

TOWN OF WARWICK PLANNING BOARD

SKETCH PLAN 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.

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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 SKETCH SUBDIVISION 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): 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. Have there been any lots sold from this parcel within the last 36 months? _____
If so, how many have been sold? _____ Section _____ Block _____ Lot _____
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
- B. _____ Completed Application
- C. _____ Sketch Plan Checklist
- D. _____ Agricultural Data Statement
- E. _____ Environmental Assessment Form (EAF)
- F. _____ 15 Collated Sets of plans folded to fit into a letter sized correspondence file
- G. _____ Deed Documenting Ownership of land; Proxy Statement, if applicable
- H. _____ Application fee
- I. _____ Consultant Review fee.

**TOWN OF WARWICK PLANNING BOARD
SUBDIVISION CHECK LIST
FOR SKETCH PLAN APPROVAL**

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 Sketch Plan Approval
- 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. _____ Agricultural Data Statement
- E. _____ 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-E 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.
- F. _____ Documentation of Ownership of land (deed), and, if applicable, confirmation of Corporate Ownership and proxy (3 copies).
- G. _____ Prior Subdivision 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 beyond project boundary (e.g., wetlands, streams, Archaeology Inventory Mapping, etc) (3 copies).
- J. _____ National Wetlands Inventory mapping including 100-ft of project boundary (3 copies).
- K. _____ Copy of ZBA approval(s).
- L. _____ 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.
- M. _____ Minimum Plan Requirements:
 - 1. _____ The plan shall be submitted at a scale no less than 1 inch = 200 ft.
 - 2. _____ If more than one sheet is required, show match lines where appropriate & 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 scale of 1 inch = 2000 ft. It shall show north arrow, scale, and zoning districts within 300-ft.
 - 4. _____ Tax map section, block and lot numbers.
 - 5. _____ All existing restrictions on the use of land including easements and covenants or deed restrictions.
 - 6. _____ Zoning and overlay protection district boundaries and applicable requirements.
 - 7. _____ Special Features as indicated on the Town of Warwick Comprehensive Plan.
 - 8. _____ Legend, North Arrow, Bar Scale and Date.
 - 9. _____ Bulk Table for appropriate zone and use group.

10. _____ General site conditions including physical features but not limited to rock out crops, isolated trees over 12 inch caliper and all trees over 24 inch 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.
11. _____ Site Distance §137 Appendix F (2) for Town Road.
12. _____ Square Rule §137-21.K(1) – Shape of Lot.
13. _____ Buildable Area §137-21.A – Lots to be Buildable.
14. _____ Existing contours with intervals of 20-ft or less extending 50-ft (or more) beyond the tract boundary (2-ft contours are preferable).
15. _____ Location and accurate boundary of wetlands, FEMA flood plains (with revision date), bodies of water, water courses and existing drainage features on property and within 300 feet of property bounds.
16. _____ Approximate boundaries of any areas subject to flooding or stormwater overflows.
17. _____ All utilities available shall be located and all streets that are proposed mapped or built.
18. _____ Soils map of site based on S.C.S. data with hydric soils and prime agricultural soils identified.
19. _____ Soils suitable for septic systems (§137 Appendix A (Table of Soil Groups)).
20. _____ Delineate areas of site with grades of 15 to 25 percent and 25 percent or more.
21. _____ Proposed pattern of lots including approximate lot dimensions, street layout, recreation areas, drainage systems or channels, sewerage disposal and water supply facilities within 300-ft of surrounding properties.
22. _____ 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.
23. _____ Building setback lines shall be dashed and dimensioned.
24. _____ Indicate buildable area as per §137-21.A of the subdivision regulations.
25. _____ All lots to conform to appropriate square rule (§137-21.K).
26. _____ Road and driveway sight distance shall be indicated along with the existing road speed limit.
27. _____ Estimate area of disturbance and note on plan.
28. _____ If this is a cluster subdivision, what percentage of the property will be preserved as open space?
29. _____ If this is a cluster subdivision, is a bonus density requested? _____ If yes, what community amenities or benefits are proposed? _____
30. _____ If this is a cluster subdivision, the 4-step design process maps identifying primary conservation areas, secondary conservation areas and the site context map should be submitted (§164-41.1.E).

