

Town of Wawayanda Planning Board
General Information Sheet / Revised 06/12/18

FEES ARE PAYABLE WHETHER A PROJECT RECEIVES APPROVAL, DENIAL, OR IS CANCELLED. ALL FEES OVER AND ABOVE THE INITIAL APPLICATION FEE ARE PAYABLE BEFORE FINAL APPROVAL AND OR FINAL SIGNING OF MAPS.

ALL FEES ARE NON-REFUNDABLE

***Please be advised that it is the obligation of the applicant to be aware of all deadlines and to actively pursue the approvals that the applicant has requested. Failure by the applicant to show due diligence and or to Maintain an active contact with the Board or its representative may result in a Resolution of the Board to cease review of the application, closure of the hearings, and or denial of the application.

MEETINGS: Regular meeting is held the second Wednesday of the month and the work session is held the fourth Wednesday of each month, both at 7:30 p.m. All submittals are reviewed by the Planning Board Consultants prior to placement on an agenda. If the maps are not complete enough, the applicants name will be removed. It is the APPLICANTS responsibility to find out where their application has been placed.

Failure to notify the secretary five-(5) working days in advance of withdrawal of submittal will require new fee and date.

SUBMITTALS:

Planning Board Office Submittal:

Eleven (11) copies of everything being submitted to be hand delivered to the Town Hall, Ridgebury Hill Road between the hours of 9:00 a.m. and 12:30 and 1:30 to 4:00 Monday through Friday. If mailed, send to 80 Ridgebury Hill Road Slate Hill, New York 10973. Making sure they are received ten (10) working days prior to the meeting date.

Consultant Submittal:

Applicant is responsible for delivery of maps / correspondence to the following agencies ten working days before a meeting:

Planning Board Consultant:

Patrick J. Hines, Principal
MCGOEY, HAUSER & EDSALL
Consulting Engineers, PC
33 Airport Center Drive
Suite 202
New Windsor, New York 12553
Phone: (845) 567-3100
Fax: (845) 567-3232

Landscape Architect

Robert Hansen
845-858-4156
12 Toad Pasture Road
Westtown, New York 10998

When proposed project is on a County, State or Town Road, maps and a cover letter must be delivered to the Planning Board Secretary, so that she may send to the appropriate departments below. Once a reply is received and comments have been addressed you do not need to re-submit again.

- COUNTY ROAD: O.C. Dept. of Public Works
2455-2459 Route 17M
Goshen, N.Y. 10924
Attn: Mr. Edmund Fares
- STATE ROAD: NYS Dept. of Public Works
3233 Route 6
Middletown, N.Y. 10940
Attn: Resident Engineer

- TOWN ROAD: Town of Wawayanda
Superintendent of Highways
74 Ridgebury Hill Road
Slate Hill, New York 10973
Attn: Thomas J. DeBlock

Please deliver maps and a cover letter to the Planning Board Secretary so she may send to the appropriate Fire District. Once submitted and comments or concerns have been addressed you do not need to re-submit.

- NEW HAMPTON: New Hampton Fire Company
Rte 17M
P.O. Box 386
New Hampton, New York 10958
Attn: Fire Chief / John Glen
- SLATE HILL: Wawayanda Volunteer Fire Co.
P.O. Box 3
Slate Hill, New York 10973
Attn: Fire Chief / Philip Camerlingo

According to Chapter 72 “Cultural Resources Management Law” prior to granting Site Plan Approval, Subdivision Approval, and any other approval required by the Town of Wawayanda Planning Board, the Planning Board shall make a determination on whether the property is likely to contain significant cultural resources based upon preliminary inquiry. If a submittal is necessary, please provide the Planning Board Secretary with a complete submittal to be sent out. You need only to make this submittal once, (unless you do not receive a response).

Office of Parks, Recreation,
and Historic Preservation
Ms. Ruth Pierpont
Field Service Bureau
P.O. Box 189, Waterford NY 12188

For all the above required submittals a cover letter MUST accompany said map explaining the project and date schedule on the agenda, and requesting the agencies review for that meeting.

Eleven Copies:

Eleven copies of all paperwork are to be submitted. This includes cover letters, drainage calculations etc. Submittal will NOT be complete unless all copies are supplied.

The Planning Board Secretary is not responsible to make copies to distribute to the board members; it is the applicant's responsibility. Failure to provide the Board and its consultants with the proper copies of paperwork may result in being taken off the agenda.

