

Village of Pawling Planning Board

Application Instructions & Procedures

1. Meetings:

- a. The Village of Pawling Planning Board meets in regular session on the **second Tuesday of each month starting at 7:00 PM.**
- b. When required, the Planning Board meets in a workshop session on the **second Tuesday of each month starting at 7:00 PM.** The workshop meeting is an open meeting. The Board will not take public comment except by permission of the Planning Board.
- c. Special meetings may be called by the Planning Board Chair and shall be noticed pursuant to the Open Meetings Law.
- d. If the date of any meeting is cancelled due to inclement weather, lack of quorum, or other conflict, the meeting will be scheduled for another night and the new meeting day and time will be posted and made public pursuant to the Open Meetings Law.

2. Application Deadline:

- a. All submittals are due **no later than 12:00 PM (noon) fourteen (14) days prior to the date of the regular Planning Board meeting.** The meeting and Deadline Schedule is posted on the Website at www.villageofpawling.org . There shall be no exceptions.

3. Application Submittals:

- a. All applications shall include the following:
 - i. All applications and re-submissions shall include a digital copy of all applications, forms, documents and maps. Electronic files may be submitted via email to the Village Planning Board Secretary on a CD or Flash Drive. The digital copy shall be in a PDF format or other suitable write-protected image format capable of being opened and viewed using any standard Windows based software.
 - ii. Number of Maps and Plans:
 1. For Planning Board review of Subdivision and Site Plan Applications:
 - a. Original and **Seven (7)** copies of the completed application forms, affidavits and Environmental Assessment Forms.
 - b. **Seven (7)** full size and **Seven (7)** reduced size (7" x 17") copies of the development plans prepared in accordance with the requirements of the Village Code.
 - c. **Seven (7)** full size and **Seven (7)** reduced size (7" x 17") **folded** copies of building floor plans and elevations.
 - d. **Seven (7)** copies of any supplemental reports (i.e., traffic study, SWPPP, natural resource assessment, biological studies, wetland studies, engineering reports, etc.).

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- iii. Survey information shall be recent or recently re-certified by a New York State Licensed Surveyor so as to accurately depict topographic and site conditions as of the date the application was submitted.
- iv. Environmental Assessment Form. Each application shall, at a minimum, be accompanied by a completed Short Form EAF. The Planning Department reserves the right to require the applicant to provide a Long Form EAF. All Type I Actions shall require a completed Long Form EAF. Forms are available online at <http://www.dec.ny.gov/permits/6191.html>
- v. Agricultural data statement, if applicable.
- vi. Recent aerial photo at a scale of 1:200 or less with the development parcel delineated.

4. (Intentionally Left Blank)

5. Application Procedures

- a. All Applications and submittals are formally received as of the date of the next regular meeting of the Planning Board.
- b. In order to be placed on a Planning Board agenda, all Applications Fees and review fees shall be paid at the time the Application is submitted to the Planning Office.
- c. All maps must comply with the Village requirements for preliminary plats and Site Plans. In addition, all submissions must contain enough engineering data to enable a proper engineering and planning review in accordance with the Zoning Law. If maps either fail to comply with the code requirements or are insufficient to support a proper engineering and planning review, the result may be the removal of the Application from the Planning Board agenda or the denial of approval. The adequacy of all submissions will be determined by the Planning Office. If a public hearing is required, the hearing will be set only after the Board is satisfied that the applicant has addressed all comments and questions to the satisfaction of the Board.
- d. It is the responsibility of the Applicant to place the Notice of Public Hearing in the designated newspaper and pay the cost of publication. Such publication must occur no less than **Seven (7) days** prior to the date of the public hearing (not including the date of the public hearing), and to submit the Affidavit of Publication to the Planning Office prior to the Public Hearing. The Public Hearing Notice will be prepared by the Village Planning Office and provided to the Applicant. The Applicant shall mail Notice of Public Hearing to surrounding landowners.