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

TOWN OF WARWICK
PLANNING BOARD
ESCROW ACCOUNT FOR CONSULTANT REVIEW

DATE: _____

APPLICANT: _____

ADDRESS & PHONE: _____

PROJECT NAME: _____

LOCATION: _____ S. _____ B. _____ L. _____

DESCRIPTION OF PROJECT: _____

AMOUNT REQUIRED: _____ MINIMUM BALANCE: _____
(see schedule of fees) (40% of required amount)*

*Should the balance of this account fall below 40% of the required amount you will be notified and requested to replenish the account to the required amount.

In order for the Town of Warwick Planning Board to review your application the Board requires that you place in escrow sufficient funds to be used to reimburse costs incurred by the Town for all consultant review required throughout the entire Planning Board process as per Town of Warwick Code §75-3A.(1)(b) and §75-3A.(2)(a)[1]. The final plans will not be signed by the Planning Board Chairman until all fees are paid as requested by the Planning Board Secretary.

The escrow account does not provide for the other scheduled development, application, and filing fees set forth in Chapter 75 and elsewhere, for which the applicant must also make timely payment to the Town; a prerequisite to continued review of the application.

For your records, copies of invoices detailing services rendered will be forwarded to you by the Planning Board Secretary.

Please notify the Planning Board Secretary in writing if you have any questions. If your application is approved, after all conditions are met and the plans are signed by the Planning Board Chairman, the unused escrow will be refunded upon receipt of a written request.

The Applicant agrees to the terms and conditions herein:

Applicant Name (Print)

Applicant (Signature)

Date

TOWN OF WARWICK

AGRICULTURAL DATA STATEMENT

1. Applicant Name: _____

Address: _____

2. Application Type (check all that apply)
- Subdivision
 - Site Plan
 - Special Use Permit

3. Does the application include land that contains a farm operation* within an Agricultural District?

Yes No

4. Does the application include lands within 500 feet of a farm operation* within an Agricultural District?

Yes No

5. If you answered yes to question 3 or 4, provide the name and address of the owners of land containing the farm operation below and attach a tax or other map to this sheet with the farm operation indicated, along with the Section, Block, and Lot number for the farm operation parcel:

6. Provide a description of your project and attach a separate map showing the entire property that is included in your application.

Applicant's Signature

Date

TOWN OF WARWICK PLANNING BOARD CONTACT ADDRESSES

Environmental Assessment Form

1. Information Services
New York Natural Heritage Program
New York State Department of Environmental Conservation
625 Broadway 5th Floor
Albany, NY 12233-4757

2. Historic Preservation Field Services Bureau
NYS Office of Parks, Recreation & Historic Preservation
Pebbles Island
Waterford, NY 12188
<http://www/oprh.state.ny.us/sphinx/>

Town Highway Department

3. Commissioner Jeff Feagles
Warwick Highway Department
132 Kings Highway
Warwick, NY 10990

Schools

4. Superintendent
Warwick Valley Central School District
PO Box 595
Warwick, NY 10990

5. Superintendent
Florida Union Free School District
PO Box 757, 51 North Main Street
Florida, NY 10921

6. Superintendent
Greenwood Lake Union Free School District
PO Box 8, 80 Waterstone Rd
Greenwood Lake, NY 10925

Ambulance Corps

7. **Florida Rescue Squad**
PO Box 600
Florida, NY 10921

8. **Greenwood Lake Ambulance Corps**
PO Box 223
Greenwood Lake, NY 10925

9. Pine Island Ambulance Corp

PO Box 264
Pine Island, NY 10969

10. Warwick Volunteer Ambulance Corps

South St Extension
PO Box 315
Warwick, NY 10990

Fire Districts

11. Chief Pine Island Fire District

PO Box 306
Pine Island, NY 10969

12. Chief Florida Fire District

PO Box 600
Florida, NY 10921

13. Chief Warwick Fire District

PO Box 421
Warwick, NY 10990

14. Chief Greenwood Lake Fire District

PO Box 1388
Greenwood Lake, NY 10925

Police Departments

15. Police Chief Thomas McGovern

Town of Warwick Police Department

132 Kings Highway
Warwick, NY 10990

16. Officer-in-Charge John Hansen

Village of Greenwood Lake Police Department

16 Church Street
Greenwood Lake, NY 10925

17. Officer-in-Charge James Coleman

Village of Florida Police Department

PO Box 505
Florida, NY 10921

All Greenwood Lake area applications

18. Bill Olsen

Greenwood Lake Bi-state Commission

14 Clinton Avenue
Warwick, NY 10990