The Planning Board Secretary may be contacted at the Town Hall, between the hours of 9:00 to 12:30 and 1:30 to 4:00 p.m. Monday through Friday. If you have any questions please call the office at (845) 355-5712.

ZONING BOOKS:

May be purchased from the Town Clerk for the fee set by the Town Board. A copy of the Town ordinance may be purchased from the Town Clerks Office.

MINUTES:

Requests for copies of any minutes of any scheduled meeting can be purchased for a fee per Town Law Section 30.63

FEES:

The fee schedule is attached. Please read over so that you know what charges you will be billed for. Please review fee schedule enclosed for the hourly rate of our consultants. Requests made by all outside agencies will be charged according to the time, research time, material and postage.

STATUS:

If there has been a year without contact between the applicant and the Town of Wawayanda the secretary will close out the application for non-action. New application and fees will be required if the applicant wishes to proceed. It is the applicant's responsibility to contact the Town of Wawayanda with regards to any application before the board.

MEETING PROCEDURES

INFORMAL APPLICATIONS:

All new proposed applications before the Town of Wawayanda Planning Board need to appear at an informal meeting which is the second Wednesday of the month, as long a submittal is made in the required time frame of ten working days.

COMMERCIAL APPLICATIONS:

All Commercial applications before the Town of Wawayanda Planning Board may submit for either a regular meeting or a work session. As long as the submittal is complete and with in the required time frame you may be placed on either agenda.

RESIDENTIAL APPLICATIONS:

Residential applications are required to submit for the work sessions which are held every fourth Wednesday of the month. Once the application is ready for action the application will be placed on a regular meeting night.

PUBLIC HEARING PROCEDURE:

Once a Public Hearing has been set by the Town of Wawayanda Planning Board, the secretary will prepare the legal Public Hearing Notice and

submit such notice to the Times Herald Record. The applicant is responsible for the preparation of the mailing list and a copy **MUST** be provided to the town along with the proof of mailing receipts.

The applicant is responsible to send out the legal Public Hearing Notices ten days prior to the scheduled Public Hearing. A Public Hearing fee of \$ 150.00 will be required **PRIOR** to the notice of Public Hearing being submitted to the Times Herald Record. The mailings are to be sent **Certified Return Receipt** on or before the publication date which will be given to you by the Planning Board secretary. You **MUST** save the white and green receipts and return to the Planning Board secretary on or before the scheduled Public Hearing date. If you are going to cancel the Public Hearing date for any reason, you must notify the secretary as soon as possible. If the cancellation comes before the submittal of the legal ad to the paper, no fees will be required. (The secretary is required to submit to the local paper three to four days prior to placement of the ad in the paper.) If the cancellation has come after that time frame you **WILL BE RESPONSIBLE** for the fees associated with your Public Hearing.

The Short Form Environmental Assessment link is below. Click on it to obtain the form you need in order to make your submission. You **must** submit a short form EAF with your initial application.

http://www.syracuse.ny.us/pdf/12/SEQR_Short Form.pdf

SEE FEE SCHEDULE ATTACHED TO THE APPLICATION.

ADOPTED OCTOBER 2017
 Town of Wawayanda PLANNING BOARD
FEE SCHEDULE

INFORMAL APPLICATION / ONLY ONE (1) MEETING PLUS ANY APPLICABLE REVIEW FEES

Lot Line Change	\$ 250.00
Forestry Operation	\$ 250.00
Home Occupation	\$ 250.00
All other applications	\$ 250.00

<u>LOT LINE CHANGE.....</u>	<u>\$ 350.00</u>
<u>Amended Subdivision Plan</u>	<u>\$ 250.00</u>

<u>MINOR SUBDIVISION</u> (4 Lots of less).....	\$ 500.00
	Plus \$ 200.00 per lot

<u>MAJOR SUBDIVISION / 5-15 LOTS</u>	
With or Without Central Sewer & Water	\$ 1000.00
PLUS	\$ 200.00 per lot

<u>MAJOR SUBDIVISION / 16 or MORE LOTS</u>	
With or Without Central Sewer & Water	\$ 1500.00
PLUS	\$ 200.00 per lot

<u>SITE PLAN / NON RESIDENTIAL</u>	
Non Residential Site Plans	\$ 1500.00
Plus \$ 150.00 per 1000 Sq. Ft. of building	\$ 150.00