**Village of Pawling
Planning Board
Combined Application Form**

Fees Paid: _____

Application Date: _____

Escrow Paid: _____

PB Meeting Date: _____

REQUEST FOR: (Check all that apply)

Sketch Plan Conference _____

Lot Line Revision _____

Preliminary Subdivision Approval _____

Final Subdivision Approval _____

Site Plan Approval _____

Special Use Permit _____

Architectural Approval _____

Change of Use Permit _____

Name of Project: _____

Tax Map Number of all parcels: _____

Street Address of all parcels: _____

Description of Proposed Activity: _____

Name of Applicant(s): _____

Address: _____

Telephone: _____ Email: _____

Name and Address of Record Owner(s): _____

A) For All Applications:

1) Total acreage involved in application: _____

2) Total contiguous acreage controlled by applicant/owner: _____

3) Total number of existing structures: _____

4) Type of existing structures: _____

5) Total square footage of all new construction: _____

6) Estimated value of new construction or addition: _____

7) Type of construction or activity proposed: (Check all that apply)

New Construction: Residential _____ Commercial _____ Institutional _____

Expansion/Renovation: Residential _____ Commercial _____ Institutional _____

Home Occupation: _____ Change in use: _____ Other: _____

8) Zoning District: _____

9) Does applicant intend to request any information waivers?

No _____ Yes _____. If yes, please list all waivers (attach separate pages if necessary):

10) Are there agricultural and/or forestry exemptions affecting the property?

No _____ Yes _____. If yes, please list in detail (attach separate pages if necessary):

11) Have any area or use variances affecting the property been granted?

No _____ Yes _____. If yes, please list in detail (attach separate pages if necessary):

- 12) Have any permits affecting the property been issued by any other governmental agency?
No _____ Yes _____. If yes, please list in detail (attach separate pages if necessary):

- 13) Has any application(s) for any other permit(s) for any activity affecting the property been submitted to any other governmental agency?
No _____ Yes _____. If yes, please list in detail (attach separate pages if necessary):

- 14) Attach a copy of the current deed and any easements affecting the property.

- 15) The site contains a federal jurisdictional wetland: Yes _____ No _____. If yes, provide a copy of any applications and correspondence with the USACOE.

- 16) The site contains a state protected freshwater wetland: Yes _____ No _____. If yes, provide a copy of any applications and correspondence with the NYSDEC.

- 17) The areal extent of proposed disturbance to the wetland is: _____

- 18) The areal extent of proposed disturbance to the wetland buffer area is: _____

B) For Subdivision and Lot Line Change Applications Only:

- 1) Total number of lots proposed: _____
- 2) What is the size of the smallest lot proposed? _____
- 3) What is the size of the largest lot proposed? _____
- 4) Number of private driveways proposed: _____
- 5) Number of common driveways proposed: _____
- 6) Maximum number of lots serviced by a common driveway: _____
- 7) Number of private roads proposed: _____
- 8) Number of lots serviced by a private road: _____
- 9) Preliminary Plat includes _____ acres and tentatively includes _____ future lots. The amount of area shown on this Preliminary Plat proposed to be dedicated for future public use, (exclusive of roads) is _____ (define measure: acres/square feet).
- 10) Does subdivider intend to submit a single subdivision plat for filing with County Clerk for all property in the Preliminary Plat? Yes _____ No _____. If no, state the number of sections to be filed _____.

Name and Address of Professional Engineer: _____

Telephone: _____ **Email:** _____

Name and Address of Licensed Land Surveyor: _____

Telephone: _____ **Email:** _____

Name and Address of Attorney: _____

Telephone: _____ **Email:** _____

Name and Address of Biology/Wetland Consultant: _____

Telephone: _____ **Email:** _____

By His/Her signature the Applicant avows that: 1) He/She has read this application and is familiar with its content; and 2) He/She has read, is familiar with, and understands the requirements of the Village of Pawling Code provision(s) affecting or regulating the project for which this application is made; and 3) He/She agrees to comply with the requirements of the Village of Pawling Code provision(s) affecting or regulating the project for which this application is made including any general or special conditions of any permits or approvals granted by any board, agency, or department of the Village of Pawling; and 4) He/She has read this statement and understands its meaning and its terms.

