

PLANNING BOARD

VILLAGE OF NEW PALTZ
25 PLATTEKILL AVENUE
P.O. BOX 877
NEW PALTZ, NY 12561-0877
TELEPHONE 845-255-3055



Application Number _____
Date Received _____
1st Meeting Date _____
Public Hearing Date _____
Action Date _____
Date Fees Paid _____

APPLICATION FOR SITE PLAN/SPECIAL USE PERMIT APPROVAL
(Please Type or Print)

1. Name of Project: _____
2. Name of Applicant: _____ Phone _____
Address: _____
(Street No & Name) (Municipality) (State) (Zip Code)
3. Owner of Record: _____ Phone _____
Address: _____
(Street No & Name) (Municipality) (State) (Zip Code)
4. Name of Person Preparing Plan _____ Phone _____
Address: _____
(Street No & Name) (Municipality) (State) (Zip Code)
5. Attorney _____ Phone _____
Address _____
(Street No & Name) (Municipality) (State) (Zip Code)
6. Location of Property _____
Tax Map Parcel # _____
7. Acreage of Parcel: _____ Zoning District: _____
8. Current Use of Site: _____
9. Proposed Use of Site: _____

(Include number of dwellings, number of businesses or offices, floor area of each floor, etc.)

10. Work to be Undertaken: New project including new buildings and site improvements
 Modification to existing building
 Modification to existing developed site
 Change of use of existing building or site

11. Has the Zoning Board of Appeals granted any variance concerning this property

(If yes, list case number)

12. Other _____

NEW PALTZ SITE PLAN/SPECIAL USE PERMIT APPLICATION

The undersigned respectfully petitions the Village of New Paltz Planning Board for:

Site Plan Approval

Special Use Permit Approval

Application is being made in accordance with the Village Zoning Law. The undersigned acknowledges that, in order to be considered on the next available meeting agenda of the Planning Board, a complete application must be received at least 14 calendar days before such Planning Board meeting. In order to be considered complete, the site plan, this application form, the Environmental Assessment Form, and payment of application fees must be received by the Building Department.

Applicant Name: _____
(Please Print Name)

Applicant Signature: _____

Date: _____

THIS SECTION TO BE COMPLETED BY THE BUILDING DEPARTMENT

Site Plan/Special Use Permit Application Submitted to Consultants:

- Planning Date: _____ Comments Received: _____
- Engineering Date: _____ Comments Received: _____
- Attorney Date: _____ Comments Received: _____
- Other Date: _____ Comments Received: _____

VILLAGE OF NEW PALTZ SITE PLAN CHECKLIST***STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQR)**

The application for Site Plan and/or Special Use Permit approval must be accompanied by a Short Form Environmental Assessment Form (EAF). The Short Form EAF is used by the Planning Board to determine the potential environmental impacts of the proposed development. Although a completed Short Form EAF must be submitted with the application, the Planning Board may later require completion of a Long Form EAF if the Board feels the Short Form EAF does not provide sufficient information regarding a project's potential environmental impacts. It has been the Planning Board's policy that the applicant or its consultants prepare the Part 2 and 3 EAF in draft form for the Boards review and consideration. The Planning Board may change or request further information regarding the Part 2 and 3 EAF if it believes such change or further information is necessary to make the required determination of significance (i.e., Negative Declaration, Positive Declaration, or Conditioned Negative Declaration).

If the Planning Board determines that the project may have significant effect on the environment, a Draft Environmental Impact Statement will be required. Under Article 8 of the New York State Environmental Conservation Law and its implementing regulations found in NYCRR617, the Planning Board can take no action on the application for approval until the Board has examined the environmental consequences of the proposed project and made a determination of significance. In order for the Board to approve the Proposed Site Plan and/or Special Use Permit, it must make a determination that the project will not have a significant effect on the environment, or that any significant environmental effects can be mitigated or reduced by a change in the size, design, or other alternative to the proposed development. Such a change may be made a condition of the Planning Board approval.

CERTIFICATION:

I, the undersigned, do of my own personal knowledge certify that the above information has been provided in support of the Application for Site Plan and/or Special Use Permit.

