

# TOWN OF WARWICK PLANNING BOARD

## SITE PLAN AND SPECIAL USE PERMIT 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. 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](mailto: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](mailto: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  
(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   | I. _____ Application fee                                       |
| B. _____ Completed Application  | J. _____ Replenishment of Consultant Review Fee, if applicable |
| C. _____ Completed Checklist  | K. _____ Other   |
| 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 |  |

## 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