Applicant Signature: _____

Print Name: _____

Date: _____

PART "A"
OWNER AFFIDAVIT

State of _____ }
County of _____ } ss:

_____ being duly sworn, deposes and says:

1. That I/we are the Owner(s) of the within property as described in the foregoing application for Subdivision / Lot Line Change / Site Plan / Land Contour / Aquatic Resource approval(s) and that the statements contained therein are true to the best of my/our knowledge and belief.
2. That I/we hereby authorize _____ to act as my/our representative in all matters regarding said application(s), and that I/we have the legal right to make or authorize the making of said application.
3. That I/we understand that by submitting this application for Planning Board approval that I/we expressly grant permission to the Planning Board and its authorized representatives to enter upon the property, at all reasonable times, for the purpose of conducting inspections and becoming familiar with site conditions. I/we acknowledge that this grant of permission may only be revoked by the full withdrawal of said application from further Planning Board action.
4. That I/we understand that by submitting this application that I/we shall be responsible for the payment of all application fees, review fees, and inspection fees incurred by the Village related to this application.
5. That I/we understand that I/we, and any of our contractors and representatives shall be jointly and severally liable for all costs incurred, including environmental restoration costs, resulting from non-compliance with the approved application, and with non-compliance with any provision of the Village Code. I/we acknowledge that approval of the plan and commencement of any work related to the approved application shall constitute express permission to the Planning Board, the Building Inspector, the Planning Department, the Zoning Administrator, and any duly authorized representative of the Village of Pawling, to enter the property for the purposes of inspection for compliance with the approved application and any provision of the Village Code, whether or not any other permits have been applied for or issued for the project. I/we acknowledge that by submitting this application, and by approval of said application, including the commencement of any work related to the approved plan is an express waiver of any objection to authorized Village official(s) entering the property for the purpose of conducting inspections.
6. That I/we understand that the Village of Pawling Planning Board intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury I/we declare that I/we have examined this affidavit and that it is true and correct.

Applicant/Owner

Applicant/Owner

Sworn to before me this _____ day of

_____, 20____.

Notary Public

PART "B"
APPLICANT / AGENT AFFIDAVIT

State of _____ }
County of _____ } ss:

_____ being duly sworn, deposes and says:

1. That I/we are the _____ named in the foregoing application for Planning Board for Subdivision / Lot Line Change / Site Plan / Special Permit approval(s) and that the statements contained therein are true to the best of my/our knowledge and belief.
2. That he/she resides at or conducts business at _____ in the County of _____ and the State of _____.
3. That I/we understand that by submitting this application for Planning Board approval that I/we expressly grant permission to the Planning Board and its authorized representatives to enter upon the property, at all reasonable times, for the purpose of conducting inspections and becoming familiar with site conditions. I/we acknowledge that this grant of permission may only be revoked by the full withdrawal of said application from further Planning Board action. That I/we understand that by submitting this application that I/we shall be responsible for the payment of all application fees, review fees, and inspection fees incurred by the Village related to this application.
4. That I/we understand that I/we, and any of our contractors and representatives shall be jointly and severally liable for all costs incurred, including environmental restoration costs, resulting from non-compliance with the approved application, and with non-compliance with any provision of the Village Code. I/we acknowledge that approval of the plan and commencement of any work related to the approved application shall constitute express permission to the Planning Board, the Building Inspector, the Planning Department, the Zoning Administrator, and any duly authorized representative of the Village of Pawling, to enter the property for the purposes of inspection for compliance with the approved application and any provision of the Village Code, whether or not any other permits have been applied for or issued for the project. I/we acknowledge that by submitting this application, and by approval of said application, including the commencement of any work related to the approved plan is an express waiver of any objection to authorized Village official(s) entering the property for the purpose of conducting inspections.
5. That I/we understand that the Village of Pawling Planning Board intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury I/we declare that I/we has examined this affidavit and that it is true and correct.