(Print Name)

(Signature)

(Date)

FOR BUILDING DEPARTMENT USE:

Reviewed By: _____

Date: _____

**VILLAGE OF NEW PALTZ PLANNING BOARD
SITE PLAN/SPECIAL USE PERMIT APPROVAL CHECKLIST**

Project: _____ Applicant: _____

The following information is provided as a summary of the Village's Site Plan and Special Use Permit regulations as well as Planning Board policies. All applications for Special Use Permits must provide the same information that is required for Site Plan Approval. It is the responsibility of the applicant to fully comply with the Zoning Law for the Village of New Paltz when preparing and submitting an application for Site Plan and/or Special Use Permit approval.

Seven (7) copies of all site plan drawings and SEQR Environmental Assessment Forms (EAF)* must be submitted with one copy of the Site Plan and/or Special Use Permit Application Form to the Village Building Department for review by the Planning Board at least two weeks in advance of the scheduled Planning Board meeting. Three more copies of such documents may be required as part of the final submission process. To be considered complete, an Application for Site Plan and/or Special Use Permit approval must be accompanied by the completed EAF, all fees must be paid, and the site plan drawings must conform to the following specifications.

	√			Required Drawing Specifications:
	Yes	No	N/A	
1				Plans drawn to scale between 1"=20' to 1"=50'
2				Location map at a minimum scale of 1"=2000
3				Property boundary lines and dimensions clearly labeled
4				Topographic features with two (2) foot counters (unless waived by Planning Board)
5				Date, scale, North arrow clearly labeled
6				Name of owner
7				Name & seal of engineer or surveyor
8				Name of adjoining property owners
9				Zoning district
10				Existing ponds & streams including NYS DEC water quality classifications
11				Wetlands as defined or mapped according to DEC or US Army Corps of Engineers
12				100 year floodplains
13				Forested areas with a general description of species type
14				Mature trees (&" of more in diameter 12" from ground level)
15				Rock outcrops
16				Existing easements
17				Proposed easements
18				Rights of way
19				Existing streets, roads, highways, rail or other right of way
20				Location, dimensions & distances to property lines of existing structures
21				Existing deed restrictions
22				Proposed restrictions & covenants
23				Location & use of each proposed building and/or structure(s)
24				Dimensions of each proposed building and/or structure(s)
25				Number of proposed bathrooms per unit if residential

√				Required Drawing Specifications (CONTINUED):
Yes	No	N/A		
25			Distance of property lines of proposed building and/or structure (setbacks indicated)	
26			Location, use & ground area of any other land use	
27			Location of proposed streets & curbing	
28			Width of proposed streets (See Village Road Specifications)	
29			Street elevations	
30			Street grades	
31			Location of off-street parking including handicapped parking spaces	
32			Dimension of off-street parking	
33			Capacity of off-street parking	
34			Location of proposed loading berths	
35			Dimensions of proposed loading berths	
36			Location of proposed handicapped access ramp(s)	
37			Location of proposed entrances & exits to public rights of way	
38			Location of proposed driveways	
39			Traffic signals or signs	
40			Channelization	
41			Acceleration & deceleration lanes	
42			Additional width of streets	
43			Other devices necessary for traffic safety	
44			Location & dimensions of proposed open spaces, parks, or recreation areas	
45			Location of proposed landscaping	
46			Species & size of proposed landscaping (1 year plant guarantee note)	
47			Location & design of buffer areas and/or screening devices	
48			Location of sidewalks, walkways, & all other areas of pedestrian use	
49			Location of handicap access ramps	
50			Sidewalk specifications (See Village Sidewalk Specifications)	
51			Location of existing & proposed water lines	
52			Location of existing & proposed sewer lines	
53			Location of existing & proposed poles & power lines	
54			Location of existing & proposed catch basins, storm sewers, & culverts	
55			Location of existing & proposed fire hydrant	
56			Location, type & size of proposed lighting	
57			Location & type of underground and/or above ground storage tanks	
58			Location of dumpster(s)	
59			Drainage calculations for 25/25/100 year storm water run-off	
60			Erosion & sedimentation control plan	
61			Measures for water control ¹	
62			Lot coverage calculations (buildings, structures, sidewalks, paved areas)	
63			Location, size & type of illumination of sign(s)	
64			Elevations of proposed building(s)	

¹ Water quality control measures include oil/water, detention ponds, recharge basins, infiltration pits & trenches, diversion ditches, storage terraces, vegetative swales, & other measures may be required.