<u>AMENDED SITE PLAN/NON RESIDENTIAL</u>	
Application Fee for anything related to Amended Site Plan.	<u>\$ 1500.00</u>
plus \$150.00 per 1000 Sq. Ft. of new building	<u>\$ 150.00</u>
Minor changes to approved site plans that propose a change, not to exceed 1000 SQ. FT. of Improvements within the approved footprint.	
	<u>\$ 300.00</u>
Change of use that does not propose any physical change to an approved site plan.....	<u>\$ 150.00</u>

<u>SOLAR ARRAY</u>	<u>\$ 1500.00</u>
<u>PLUS</u>	<u>\$ 2500.00 per Mega Watt</u>

SITE PLAN / MINING

\$ 500.00 for the first 5 acres of disturbance
 \$ 100.00 for each additional acre of disturbance

<u>SITE PLAN / FORESTRY</u>	\$ 250.00
<u>SITE PLAN / HOME OCCUPATION</u>	\$ 250.00
<u>SITE PLAN / ACCESSORY APARTMENT</u>	\$ 250.00

<u>PUBLIC HEARING FEE</u>	\$ 150.00
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<u>CLERICAL</u>	\$ 30.00 per hour
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<u>COPIES</u>25 cents per pg
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Planning Board Consultant Fees are not included. (See Escrow)

All Consultant Fees are billed on an hourly basis and are subject to change WITHOUT NOTICE. Consultant Fees as follows:

McGoey, Hauser & Edsall \$ 36.00 to \$ 140.00 per hour

Robert Hansen / Landscape Arch..... \$ 95.00 per hour

Recording Secretary/Stenographer\$ 5.25 per page plus \$75.00 appearance fee and \$15.00 shipping and handling if mailed.

****Public Improvements **** Inspection Fee: 4% of estimated total costs.

****Private Improvement**** Inspection fee: 2% of estimated total costs.

The TOWN ENGINEER **MUST witness** all perc tests. Escrow money must be on file before this can be done.

Town of Wawayanda Planning Board

ESCROW FEE SCHEDULE

The applicant shall deposit with the town the cost of professional services required for review of the application. Escrow monies not expended are returnable to applicant. Where charges exceed the escrow account balance, additional funds will be requested to cover said costs.

The following fees apply:

SUBDIVISION	\$ 300.00 per lot for each lot up to five (5) lots. \$ 100.00 per lot for each lot over five (5) lots.
LOT LINE CHANGE	\$ 500.00
MULTI-FAMILY SITE PLAN	First 50 Units - \$100.00 per unit Over 50 Units - \$ 50.00 per unit
COMMERCIAL SUBDIVISION	First five (5) lots - \$ 350.00 each Over five (5) lots - \$ 125.00 each
SOLAR ARRAY	\$ 1500.00
SITE PLAN or SPECIAL PERMIT	\$ 300.00 plus \$ 50.00 per 1,000 sq. ft. building floor area
SEQRA	Short Environmental Assessment Form \$ 150.00 Long Environmental Assessment Form \$ 300.00 Environmental Impact Statement \$ 5000.00

Breakdown of all fees must accompany check.

TOWN OF WAWAYANDA
TOWN HISTORIAN

Town Historian/Edward Horan
80 Ridgebury Hill Road
Slate Hill, New York 10973

Date: _____

According to Chapter 72 "Cultural Resources Management Law" prior to granting site plan approval, subdivision approval, or any other approval required by the Town of Wawayanda Planning Board, the Planning Board shall make a determination on whether the property is likely to contain significant cultural resources base upon Preliminary inquiry.

Property Ownership _____

Property Location _____

Applicant _____

Section _____ Block _____ Lot (s) _____

Comments per Town Historian: _____

Edward Horan
Town Historian

Recreation Fee Note

“Each residential, industrial and commercial subdivision and site plan contribute recreational fees calculated on the basis of the gross floor area of new construction resulting from new subdivisions and site plans”

This local law was filed with the Secretary of State and any approvals granted after April 14, 2003 shall have a note attached to the plat stating so.

