

TOWN OF WARWICK PLANNING BOARD

SITE PLAN AND SPECIAL USE PERMIT APPLICATION PACKAGE

Chairperson: Benjamin Astorino

Members: Russell Kowal
Dennis McConnell
Roger Showalter
Bo Kennedy

Secretary: Connie Sardo

Planning Board Engineer: Laura A. Barca, PE (HDR Engineering)

Town Planner: J. Theodore Fink, AICP (Greenplan, Inc.)

Planning Board Attorney: John D. Bollenbach, Esq.

Contents:

1. Informational Letter
2. Site Plan and Special Use Permit Application Form
3. Site Plan and Special Use Permit Checklist

Other Relevant Information (see Town of Warwick Planning Department web page):

1. Submittal Deadlines and Meeting Dates
2. Schedule of Fees
3. Escrow Account Form
4. Agricultural Data Statement
5. Town of Warwick Standard Map Notes
6. Town Code §164-46
7. 9-1-1 Procedures
8. Affidavit of Placement for Placement of Iron Pins
9. Sample Letter for Service Capacity
10. Contact Addresses

Town of Warwick Planning Board
132 Kings Highway
Warwick, New York 10990
Tel: (845) 986-1127, ext 261
Fax: (845) 987-9644
Email: towplanning@yahoo.com

Re: Informational Letter

Dear Applicant:

In order for the Planning Board to adequately review your application, the following items must be received by the Planning Board Secretary ***no later than 3:00 pm, 21 calendar days prior to the regular scheduled meeting. If all items are not received by this deadline, the application will be considered incomplete and will not be reviewed.***

1. Project Cover Letter
2. Completed Application
3. Completed Checklist
4. Environmental Assessment Form
5. Agricultural Data Statement
6. Fifteen Collated Sets of folded Signed and Sealed Plans, (8 full size sets, 7 - 11"x17" reduced sets, and 2 labeled CDs with entire submittal in pdf format)
7. Itemized response to any prior review comments
8. Application Fee
9. Escrow Deposit for Consultant Review

In your submittal, please separate out two packages, each package to include one copy of items 1-7 above, for the Planning Board Secretary to distribute to the Planning Board's Engineer and Planner.

All fees for consultant review that the Planning Board incurs during the review of the application will be the responsibility of the applicant. An advanced deposit for these fees will be required to be placed in an escrow account with the Town of Warwick. ***No review of the application will commence until the escrow deposit is received.*** In addition, if the escrow balance falls below 40% of the initial deposit, the applicant will be required to make an additional deposit to bring the balance back to the original amount, prior to any further review of the application by the Planning Board. ***Final plans will not be signed unless the escrow account is current.***

Sincerely,

Benjamin Astorino, Chairman
Town of Warwick Planning Board

Town of Warwick Planning Board
132 Kings Highway
Warwick, New York 10990
Tel: (845) 986-1127, ext 261
Fax: (845) 987-9644
Email: towplanning@yahoo.com

OFFICE USE ONLY:

Application #: _____

Date Received: _____

APPLICATION FOR SITE PLAN AND SPECIAL USE APPROVAL

[All information must be completed. If not applicable, note N/A. Must be signed & notarized.]

1. Project Name _____
2. Tax map designation: Section _____ Block _____ Lot _____
3. Provide copy of Deed: Liber _____ Page _____ Date _____
4. Type of Project (circle all that apply): Site Plan Special Use Timber Harvest Permit
5. Applicant's Name _____ Phone _____ Fax _____
Address _____ Email _____
(Street Number & Name) (Post Office) (State) (Zip Code)
6. Owner's Name _____ Phone _____ Fax _____
Address _____ Email _____
(Street Number & Name) (Post Office) (State) (Zip Code)
7. Plan Preparer's Name _____ Phone _____ Fax _____
Address _____ Email _____
(Street Number & Name) (Post Office) (State) (Zip Code)
8. Attorney's Name _____ Phone _____ Fax _____
Address _____ Email _____
(Street Number & Name) (Post Office) (State) (Zip Code)
9. Meeting Notification Name _____ Phone _____ Fax _____
10. Project location: On the _____ side of _____, _____ feet _____ of _____
(Street) (direction)
- 11: Total acreage _____ Zone _____ Number of lots _____
12. Postal delivery Area _____ School District _____
Fire District _____ Ambulance District _____
13. This application is for the use and construction of _____

