

Town of Wawayanda Planning Board
General Information Sheet / Revised 03/20/2019

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 pm and 4:00 pm 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 / James Gayler

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 4:00 p.m. Monday through Friday.

If you have any questions please call the office at (845) 355-5700 ext. 8.

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:

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.

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.

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 as the 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 within 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. You can complete this form at:

www.dec.ny.gov/eafmapper

SEE FEE SCHEDULE ATTACHED TO THE APPLICATION.

Town of Wawayanda Planning Board
80 Ridgebury Hill Road, Slate Hill, NY 10973
Appearance Application Form

Date: _____ Phone # _____
Must be provided

Applicants Name _____

Address: _____

E-mail Address: _____

THE FOLLOWING INFORMATION IS REQUIRED

◆ **Zone:** (Check 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 |
|------------------------------------|-----------------------------------|--------------------------------------|

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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.

**A completed EAF Short Form must be submitted.
Please visit www.dec.ny.gov/eafmapper
Fill out the form and print from the website.**

Owner's Endorsement

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
MEETING DATES FOR 2019

**REGULAR MEETING
MEETING**

January 9
February 13
March 13
April 10
May 8
June 12
July 10
August 14
September 11
October 9
*November 13
*December 11

*Holiday Schedule

WORKSESSION

January 23
February 27
March 27
April 24
May 22
June 26
July 24
August 28
September 25
October 23