AGRICULTURAL MAP NOTES

It is the policy of the State of New York and the Town of Wawayanda to conserve, protect, and encourage the development and improvement of Agricultural Land for the production of food and other products and also for its natural and ecological value. This notice is to inform prospective residents that the property they are about to acquire lies partially or wholly within an agricultural district and that FARMING ACTIVITIES are the MAIN LAND USE occurring within the district. Such farming activities may include but not be limited to the following activities:

1. That FARMING does not only occur between 8:00 a.m. and 5:00 p.m. and is dependent on mother nature. Residents should be aware of NOISE FROM AGRICULTURAL MACHINERY being operated in nearby fields on both EARLY MORNING AND EVENING HOURS and noise from crop drying fans which are RUN 24 HOURS A DAY during the harvesting season.
2. That the roads leading to and from the subdivision area frequently traveled by farmers and their SLOW MOVING FARM VEHICLES and EQUIPMENT.
3. That farm neighbors very often SPRAY THEIR CROPS with pesticides in accordance with ACCEPTED PRACTICES REGULATED by the New York State Department of Environmental Conservation.
4. That existing agricultural operations may CREATE BOTH UNAVOIDABLE ODORS and UNSIGHTLINESS commonly associated with farming operations in THIS AREA.
5. That there are DANGERS of letting CHILDREN and PETS roam into any adjacent field which is private property.
6. That residences for seasonal farm laborers are an accessory use to farming activities in the agricultural zones.
7. BE ADVISED of the possible nuisance of blowing dust and black dirt caused by windstorms in this area.

Town of Wawayanda Planning Board Subdivision Checklist

Applicant's Name:

Tax Map Number: _____

I. The following items shall be submitted as part of the Planning Board Application Process.

1. _____ Planning Board Application.
2. _____ Environmental Assessment Form.
3. _____ Application Fees.
4. _____ Completed Checklist.
5. _____ Site Inspection Authorization.
6. _____ Owner's Endorsement.
7. _____ Application Fee and Supporting Calculations.
8. _____ Provide eleven (11) copies of the subdivision plat. Multiple plan sets must be correlated packages. The original must be identified.

II. The following checklist items shall be incorporated on the Subdivision Plan prior to consideration of being placed on the Planning Board Workshop Agenda other than for informal discussion.

1. _____ Name and address of Applicant.
2. _____ Name and address of Owner.
3. _____ Subdivision name and location.
4. _____ Tax Map Data (Section-Block-Lot).
5. _____ Location Map at a scale of 1"= 2,000ft.
6. _____ Date of plat preparation and/or date of any plat revisions.
7. _____ Scale the plat is drawn to and North Arrow.
8. _____ Zoning table showing what is required in the particular zone and what applicant is proposing.
9. _____ Show zone boundary if any portion of proposed subdivision is within or adjacent to a different zone.
10. _____ Designation (in title) if submitted as Sketch plan, Preliminary Plan or Final Plan.

11. _____ Surveyor's certification, seal and signature.
12. _____ The name of adjoining owners within two hundred (200) feet of the property.
13. _____ The location of existing wetlands and 100 foot buffer zone with an appropriate note regarding DEC requirements.
14. _____ Flood elevations and boundaries.
15. _____ Name and width of adjacent street; the road boundary is to be minimum of 25ft. from the physical centerline of the street.
16. _____ Lot area.
17. _____ Applicable note pertaining to owner's review and concurrence with plat together with the owner's signature.
18. _____ Show any existing improvements, i.e. drainage systems, water lines, sewer lines, etc (including location, size and depths).
19. _____ Show all existing houses, accessory structures, existing wells and septic systems within 200 ft. of the parcel to be subdivided.
20. _____ Show existing grade by contour (2ft. interval preferred) and indicate source of contour data.
21. _____ Indicate any reference to previous, i.e. file map date; file map number and previous lot number.
22. _____ General site conditions, including, but not limited to, orchards, cornfields, hedges and other ornamental landscaping, wooded area, wet areas, existing structures, stone walls, lanes and existing improvements within the portion to be subdivided and within 100 ft thereof.
23. _____ Provide 4" wide by 2" high box in area of title box (preferably lower right corner) for use by Planning Board in affixing Stamp of Approval.
24. _____ Boundaries of special districts such as school, fire, water etc.
25. _____ Existing lakes, ponds, streams (including stream classification) watercourses, wetlands, wet areas, drainage ways and all drainage structures in and near the subdivision and those which may be impacted by the subdivision.
26. _____ The locations of all isolated trees over one foot in diameter, four feet above ground level and other significant site features.
27. _____ Proposed lot lines with final and accurate metes and bounds, dimensions, lot acreage and building setback lines. Lots shall be consecutively numbered including any existing residential lot.
28. _____ Suitable subsurface sewer disposal absorption system design and suitable fifty-percent-reserve areas or other proposed

means of sewage disposal. The design should include results of two (2) percolation and two (2) deep pit tests to ascertain subsurface soil, rock and groundwater conditions.

