

TOWN OF WARWICK PLANNING BOARD

FINAL APPROVAL OF MINOR SUBDIVISION APPLICATION PACKAGE

Chairperson: Benjamin Astorino

Members: Christine Little
Dennis McConnell
Roger Showalter
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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. Final Subdivision Application Form
3. Checklist for Final Approval of a Minor Subdivision

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. 9-1-1 Procedures
6. Affidavit for Placement of Iron Pins
7. 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: _____
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APPLICATION FOR FINAL APPROVAL OF A MINOR 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. Estimated area of disturbance _____
18. Date of Sketch Plan Approval _____

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
(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

OFFICE USE ONLY
CHECKLIST OF APPLICATION REQUIREMENTS

- A. _____ Project Cover Letter
- B. _____ Completed Application
- C. _____ Certification of title showing Applicant as Owner
- D. _____ Final Approval Checklist for either Major or Minor
- E. _____ Approval from State, County, and abutting municipal agencies
- F. _____ 15 Collated Sets of plans folded to fit into a letter sized correspondence file
- G. _____ Copies of all offers of cession, covenants, deed restrictions, and easements in effect or intended
- H. _____ Service Capacity response letters from utility, water, sewer, highway, police, ambulance, fire, and school
- I. _____ Documentation of 9-1-1 addresses
- J. _____ Application Fee
- K. _____ Replenishment of Consultant Review Fee

**TOWN OF WARWICK PLANNING BOARD
FINAL APPROVAL FOR A
MINOR 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 Final Subdivision Approval
- C. _____ 15 Collated Sets of 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-C 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.
- D. _____ Certification of Title showing Applicant as Owner.
- E. _____ Approval from State, County, and abutting municipal agencies.
- F. _____ Copy of all offers of cession, covenants, deed restrictions, and easement in effect or intended.
- G. _____ Service Capacity response letters from utility, water, sewer, highway, police, ambulance, fire, and school
- H. _____ Documentation from 9-1-1 coordinator approving all street addresses and names.
- I. _____ 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.
- J. _____ All requirements set forth in Sketch Plan Approval Checklist.
- K. _____ 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, telephone number, 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 and the date of that survey. Note the datum of the topographic survey.
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.
12. _____ Existing contours with intervals of 2-ft or less extending 50-ft (or more) beyond the tract boundary for all areas of disturbance or impact.
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 / Stormwater Pollution Prevention Plan with notes and details.
17. _____ MS4 Stormwater Pollution Prevention Plan Acceptance Form, if applicable.
18. _____ Stream(s) classification, is applicable.
19. _____ Approximate boundaries of areas subject to flooding or stormwater overflows.
20. _____ Delineation of wetlands, name and address of delineator and date of delineation, jurisdictional agency (NYSDEC or USACE), and waterline.
21. _____ 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
22. _____ 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
23. _____ Location of driveways.
24. _____ Road sign locations where appropriate or required by Planning Board.
25. _____ 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

26. _____ 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
27. _____ 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
28. _____ 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
29. _____ Location of electric, telephone, television cable, gas lines, solar, or other energy system including all applicable design details.
30. _____ 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.
31. _____ Location of existing and proposed buildings, indicating conformance to zoning district requirements.
32. _____ Agricultural, Ridgeline, Aquifer, Private Road Use and Maintenance Agreement, Stormwater Management Facility Maintenance and other notes as required by the Planning Board.
33. _____ Architectural renderings, if required.
34. _____ Incorporation of recommendations resulting from previous planning board appearances and the proper revision date.
35. _____ Lot layout including numbering identification system, lot lines with accurate metes and bounds (on plan signed and sealed by Professional Land Surveyor), lot areas, building set back lines, location of all buildings in accordance with buildable area requirements (§137-21.A).
36. _____ Description and proposed use of special parcels. Note where an offer of dedication is being made.
37. _____ Right of way information, including length of all straight lines, deflection angles, radii, and length of curves (on plan signed/sealed by Professional Land Surveyor).
38. _____ Plan of recreation and community improvements.

39. _____ Location and description/details of outdoor lighting in accordance with §164-43.4 (a note should be added to the plan stating this).
40. _____ Landscaping plan prepared by a design professional, if applicable.
41. _____ Protective covenants with recording information on the plan.
42. _____ Approval block located in the lower right hand corner of the plan.
43. _____ 9-1-1 addresses shown in tabular format.
44. _____ 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