

# **TOWN OF WARWICK PLANNING BOARD**

## **PRELIMINARY APPROVAL OF A MAJOR SUBDIVISION APPLICATION PACKAGE**

Chairperson: Benjamin Astorino

Members: Christine Little  
Dennis McConnell  
Roger Showalter  
Bo Kennedy

Alt Member: John MacDonald

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. Preliminary Subdivision Application Form
3. Preliminary Major Subdivision Checklist

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

1. Subdivision Regulations, Town of Warwick Code §137 and §164
2. Submittal Deadlines and Meeting Dates
3. Schedule of Fees
4. Town of Warwick Standard Map Notes
5. Sample Letter for Service Capacity
6. Contact Addresses

Town of Warwick - Planning Board  
132 Kings Highway  
Warwick, NY 10990  
Tel:  
845-986-1127  
Email: [planning@townofwarwick.org](mailto:planning@townofwarwick.org)

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. Three (3) Collated Sets of folded Signed and Sealed Plans, (3 full size sets, 1-11"x17" reduced set, and with entire submittal emailed in pdf format to [planning@townofwarwick.org](mailto:planning@townofwarwick.org)
7. Itemized response to any prior review comments
8. Application Fee
9. Escrow Deposit completed form and check for Consultant Review

In your submittal, please separate out two packages + one original, 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](mailto:towplanning@yahoo.com)

OFFICE USE ONLY:

Application #: \_\_\_\_\_

Date Received: \_\_\_\_\_

**APPLICATION FOR PRELIMINARY APPROVAL OF A MAJOR SUBDIVISION**

[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): Major Subdivision Minor Subdivision Lot Line Change
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. Is open space being offered as part of this application? \_\_\_\_\_ If so, what amount? \_\_\_\_\_
14. Is any waiver 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. Date of Sketch Plan Approval \_\_\_\_\_
18. Estimated area of disturbance \_\_\_\_\_
19. 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

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**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  
(Owners Address)

State of \_\_\_\_\_.

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

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**OFFICE USE ONLY**  
**CHECKLIST OF APPLICATION REQUIREMENTS**

- A. \_\_\_\_\_ Project Cover Letter
- B. \_\_\_\_\_ Completed Application
- C. \_\_\_\_\_ Preliminary Plan Checklist
- F. \_\_\_\_\_ 15 Collated Sets of plans folded to fit into a letter sized correspondence file
- H. \_\_\_\_\_ Application fee
- G. \_\_\_\_\_ Replenishment of Consultant Review Fee, if applicable

## **TOWN OF WARWICK PLANNING BOARD PRELIMINARY APPROVAL FOR A MAJOR SUBDIVISION 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. \_\_\_\_\_ Stormwater Pollution Prevention Plan with notes and details & MS4, if applicable.
- D. \_\_\_\_\_ 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.
- E. \_\_\_\_\_ 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.
- F. \_\_\_\_\_ All requirements set forth in Sketch Plan Approval Checklist.
- G. \_\_\_\_\_ Minimum Plan Requirements:
  - 1. \_\_\_\_\_ The drawing size shall conform to requirements for filing in Orange County Clerk's Office.
  - 2. \_\_\_\_\_ The plan shall be submitted at a scale no less than 1 inch = 100 ft; a scale of 1 inch = 50-ft is preferred.
  - 3. \_\_\_\_\_ 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.
  - 4. \_\_\_\_\_ Title block shall contain:
    - a. \_\_\_\_\_ Name of Subdivision, name of municipality, and County in which it is located.
    - b. \_\_\_\_\_ Name and address of subdivider (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.
    - f. \_\_\_\_\_ Date of preparation and date of each subsequent revision
  - 5. \_\_\_\_\_ 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.
  - 6. \_\_\_\_\_ True or Magnetic north point shall be indicated on all applicable drawings.
  - 7. \_\_\_\_\_ 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.
  - 8. \_\_\_\_\_ Special Features as indicated on the Town of Warwick Comprehensive Plan.
  - 9. \_\_\_\_\_ Offers of dedication, easements, and similar statements indicated on the drawing.
  - 10. \_\_\_\_\_ Boundaries of special districts (e.g., water, sewer, fire, school, etc.).

11. \_\_\_\_\_ Topographic contours at 2-ft intervals in areas of disturbance or impact.
12. \_\_\_\_\_ Existing contours with intervals of 2-ft or less extending 50-ft (or more) beyond the tract boundary.
13. \_\_\_\_\_ Proposed finished grades shall be indicated.
14. \_\_\_\_\_ Street right of ways within 200-ft of the property boundaries, including name, location, and width.
15. \_\_\_\_\_ Identify adjacent property owners of record within 300 feet for the site together with the section, block and lot number.
16. \_\_\_\_\_ Erosion Control Plan with notes and details.
17. \_\_\_\_\_ Stream(s) classification, is applicable.
18. \_\_\_\_\_ Approximate boundaries of any areas subject to flooding or stormwater overflows.
19. \_\_\_\_\_ Delineation of wetlands, name and address of delineator and date of delineation, jurisdictional agency (NYSDEC or USACE), and waterline.
20. \_\_\_\_\_ 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
21. \_\_\_\_\_ Proposed streets including:
  - a. \_\_\_\_\_ Name
  - b. \_\_\_\_\_ Road profiles at a scale of 1"=50' horizontal and 1"=10' vertical
  - c. \_\_\_\_\_ 100-ft stations (with 50-ft ticks) on all plans and profiles
  - d. \_\_\_\_\_ Right of way width
  - e. \_\_\_\_\_ Pavement width
  - f. \_\_\_\_\_ Center line elevation at intersections and principal changes of grade
  - g. \_\_\_\_\_ Sight distance
  - h. \_\_\_\_\_ Street lights, if applicable
  - i. \_\_\_\_\_ Typical cross section of all proposed roadways
  - j. \_\_\_\_\_ All applicable design details
22. \_\_\_\_\_ Location of driveways.
23. \_\_\_\_\_ Road sign locations where appropriate or required by Planning Board.
24. \_\_\_\_\_ 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
25. \_\_\_\_\_ 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

26. \_\_\_\_\_ 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
27. \_\_\_\_\_ 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 and clearly noted on the plans
  - d. \_\_\_\_\_ All applicable design details
28. \_\_\_\_\_ Location of electric, telephone, television cable, gas lines, solar, or other energy system including all applicable design details.
29. \_\_\_\_\_ 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.
30. \_\_\_\_\_ Location of existing and proposed buildings, indicating conformance to zoning district requirements.
31. \_\_\_\_\_ Agricultural, Ridgeline, Aquifer, Private Road Use and Maintenance Agreement, Stormwater Management Facility Maintenance and other notes as required by the Planning Board.
32. \_\_\_\_\_ Architectural renderings, if required.
33. \_\_\_\_\_ Incorporation of recommendations resulting from previous planning board appearances and the proper revision date.

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