

TOWN OF WAWARSING PLANNING BOARD

ITEMS NEEDED FOR A SITE PLAN/SPECIAL USE PERMIT

1. The **Original** and **Twelve** (12) copies of the Application Form.
2. **Thirteen** (13) copies of Site Plan (See Section 112-55 and 112-64))
3. The **Original** and **Twelve** copies of Environmental Form (Short or Long Form)
4. **Thirteen** copies of Zoning Map indicating property location
5. **Thirteen** copies of the U, S, G.S. Map indicating property location
6. Provide **self-addressed, stamped envelopes** of all property owners within a 500' radius of the entire parcel of land.
7. **New Applications must be submitted Three (3) weeks prior** to Planning Board Meeting by 12:00 noon.
(The Planning Board meets the third (3rd) Tuesday of every month)
8. **Submittals for current applications must be submitted two (2) weeks prior** to the Planning Board meeting
(The Planning Board meets the third (3rd) Tuesday of every month.)
9. **Two checks** for new applications in the amount of **\$500.00 for Planning Board Fees** and **\$2500.00 for Consultant Fees** both made out to the **Town of Wawarsing** must be submitted with application.

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 (12) 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 (12) 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 brough 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 change 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.

**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.)

OWNER'S AUTHORIZATION

For submittal to the: TOWN OF WAWARSING PLANNING BOARD

_____ (Owner) _____ deposes and says that he/she
resides at _____ in the County
of _____ and State of _____ and that he/she is the
owner of property tax map designation number Section _____ Block _____
Lot _____ which is the premises described in the foregoing application and that
he/she is granting permission to Planning Board Members and/or Planning Board Agents to be
able to access the property, that pertains to the application, during the approval process.

(Owner's Signature)

(Owner's Signature Must Be Notarized)

NOTARY PUBLIC

SWORN BEFORE ME THIS:

_____ DAY OF _____ 20____

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.

TOWN OF WAWARSING PLANNING BOARD
SPECIAL USE PERMIT / SITE PLAN CHECKLIST

The following checklist items shall be incorporated on the Subdivision Plan prior to consideration for being placed on the Planning Board Agenda. The checklist shall be completed and submitted as part of the application:

- 1 _____ Site Plan Title
- 2 _____ Applicant's Name(s)
- 3 _____ Tax Map Data (Section, Block & Lot)
- 4 _____ Applicant's Address
- 5 _____ Site Plan Preparer's Name
- 6 _____ Site Plan Preparer's Address
- 7 _____ Drawing Date
- 8 _____ Revision Dates
- 9 _____ Location Map at a scale of 1" = 2,000 ft.
- 10 _____ Plot Plan
- 11 _____ Scale (1" = 50' or lesser)
- 12 _____ Metes and Bounds
- 13 _____ Zoning Bulk Table
- 14 _____ North Arrow
- 15 _____ Abutting Property Owners
- 16 _____ Existing Building Locations
- 17 _____ Existing Paved Areas
- 18 _____ Existing Vegetation
- 19 _____ Existing Access & Egress
- 20 _____ Proposed Landscaping
- 21 _____ Proposed Exterior Lighting
- 22 _____ Proposed Screening
- 23 _____ Proposed Access & Egress
- 24 _____ Proposed Parking Areas
- 25 _____ Proposed Loading Areas
- 26 _____ Proposed Paving Details
- 27 _____ Proposed Curbing Locations
- 28 _____ Proposed Curbing through section
- 29 _____ Proposed Catch Basin Locations
- 30 _____ Proposed Catch Basin Through Section
- 31 _____ Proposed Storm Drainage
- 32 _____ Proposed Refuse Storage

- 33 _____ Proposed Other Outdoor Storage
- 34 _____ Proposed Water Supply
- 35 _____ Proposed Sanitary Disposal System
- 36 _____ Proposed Fire Hydrants
- 37 _____ Proposed Building Locations
- 38 _____ Proposed Building Setbacks
- 39 _____ Proposed Front Building Elevations
- 40 _____ Proposed Divisions of Occupancy
- 41 _____ Proposed Sign Details
- 42 _____ Proposed Bulk Table Inset
- 43 _____ Property Area (Nearest 100 sq. ft.)
- 44 _____ Building Coverage (sq. ft.)
- 45 _____ Building Coverage (% of total area)
- 46 _____ Pavement Coverage (sq. ft.)
- 47 _____ Pavement Coverage (% of total area)
- 48 _____ Open Space (sq. ft.)
- 49 _____ Open Space (% of total area)
- 50 _____ No. of parking spaces proposed
- 51 _____ No. of parking spaces required

This list is provided as a guide only and is for the convenience of the Applicant. The Town of Wawarsing Planning Board may require additional notes or revisions prior to granting approval.

PREPARER'S ACKNOWLEDGMENT:

THE PLAT FOR THE PROPOSED SITE PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THIS CHECKLIST AND THE TOWN OF WAWARSING ORDINANCES, TO THE BEST OF MY KNOWLEDGE.

BY: _____
Licensed Professional Date

PLEASE NOTE:

THE APPLICANT OR THEIR REPRESENTATIVE IS RESPONSIBLE TO KEEP TRACK OF ALL EXPIRATION DATES FOR ANY AND ALL APPROVALS GRANTED TO A PROJECT. EXTENSIONS MUST BE APPLIED FOR PRIOR TO EXPIRATION DATE.