29. _____ A Town representative is required to witness and validate one deep pit test and one percolation test results for each proposed septic system to ascertain the subsurface soil, rock, and groundwater conditions at the proposed absorption field locations.
30. _____ Proposed water supply. Either individual well designs or connection with existing water supply system to provide water for domestic consumption and fire protection.
31. _____ Number the lots including residual lot.
32. _____ Drainage plan, including drainage calculations necessary to support the sizing of proposed drainage structures and verify that no adverse impact on existing drainage will result. Watersheds and drainage structures, both upstream and downstream of the site, must be considered. Proposed drainage structures shall be shown, including location, type and size. Inverts, pipe size and material shall be shown on the plans. Drainage calculation shall contain page numbers and date of preparation and date of revisions. Said calculations shall be prepared in a manner so that revisions and updates can be easily made throughout the review process, thus maintaining the ability of retaining an up-to-date drainage report without having to submit the drainage report in its entirety to accommodate changes.
33. _____ Proposed grading plans.
34. _____ Erosion and sedimentation control plan in conformance with state guidelines, which included temporary and permanent methods of stabilization.
35. _____ Proposed name(s) of streets, with road profiles including existing grades, proposed centerline grades, vertical curves, utilities, drainage structures and other improvements.
36. _____ Indicate location of proposed street or area lighting (if proposed).
37. _____ Proposed land reservations for recreation, park or open space or other public or private use.
38. _____ All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
39. _____ Show existing natural site constraints. Constraints should be highlighted or colored for review. The following constraints should be identified:
 - Slopes: 0-10%, 10-15%, 15-20%, and greater than 20%
 - Significant agricultural soils

- Wetlands and wetland buffers
 - Streams
 - Floodplains
40. _____ Submit a separate map sheet with an aerial photograph of the project site, including proposed lot lines. Aerials may be obtained from <http://www.ocwagis.org/>
41. _____ The proposed limits of disturbance and clearing should be shown on the Plan. The total area of soil disturbance is to be reported on the drawing as a note or in a table. Also, the area of soil disturbance for each proposed lot is to be reported.
42. _____ Include the following Note regarding Recreation Fees: "Each Residential, Industrial, Commercial Subdivision or Site Plans shall contribute recreational fees calculated on the basis of gross floor area for all new construction."
43. _____ Show driveway profiles.
44. _____ An inquiry as to presence of Natural Heritage Important Areas is to be sent to: NY Natural Heritage Program
625 Broadway, 5th floor, Albany, New York 12233-4757
Copies of inquiries and responses to be submitted.

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

Preparer's Acknowledgement:

The plat for the proposed subdivision has been prepared in accordance with this checklist and the Town of Wawayanda Ordinances, to the best of my knowledge.

By: _____	Date: _____
Licensed Professional	

Town of Wawayanda Planning Board

Site Plan Checklist

Applicant's Name:

Tax Map Number: _____

I. The following items shall be submitted as part of the Planning Board Application Process.

1. _____ Planning Board Application.
2. _____ Environmental Assessment Form.
3. _____ Application Fees.
4. _____ Completed Checklist.
5. _____ Site Inspection Authorization.
6. _____ Owner's Endorsement.
7. _____ Application Fee and Supporting Calculations.
8. _____ Provide eleven (11) copies of the site plan. Multiple plan sets must be correlated packages. The original must be identified.

II. The following checklist items shall be incorporated on the Site Plan prior to consideration of being placed on the Planning Board Workshop Agenda other than for informal discussion.

1. _____ Name and address of Applicant.
2. _____ Name and address of Owner.
3. _____ A copy of the deed (only if there is new property owner for the subject parcel).
4. _____ Site Plan title and location.
5. _____ Tax Map Data (Section-Block-Lot).
6. _____ Location map at a scale of 1"=2,000 ft.
7. _____ Date of preparation and/or date of any plan revisions.
8. _____ Scale the site plan is drawn to and a north arrow.
9. _____ Zoning table showing what is required in the particular zone and what applicant is proposing.
10. _____ The name of adjoining owners within two hundred (200) feet of the property.

