Permit Application (depending on project) must be 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. **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 Filing Fee + \$50.00 Per Lot
Preliminary Plate Minor Subdivision	\$100.00 Filing Fee + \$50.00 Per Lot
Minor Subdivision	\$150.00 Filing Fee + \$50.00 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	\$200.00 Filing Fee + \$50.00 Per Residential Dwelling and/or \$100.00 Per 1,000 Sq. Ft.
Special Permit	\$250.00 Filing Fee + \$50.00 Per Residential
Recreation Fee in Lieu of Land for Public Use	\$300.00 Per Residential Lot / Multiple Dwellings / Condos

7. List of adjoining property owners located within 300' of property line or 500' for special. **(1 COPY)**
8. Twelve (12) packets must be put together with one each of listed above numbers 2,3 and 4 clipped together as a packet. Do not submit 12 copies of each item separately. **THE COPIES FOR THE BOARD MEMBERS MUST BE PREPARED AS PACKETS TO READILY PRESENT TO EACH MEMBER.**
9. For **ALL** subdivision approvals and special permits, a public is mandatory. Legal Notices must be sent as certified mail to all adjoining property owners located within 300' of the property line or 500' of property line for special permit. Legal Notice will be provided by the Code Enforcement Office. Mailings are the responsibility of the applicant or representatives thereof. **NOTICES MUST BE MAILED NO MORE THAN TEN DAYS AND NO LESS THAN FIVE 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 the above items are received on schedule. FAILURE TO INCLUDE ANY GIVEN ITEM(S) WILL RESULT IN REMOVAL FROM AGENDA. ****

APPLICATION FOR SITE PLAN APPROVAL

Zone: _____ Total Acres of Site: _____ S.B.L: _____

Name of Proposed Development: _____

Applicant Name: _____ Applicant Phone Number: _____

Applicant Address: _____

Architect/Engineer/Surveyor Name: _____ Phone Number: _____

Architect/Engineer/Surveyors Address: _____

Owner (If Different): _____

Ownership Intentions: _____

Location of Site: _____

Type and Numbers 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
Site Plan Approval	\$100.00 Per Residential Dwelling Unit or \$100.00 Per 1,000 Sq. Ft.

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

APPLICATION FOR SITE PLAN APPROVAL

_____ Date of first submission to Planning Board
_____ Site endorsed with written approval from appropriate Agencies (Sewer District, Highway Department, County Planning Board, DEC)
_____ Public notifications of adjoining landowners
_____ Public Hearing advertised
_____ Public Hearing held
_____ Offer of dedication to the public of all highways, streets or parks shown on plan(s)
_____ Copies of any private restrictions/agreements, or other documents showing the way areas are reserved by deed covenant

SEQRA Action Type: _____ Short Form _____ Long Form _____ EIS
Declaration of Significance: _____
Amount of Performance Bond: _____ Date: _____

_____ Form of Bond Approved by Municipal Attorney
_____ Bonding or Surety Company
_____ Approved by Municipal Governing Body
_____ Security Other Than Bonding or Surety Company
_____ Approved by Municipal Governing Body
_____ Site Plan Signed
_____ Lapse Date for Filing with County Clerk – 60 Days from Approval Date
_____ Notice Received from County Clerk of Filing of Site Plan
_____ Bond Released by Municipal Governing Body

Hook Up Fees: _____ In District: _____ Out of District: _____

SITE PLAN REVIEW CHECKLIST

	Site Location Map
	Date
	North Arrow
	Name of Adjoining Property Owners for Subdivisions and Land Usage
	Boundary Lines
	Soil & Groundwater Tests (Perc if Applicable)
	Map of Entire Holdings on Tract if Proposed Development is Only Part of Applicant's Holdings
	Street Layout with Names & Widths of Existing & Proposed Streets
	Street Grades
	Street Elevations
	Site Distances
	Street Access to Adjoining Properties
	Sidewalks
	Location of Parking Areas
	Storm Sewers, Catch Basins & Culverts
	Signage
	Fire Hydrants
	Walkway or Other Easements
	Right of Way Widths
	Proposed Park / Playgrounds / Open Space (Ownership Maintenance)
	Topography (Contour Intervals)
	Dimension & Area of Lot
	Dimension & Bearings of Angles of Property
	Location & Size of Existing Utilities
	Location & Size of Rock Outcrop, Streams, Special Vegetative Growth & Other Significant Natural & Man-Made Features
	Erosion Control Plan
	Street Trees
	Street Lighting Standards
	Water Lines
	Sanitary Sewer System
	Proposed Restrictive Requirements
	Location of any Town / Village Lines, Sewer / Water District Lines, Special District Boundaries, Etc.
	Building Separate Distances

617.20
Appendix B
Short Environmental Assessment Form

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 which 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 governmental 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 or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ☐ Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
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? If Yes, identify: _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? ☐ NO ☐ YES] If No, describe method for providing potable water: _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? ☐ NO ☐ YES] If No, describe method for providing wastewater treatment: _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
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? 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: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____ _____	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

**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: _____

Legal Notice

Notice is hereby given that the Planning Board of the Village of Woodridge, County of Sullivan, State of New York will hold a public hearing at 2 Dairyland Road, Woodridge, New York 12789 (Village Hall) on _____ at 7:00 PM on the approval of the proposed ____ site plan ____ subdivision ____ special permit consisting of _____ on the lands of _____ located on _____ Application of the proposed _____ is on file and maybe inspected at the Code Enforcement Office located at 2 Dairyland Road, Woodridge, New York 12789 (Village Hall) prior to the public hearing.

Dated: _____

BY ORDER OF THE VILLAGE OF WOODRIDGE PLANNING BOARD