14. Is any variance from the Subdivision Regulations requested? _____ If so, for what? _____
15. Has the Zoning Board of Appeals granted any variance or special permit concerning this property?
_____ If so, list Applicant Name _____ (**Attach entire ZBA approval.**)
16. List all contiguous holdings in the same ownership (as defined in the Warwick Zoning Ordinance).
Section _____ Block _____ Lot _____
17. Estimated area of disturbance _____
18. If this property is under a contract of sale, provide name of contract purchaser _____
_____ and date of execution _____

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

COUNTY OF _____
STATE OF _____ SS:

I, _____, hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Sworn before me this _____ Signature _____

_____ Day of _____ 20 _____ Title _____

Notary Public

PROXY STATEMENT (Completion required ONLY if applicable)

COUNTY OF _____
STATE OF _____ SS:

_____, being duly sworn, deposes and says that he resides at _____ in the County of _____ and State of _____ (Owners Address)

And that he is the (owner in fee) _____ of the _____ (Official Title)

(corporation which is the owner in fee) of the premises described in the foregoing application and that he has authorized _____ to make the foregoing application for Planning Board approval as described herein and to represent him on all Planning Board matters.

Sworn before me this _____ Owner's or Official's Signature _____

_____ Day of _____ 20 _____

Notary Public

OFFICE USE ONLY

CHECKLIST OF APPLICATION REQUIREMENTS

- A. _____ Project Cover Letter
- B. _____ Completed Application
- C. _____ Completed Checklist
- D. _____ Agricultural Data Statement
- E. _____ Environmental Assessment Form
- F. _____ Deed documenting ownership of land, if applicable
- G. _____ 15 Collated Sets of plans folded to fit into a letter sized correspondence file
- H. _____ Service Capacity response letters from utility, water, sewer, highway, police, ambulance, fire, and school
- I. _____ Application fee
- J. _____ Replenishment of Consultant Review Fee, if applicable
- K. _____ Other

TOWN OF WARWICK PLANNING BOARD SITE PLAN AND SPECIAL USE PERMIT CHECK LIST

The following items shall be submitted with a completed check list to the Planning Board secretary at least 21 days prior to the Planning Board Meeting before consideration for being placed on Planning Board agenda.

- A. _____ Project Cover Letter
- B. _____ Completed Application for Preliminary Approval of a Major Subdivision
- C. _____ Short Environmental Assessment Form (EAF). The Planning Board may require a Full EAF if it needs additional information about the application or if the proposal is classified as a Type 1 Action under the State Environmental Review Act (SEQR). The EAF must include correspondence from the NYS Natural Heritage Program (NHP) on rare or state-listed animals and plants, significant natural communities, and other significant habitats. As a result of correspondence from the NHP or, if the property falls within the Town's Biodiversity Conservation Overlay District, on-site habitat assessments may be necessary. The EAF must also include a copy of the Statewide Archaeology Inventory Map showing the project area; this is available from the NYS Office of Parks, Recreation and Historic Preservation's (ORP) SPHINX mapping. The addresses and website URL's are listed in the Sketch Plan Application package.
- D. _____ Stormwater Pollution Prevention Plan with notes and details, if applicable.
- E. _____ Agricultural Data Statement.
- F. _____ 15 Collated Sets of sketch plans (8 full size sets, 7-11"x17" reduced sets, and 2 labeled CDs with entire submittal in pdf format) folded to fit into a letter sized file with any other correspondence. Please provide one copy of Items A-D and this checklist packaged for the Planning Board Secretary to distribute to both the Engineer and Planner at least 21 days prior to the Planning Board meeting. The plan shall include the numbered items below.
- G. _____ Prior Subdivision/Site Plan Map, if any (3 copies).
- H. _____ County Tax Maps printed on 11"x17" (3 copies).
- I. _____ Color mapping of NYSDEC Environmental Resource Mapper including 100-ft of project boundary (e.g., wetlands, classified streams, Archaeology Inventory Mapping, etc; 3 copies).
- J. _____ National Wetlands Inventory mapping including 100-ft of project boundary (3 copies).
- K. _____ Documentation of Ownership of Land (deed) and, if applicable, confirmation of Corporate Ownership and proxy.
- L. _____ Approval from State, County, and abutting municipal agencies.
- M. _____ Copy of all offers of cession, covenants, deed restrictions, and easement in effect or intended.
- N. _____ Service Capacity response letters from utility, water, sewer, highway, police, ambulance, fire, and school.
- O. _____ Application fee and escrow deposit for Consultant Review. Please pay each with a separate a check; the memo on each check must indicate the project name and type of payment.
- P. _____ Minimum Plan Requirements:
 - 1. _____ The plan shall be submitted at a scale no less than 1 inch = 40 ft.
 - 2. _____ If more than one sheet is required, show match lines where appropriate and provide an overall plan showing the entire project on one sheet at an appropriate scale.
 - 3. _____ Location map (copy of tax map) at a minimum of 1 inch = 2000-ft. It shall show north arrow, scale, and date.
 - 4. _____ Tax map section, block, and lot numbers.
 - 5. _____ North arrow, written and graphic scale.