MEMORANDUM OF UNDERSTANDING

REGARDING _____ DEVELOPMENT

THIS MEMORANDUM OF UNDERSTANDING is made as of the ____ day of _____, 20__, by and between the Village of New Paltz, NY, (the "Village") and _____ (the "Applicant") regarding _____ Development.

WHEREAS, the Village is authorized to enter into this Memorandum of Understanding with the Applicant as attested by the laws of the State of New York;

WHEREAS, the Applicant is required to establish an escrow account with the Village in accordance with §212-23.I of the Code of the Village of New Paltz in order to defray the expenses incurred by the Planning Board in rendering a determination on the application;

NOW THEREFORE, for and in consideration of the sum of One Dollar (\$1.00) (U.S.) and other good and valuable consideration hereinafter specified, the sufficiency of which is hereby acknowledged, the parties express their understanding as follows:

I. Reviews

The Village of New Paltz hereby affirms the Planning Board as the receiving body for all permitting requests, studies, drawings, etc., which the Applicant shall submit.

II. Fees

The following shall apply to this Memorandum of Understanding:

a. Review and Permit Fees

The Village of New Paltz and _____ acknowledge that there are various plan review fees that may be imposed by the Village of New Paltz, including site plan review. For this project, the Village agrees that the plan review, as well as any other local fees associated with these functions, shall be set initially at \$_____, and shall be paid by the Applicant prior to the Planning Board commencing its project review.

b. Escrow Account

The Planning Board shall make a reasonable estimate of the amount of expenses that it expects to incur during the course of the review of the application(s). When the Planning Board finds that the costs of review will exceed the fees, the Applicant agrees to pay for the costs of further review, by prepayment of an amount that the Planning Board estimates will be adequate for the costs for the next six months. The amount so determined by the Planning Board shall be deposited by the Applicant in escrow with the Village Treasurer prior to the Planning Board's commencing any review of the application. If the amount so deposited is diminished below 50%, the Planning Board may notify the Applicant to replenish the account, upon which notice the applicant must comply to continue project review. If the Planning Board determines that the remaining amount will not be sufficient to complete the review of the application, the Planning Board shall notify the applicant of the additional amount that must be deposited with the Village Treasurer. Project review may be suspended until such amounts have been received.

Amounts paid into escrow shall be placed in a trust and agency liability account to fund expenses incurred by the Village in processing the application. The Village shall keep a record of these costs. Monthly vouchers submitted by the Village's engineer, attorney, planner, and other consultants, shall be reviewed and audited by the Village Board and provided to the Applicant, and the Applicant may appeal said audit amount as provided herein. Any balance owed by the Applicant at the termination of the review process shall be paid by the Applicant within 30 days of receipt of a statement from the Village. Any funds remaining shall be returned to the Applicant upon approval of site plan review.

c. Payment of Vouchers

After review and audit of such voucher by the Village Board, that Board shall authorize payment of same and shall provide to the Applicant a copy of the voucher as audited.

d. Conditions to approvals

The Planning Board is hereby authorized, at the time of action on any project, to make the payment of any amount then overdue or likely to be later incurred a condition of approval. No plat or plans will be signed and no building permit or other permit shall be issued until such time as all reimbursement of costs and expenses, determined by the Village Board to be due, have been fully paid.

III. Appeals

The Applicant may appeal, in writing, to the Village Board for a reduction in a consultant payment amount. An appeal must be filed with the Village Board no later than 15 days after mailing or other delivery to the Applicant of the contested

voucher. Upon such appeal, the Village Board, in its discretion, may determine that an Applicant is not required to reimburse the Village for that part of an engineering, legal or planning or other fee incurred by the Village for services performed in connection with an application matter for which the Village Board determines the Applicant bears no responsibility and which was beyond the reasonable control of the Applicant. The Village Board's determination shall be in writing and shall be made no later than 45 days after receipt of the Applicant's appeal.