11. _____ The location, width and purpose of all existing easements reservations and areas dedicated to public use within or adjoining the property.
12. _____ A complete outline of all deed restrictions or covenants applying to the property.
13. _____ Show any existing improvements, i.e. drainage systems, waterline, sewer lines, existing well and septic systems, etc. within 200 ft. of the property (including location, size and depths).
14. _____ Show existing grade by contour (2 ft. interval preferred and indicate source of contour data.
15. _____ Flood elevations and boundaries.
16. _____ Indicate any reference to previous, i.e. file map date, file map number and previous lot number.
17. _____ The location of existing wetlands and 100 foot buffer zone with an appropriate note regarding DEC requirements.
18. _____ The location, names and present widths of existing streets.
19. _____ The location and size of all proposed buildings or structural improvements and proposed first floor elevation of all buildings.
20. _____ The location and design of off street parking and loading areas.
21. _____ Proposed grading plans.
22. _____ Erosion and sedimentation control plan in conformance with state guidelines, which includes temporary and permanent methods of stabilization.
23. _____ The location, direction, power and time of use for any proposed outdoor lighting or public access systems. Off-site lighting, including private area lighting provided by Orange and Rockland, impacting the project site should be demonstrated on the plans.
24. _____ The location and plans for all outdoor signs.
25. _____ Suitable surface sewage disposal absorption system design and suitable fifty-percent-reserve areas or other proposed means of sewage disposal. The design shall include results of two (2) percolation and two (2) deep pit tests to ascertain subsurface soil, rock and groundwater conditions.
26. _____ A Town representative is required to witness and validate one deep pit test and one percolation test results for each

proposed septic system to ascertain the subsurface soil, rock, and groundwater conditions at the proposed absorption field locations.

27. _____ Proposed water supply. Either individual well designs or connection with existing water supply system to provide water for domestic consumption and fire protection.
28. _____ Drainage plan, including calculations necessary to support the sizing of the proposed drainage structures and verify that that no adverse impact on existing drainage will result. Watersheds and drainage structures, both upstream and downstream of the site, must be considered. Proposed drainage structures shall be shown, including location, type, and size. Inverts, pipe size and material shall be shown on the plans. Drainage calculation shall contain page numbers and date of preparation and date of revisions. Said calculations shall be prepared in a manner so that revisions and updates can be easily made throughout the review process, thus maintaining the ability of retaining an up-to-date drainage report without having to submit the drainage report in its entirety to accommodate changes.
29. _____ If the site plan only indicates a first stage, an overall conceptual plan shall indicate ultimate development.
30. _____ Architectural drawings illustrating building elevations and all exterior characteristics.
31. _____ An outline of any proposed deed restrictions or covenants.
32. _____ Show existing natural site constraints. Constraints should be highlighted or colored for review. The following constraints should be identified:
 - Slopes: 0-10%, 10-15%, 15-20%, and greater than 20%
 - Significant agricultural soils
 - Wetlands and wetland buffers
 - Streams
 - Floodplains
33. _____ Submit a separate map sheet with an aerial photograph of the project site, including proposed lot lines. Aerials may be obtained from <http://www.ocwagis.org/>
34. _____ The proposed limits of disturbance and clearing should be shown on the Plan. The total area of soil disturbance is to be reported on the drawing as a note or in a table. Also, the area of soil disturbance for each proposed lot is to be reported.

- 35. _____ Include the following Note regarding Recreation Fees: "Each Residential, Industrial, Commercial Subdivision or Site Plans shall contribute recreational fees calculated on the basis of gross floor area for all new construction."
- 36. _____ An inquiry as to presence of National Heritage Important Areas is to be sent to : NY Natural Heritage Program
625 Broadway, 5th floor , Albany NY 12233-4757
Copies of inquiries and response to be submitted.

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

Preparer's Acknowledgement:

The plat for the proposed site plan has been prepared in accordance with this checklist and the Town of Wawayanda Ordinances, to the best of my knowledge.