6. _____ Title block shall contain:
 - a. _____ Name of Subdivision, name of municipality, and County in which it is located.
 - b. _____ Name and address of Applicant and record owner.
 - c. _____ Name, address, license number, seal, and signature of design professional who prepared the drawings.
 - d. _____ Total acreage for entire tract and for each zone district within the tract.
 - e. _____ Total number of proposed lots, if applicable.
 - f. _____ Date of preparation and date of each subsequent revision
7. _____ Key Plan shall be no larger than 1 inch = 2000-ft and shall include:
 - a. _____ Relationship of site to wetlands, rivers, lakes, ponds, water courses, highways, streets, and political subdivisions.
 - b. _____ Match lines for two or more drawing sheets shall be indicated.
8. _____ Certification by licensed land surveyor that all metes, bounds, and topography were developed through actual field survey, including the date of that survey. Note the datum of the topographic survey on the drawing.
9. _____ Special Features as indicated on the Town of Warwick Comprehensive Plan.
10. _____ A complete outline of existing easements, deed restrictions or covenants applying to the property.
11. _____ Offers of dedication, easements, and similar statements indicated on the drawing.
12. _____ Boundaries of special districts (e.g., water, sewer, fire, school, etc.).
13. _____ Topographic contours at 2-ft intervals.
14. _____ Proposed finished grades shall be indicated.
15. _____ Existing contours with intervals of 2-ft or less extending 50-ft (or more) beyond the tract boundary.
16. _____ Identify adjacent property owners of record within 300 feet for the site together with the section, block and lot number.
17. _____ Bulk Table showing zoning district(s) the property is in, including the use group and bulk requirements together with compliance information.
18. _____ Full text of special conditions, per the Bulk Table.
19. _____ Approval block in the lower right hand corner.
20. _____ Erosion Control / Stormwater Pollution Prevention Plan with notes and details.
21. _____ Stream(s) classification, is applicable.
22. _____ Approximate boundaries of areas subject to flooding or stormwater overflows.
23. _____ Delineation of wetlands, name and address of delineator and date of delineation, jurisdictional agency (NYSDEC or USACE), and waterline.
24. _____ General site conditions including physical features but not limited to rock out crops, isolated trees over 12 inch caliper and all trees over 24 caliper (if requested), existing structures (e.g., buildings, barns, sheds, pools, retaining walls, fencing, etc.), stone walls and tree lines on the property and within 100 feet of the property boundary.
25. _____ Show traffic flow patterns and the design of parking/loading areas.
26. _____ Show parking calculations.
27. _____ A Landscaping Plan, including a planting schedule & notes assuring replacement of plantings that do not survive for three years, should be included in the plan set.
28. _____ Show the location, design, and construction materials for all existing and proposed walkways, bicycle paths and racks, benches, ramps, outdoor storage or display areas, and retaining and/or landscaping walls and fences.