Applicant/Agent

Applicant/Agent

Sworn to before me this _____ day of _____, 20____.

Notary Public

PART "C"
LICENSED PROFESSIONAL AFFIDAVIT
(To Be Completed By Each Licensed Professional)

State of _____ }
County of _____ } ss:

_____ being duly sworn, deposes and says:

1. That I/we are the _____ named in the foregoing Application for Subdivision / Lot Line Change / Site Plan / Special Permit approval(s) and that I/we have been duly authorized by the owner in fee and the applicant to make such application and that the foregoing statements contained therein are true to the best of my/our knowledge and belief.
2. That I/we understand that the Village of Pawling Planning Board intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury I/we declare that I/we have examined this affidavit and that it is true and correct.

Licensed Professional

Licensed Professional

Licensed Professional

Licensed Professional

Sworn to before me this _____ day of
_____, 20____.

Notary Public

PART "D"
DISCLOSURE OF BUSINESS INTEREST

State of _____ }
County of _____ } ss:

_____ being duly sworn, deposes and says:

1. Pursuant to §803 of the General Municipal Law the following municipal officer(s) or employee(s), and any of their family members, outside employers, business associates, clients, or campaign contributors, have, or will later acquire, an ownership position, employment position, or other contractual interest in the proposed project: (Insert name, home address and municipal position held. Attach additional pages as necessary.)

2. That the interest of said municipal officer(s) or employee(s) is: (Detail the nature and extent of the interest. Attach additional pages as necessary.)

3. That he/she understands that the Village of Pawling Planning Board intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.

Agent/Owner

Agent/Owner

Sworn to before me this _____ day of

_____, 20_____.

Notary Public

VILLAGE OF PAWLING

9 Memorial Avenue

Pawling, NY 12564

Tel: (845) 855-1128

Fax: (845) 855-9317

Email: pbsecy@villageofpawling.org

AFFIDAVIT

I hereby certify that to the best of my knowledge there are no outstanding fees owed to the Village of Pawling regarding the property or person identified below. Furthermore, I hereby certify that to the best of my knowledge, no outstanding violation of local laws or ordinances of the Village of Pawling exists with respect to the property or any structure or use existing thereon.

Property tax identification please verify the section, block and lot number(s) provided are correct. (See tax bill or contact Town Assessor's Office)

Section: _____ Block: _____ Lot: _____

Address of property subject to application: _____

Type of Application: _____

Identify Board or Department: **BUILDING/ZONING/PLANNING DEPARTMENT**

Owner

Agent

Notary

Notary

CONFIRMATIONS

Building Inspector

Date

Planning/Zoning

Date

Village of Pawling Planning Board Fee Schedule

Site Plan

B-1 (adopted 03/04/2019) and B-2 District (adopted 09/03/2019)

Site Plan with a construction cost of over \$25,000, the fee shall be \$3,000.

Site Plan with a construction cost of under \$25,000 but more than \$3,000, the fee shall be \$1,500.

Site Plan with a construction cost of \$3,000 or less, the fee shall be \$500.

Other than B-1 and B-2 District (R1, R2, R3 & R4)

\$50.00 plus \$0.50 per square foot of gross floor area proposed.

Sketch Conference-Concept Discussion (adopted 12/19/2019)

The fee shall be \$100 or \$25.00 per lot (whichever is greater). If the application proceeds, sketch plan fees shall be credited against the plat approval fee.

Subdivision (Fee Schedule Article X of Chapter 98) (adopted October 2, 2017)

Minor Subdivision: \$200.00

Major Subdivision: \$300.00