By: _____	Date: _____
Licensed Professional	

Town of Wawayanda Planning Department
80 Ridgebury Hill Road
Slate Hill, New York 10973
(845) 355-5712

AGRICULTURAL DATA STATEMENT

In accordance with Section 283-a of the New York State Town Law, the Town of Wawayanda will use the data in this statement to assist in evaluating the impacts of proposed development projects on farm operations in Agricultural Districts.

1. Name of Applicant: _____
Address: _____

2. Project Name / Location _____
3. Description of Proposed project: _____

4. Tax Parcel Number(s): _____
5. Number of total acres involved with project: _____
6. Number of total acres presently in Tax Parcel: _____
7. How much of the site is currently farmed? _____

8. Please identify who is farming the site. _____

9. Please identify what your intentions are for use of the remainder of the property; over:

Five years: _____

Ten Years: _____

Twenty years: _____

10. Who will maintain the remainder of the property not being used for this development?

11. List all farm operations within 500 feet of your parcel. (Use additional sheets if necessary).

Name: _____
Address: _____
Is this parcel actively farmed? <input type="checkbox"/> No <input type="checkbox"/> Yes

Name: _____
Address: _____
Is this parcel actively farmed? <input type="checkbox"/> No <input type="checkbox"/> Yes

Name: _____
Address: _____
Is this parcel actively farmed? <input type="checkbox"/> No <input type="checkbox"/> Yes

Name: _____
Address: _____
Is this parcel actively farmed? <input type="checkbox"/> No <input type="checkbox"/> Yes

Name: _____
Address: _____
Is this parcel actively farmed? <input type="checkbox"/> No <input type="checkbox"/> Yes

Signature of Applicant

Signature of Owner
(If other than applicant)

NOTE: The applicant is to complete this form and submit the original to the Planning Board department. The applicant then needs to mail to all property owners within 500 feet of the property boundary.

TOWN USE ONLY:

This form and a map of all the parcel(s) should be mailed to County Planning as part of the GML m and a referral.

2018

Town of Wawayanda Planning Board Meeting Dates

2nd Wednesday

Wednesday

January 10

February 14

March 14

April 11

May 9

June 13

July 11

August 8

September 12

October 10

November 14

December 12

4th

January 24

February 28

March 28

April 25

May 23

June 27

July 25

August 22

September 26

October 24

*One meeting per month due to Holiday Schedule

Owner's Endorsement

COUNTY

COUNTY OF ORANGE
STATE OF NEW YORK

_____ being duly sworn, deposes and says that he resides

at _____
(Owner's Address)

in the Town of _____ and State of _____

and that he is (the Owner in fee) or of the premises described in the
foregoing application and that he has authorized _____

_____ to make the foregoing application for Subdivision Plat approval as
described herein.

Sworn before me this _____ day of _____ 20____

Notary Public

Owners Signature

Please NOTE:
Any LLC, Corporation or Partnerships will need to divulge all owner(s)
names on this form.

TOWN OF WAWAYANDA

PLANNING BOARD

Barbara Parsons Chairperson
80 Ridgebury Hill Road
Slate Hill, New York 10973

SITE INSPECTION AUTHORIZATION

I hereby give permission to members of the Planning Board of the Town of Wawayanda, the Engineer for the Town of Wawayanda, the Attorney for the Town of Wawayanda, the Planner for the Town of Wawayanda or any of their agents and / or assigns to enter upon my property, located at _____, Town of Wawayanda, State of New York, County of Orange, designated upon the Tax Rolls of the Town of Wawayanda as Section _____, Block _____, Lot(s) _____, in order to personally inspect said premises in order to evaluate the application for _____ affecting the said premises.

Dated: _____, New York
_____, 20__

Signature of Owner of Property

Print Name of Owner of Property

Town of Wawayanda Planning Board Appearance Application Form

Date: _____

Phone # _____
Must be provided

Applicants Name _____

Address: _____

THE FOLLOWING INFORMATION IS REQUIRED

- ◆ **Zone:** (Circle one or more if appropriate)

AP AR SR AB RH H TC MC-1 MC-2

- ◆ **Highway or Road Fronting Property** (Check one or more if appropriate)

Town Rd County Rd State Rd Intersection

- ◆ **Tax Map Description:**

Section _____ Block _____ Lot(s) _____

- ◆ **Fire Districts:**

New Hampton Fire Co. Wawayanda Volunteer
Fire Company

Type of Request (Check appropriate box. One or more may be applicable)