29. _____ The proposed location, height, orientation, type of illuminating device, shielding, bulb type and wattage, and photometric data of all outdoor lighting fixtures, including manufacturer cut sheets as required in §164-43.4.
30. _____ The location, height, size, materials of construction, design, and illumination of existing and proposed signs (including the Master Sign Plan), and other advertising devices as required in §164-43.1.
31. _____ The location, type, and screening details for solid waste disposal facilities and containers.
32. _____ Estimates of noise generation.
33. _____ Proposed grading and drainage plan, including proposed drainage structures on the subdivision or within 200 feet of its boundaries including:
 - a. _____ Profiles at a scale of 1"=50' horizontal and 1"=10' vertical
 - b. _____ Provide numbering identification system of all structures
 - c. _____ Type of structure
 - d. _____ Rim and invert elevations
 - e. _____ Type, slope, and size of all culverts
 - f. _____ Indication of drainage easements
 - g. _____ All applicable design details
34. _____ Road sign locations where appropriate or required by Planning Board.
35. _____ Street right of ways within 200-ft of the property boundaries, including name, location, width, and speed limit.
36. _____ Show driveway location and sight distance.
37. _____ Proposed sanitary sewers including:
 - a. _____ Sewer main profiles
 - b. _____ Location of all manholes and their respective rim and invert elevations
 - c. _____ Location of all sanitary sewer lines
 - d. _____ Type, slope and size of all sewer lines
 - e. _____ Indication of sewer main easements
 - f. _____ All applicable design details
38. _____ Water main profiles
 - a. _____ Water main profiles.
 - b. _____ Location of all fire hydrants and control valves
 - c. _____ Location of all supply lines
 - d. _____ Type and size of all supply lines
 - e. _____ Indication of water main easements
 - f. _____ All applicable design details
39. _____ Proposed individual waste disposal systems including:
 - a. _____ Location of at least two percolation and two deep test pits with certification that Planning Board Engineer has witnessed soil tests
 - b. _____ Subsurface data in accordance with OCDOH requirements
 - c. _____ Location of the field
 - d. _____ Locations of existing and proposed systems within 200-ft of property boundary or certification that none exist.
 - e. _____ Number and length of laterals
 - f. _____ Over all length of laterals provided 50% expansion area
 - g. _____ Surface water diversion from sewage disposal system
 - h. _____ Location and size of septic tank
 - i. _____ All applicable separation distances appropriately and clearly noted on the plans
 - j. _____ All applicable design details

40. _____ Proposed individual water supply including:
 - a. _____ Location of well
 - b. _____ Locations of existing and proposed wells within 200-ft of property boundary or certify that none exist.
 - c. _____ All applicable separation distances appropriately & clearly noted
 - d. _____ All applicable design details
41. _____ Location of electric, telephone, television cable, gas lines, solar, HVAC unit(s) or other energy system including all applicable design details.
42. _____ Location of existing and proposed buildings, indicating conformance to zoning district requirements.
43. _____ Location of uses and outlines of structures drawn to scale on and within 100-ft of the property boundary.
44. _____ Location, proposed use, height, and setback measurements of all existing and proposed buildings located on the project site.
45. _____ The location of fire and emergency access ways and zones, including the location of fire hydrants or of the nearest alternative water supply for fire emergencies.
46. _____ Agricultural, Ridgeline, Aquifer, Private Road Use and Maintenance Agreement, Stormwater Management Facility Maintenance and other notes as required by the Planning Board.
47. _____ Architectural drawings, including floor plans, and plans for exterior elevations at a scale of 1/4-inch = 1-ft showing the structure's mass and architectural features, including the type and color of materials to be used.
48. _____ Show the maximum number of employees, maximum seating capacity, hours of operations, etc. specific to the proposed use.
49. _____ Inventory and quantity of hazardous materials anticipated for on-site storage and/or use, if applicable.
50. _____ Plans for the disposal of construction and demolition waste, whether on-site storage and/or use, if applicable.
51. _____ For projects involving more than one phase, a site plan indicating the ultimate development of the entire property shall be submitted.
52. _____ Incorporation of recommendations resulting from previous planning board appearances and the proper revision date.
53. _____ Special mitigation measures required by the SEQRA review process, whether conducted by the Planning Board or another agency.

This list is provided as a guide only and is for the convenience of the applicant. The Town of Warwick Planning Board may require additional notes or revisions prior to granting approval. The applicant shall review the Town Code and all applicable State, including SEQRA documents in accordance with NYCRR §617 and Federal requirements for additional information required.

Preparer's Acknowledgement:

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

By: _____ Date: _____
 Licensed Professional