- | | |
|--|---|
| <input type="checkbox"/> Informal Discussion | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Casual Subdivision | <input type="checkbox"/> Lot Line Change |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Light Business |
| <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Site Plan /New |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Highway Commercial |
| <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Forestry Operation |

Amendment /Additions /Alterations of Signed Approved Plans

For:

- | | | |
|------------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Driveway | <input type="checkbox"/> Subdivision |
|------------------------------------|-----------------------------------|--------------------------------------|

- ◆ In order to be placed on the agenda for an **Informal Meeting only**, a fee of \$ 250.00 is required at the time you submit the application. If an application for any other of the above is to be submitted, any and all application fees need to be submitted before an application can be processed and placed on the agenda. The Planning Board secretary will process all applications. A notice of Five (5) working days must be given to change the Agenda date. If no notice is given, the application fee is forfeited and a new fee and agenda date will then be required.

Signature of Applicant Date

Signature of Owner Date

If applicant is not the owner, the owner's signature is required and **MUST** be Notarized.

Any LLC, Corporations or Partnerships of five percent or more must divulge all names on this application.

CULTURAL RESOURCE MANAGEMENT PRELIMINARY INQUIRY FORM

According to Chapter 72, "Cultural Resources Management Law", prior to granting site plan approval, subdivision approval or any other approval required by the Town of Wawayanda Planning Board shall make a determination of whether the property is likely to contain significant cultural resources based upon a Preliminary Inquiry.

The Planning Board may waive the requirements set forth in sub-section 72-2 on applications for approval where the area to be disturbed by building or development is less than 2500 square feet and the Planning Board believes that the proposes of the Cultural Resources Management Law will not be substantially impaired.

This form to be completed and forwarded by the applicant to each of the following addresses:

The Office of Parks, Recreation, and Historic Preservation (OPRHP)
Ms. Ruth Pierpont
Field Service Bureau
Peebles Island
P.O. Box 189
Waterford, N.Y. 12188-0189

Mr. Edward Horan
Town Historian
Town of Wawayanda Town Hall
80 Ridgebury Road
Slate Hill, NY 10973

I. **PROPERTY LOCATION:** _____

Tax Map Number: ` _____

II. **PROPERTY OWNERSHIP**

Name of Owner: _____

Address: _____

Telephone: _____

III. **APPLICANT INFORMATION**

Name of Applicant: _____

Address: _____

Telephone: _____

IV. **PROJECT INFORMATION**

Description of the Proposed Action: _____

Is this project:

- Site Plan Application
- Subdivision Application
- Change in Use
- Lot Line Change

[] Other: _____

Total Project Area: _____ (+/-) Acres _____ (+/-) Square Feet

Total Area of Disturbance: _____ (+/-) Square Feet

V. LOCATION MAP

Attach a copy of a tax location map AND a site location map at a scale that clearly identifies the property's location and provided a regional reference.

THE APPLICANT HEREBY AFFIRMS THAT ALL INFORMATION CONTAINED HEREIN IS ACCURATE AND COMPLETE AS OF THE DATE OF APPLICATION.

Signature

Date

**NY NATIONAL HERITAGE PROGRAM
IMPORTANT AREAS**

This form to be completed and forwarded by the applicant to the following address:

New York National Heritage Program
625 Broadway, 5th Floor
Albany, New York 12233-4757

(518) 402-8935

I. **PROPERTY LOCATION:** _____

Tax Map Number: _____

II. **PROPERTY OWNERSHIP**

Name of Owner: _____

Address: _____

Telephone: _____

III. **APPLICANT INFORMATION**

Name of Applicant: _____

Address: _____

Telephone: _____

IV. **PROJECT INFORMATION**

Description of the Proposed Action: _____

Is this project:

- Site Plan Application
- Subdivision Application
- Change in Use
- Lot Line Change
- Other: _____

Total Project Area: _____ (+/-) Acres _____ (+/-) Square Feet
Total Area of Disturbance: _____ (+/-) Square Feet

V. **LOCATION MAP**

Attach a copy of a tax location map AND a site location map at a scale that clearly identifies the property's location and provided a regional reference.

THE APPLICANT HEREBY AFFIRMS THAT ALL INFORMATION CONTAINED HEREIN IS ACCURATE AND COMPLETE AS OF THE DATE OF APPLICATION.

Signature

Date