IV. Assignment and Succession

This Memorandum of Understanding shall be binding upon and inure to the benefit of the heirs, successors, affiliates, administrators, executors, and assigns of the respective parties. All rights hereunder may be assigned without restriction to any wholly owned limited partnership, subsidiary, or affiliate of the Applicant, provided that notice of each assignment shall be given in writing to the Village, but no other assignment shall be effective without the Village's written approval and consent. Such approval shall not be unreasonably withheld.

V. Modification / Entire Agreement Expressed

No modification of this Memorandum of Understanding shall be valid or binding unless such modifications are in writing, duly dated, and signed by all parties. This constitutes the entire understanding among the parties. Neither of the parties shall be bound by any terms, conditions, statements, representations, (oral or written), not herein contained.

VI. Severability

If any term or provision of this Memorandum of Understanding is held to be illegal, invalid, or unenforceable, the legality, validity, or enforceability of the remaining terms or provisions of this Memorandum of Understanding shall not be affected thereby; and in lieu of such illegal, invalid, or unenforceable term or provision, there shall be added automatically to this Memorandum of Understanding, a legal, valid, or enforceable term or provision, as similar as possible to the term or provision declared illegal, invalid, or unenforceable.

IN WITNESS WHEREOF, these authorized parties have executed this Memorandum of Understanding the day and year first written above.

VILLAGE OF NEW PALTZ:

By:

Terry Dungan, Mayor

STATE OF NEW YORK)
)ss.:

COUNTY OF ULSTER)
Sworn to before me this ____ day
of _____, 20__.

NOTARY PUBLIC

[Applicant]

By:

STATE OF NEW YORK)
)ss.:

COUNTY OF _____)
Sworn to before me this ____ day
of _____, 20__.

NOTARY PUBLIC

PLANNING BOARD FEE SCHEDULE

The filing of an application shall be accompanied by the payment of a filing fee by the applicant determined as follows:

- a. Pre-application review fee: \$100.00
- b. Site plan approval:
 - i. Change of use, with no exterior changes: \$200
 - ii. Exterior renovations to existing structure: \$200, plus \$150 for each \$10,000 of improvements or fraction thereof.
 - iii. New construction – residential: \$300, plus \$200 per dwelling unit, not to exceed maximum number of bedrooms allowed per the density requirements of the Municipal Code.
 - iv. New construction – commercial: \$600, plus \$150 per 1,000 square feet of building area or fraction thereof, plus \$125 per acre of disturbed land
 - v. New construction – Site development:

Up to ¼ acre:	\$700
¼ to ½ acre:	\$1,400
½ to 1 acre:	\$3,000
Over 1 acre:	\$3,500

The fees associated with new construction site development cover costs to review by engineering, planning and legal consultants, but they do not include SEQR fees as applicable by law, or other costs, including but not limited to, wet land delineation and soil testing for pesticides, which are to be covered by applicant.

- c. Amended Site Plan:
 - i. For changes affecting fifty percent (50%) or more of the i) total square footage of the structure(s) or ii) the acreage of the site that is the subject of an amended site plan application, applicants shall pay one-half (1/2) of the original fee for the site plan application of that type as set forth in subparagraph (b) of this section.
 - ii. For changes affecting less than fifty percent (50%) of the i) total square footage of the structure(s) or ii) the acreage of the site that is the subject of an amended site plan application, applicants shall pay one-fourth (1/4) of the original fee for the site plan application of that type as set forth in subparagraph (b) of this section.
- d. Applications for projects subject to New York State Environmental Quality Review (“SEQR”) shall be charged the actual costs of either preparing or reviewing the draft and/or final Environmental Impact Statement (“EIS”) for the project, in accordance with section 617.13 of the SEQR regulations. If the technical services of the New York Department of Environmental Conservation are necessary or desirable in the SEQR review of an application, the costs of the same shall be charged to the applicant in accordance with Section 617.13 of the SEQR regulations.
- e. Special Permits - Each application for a Special Use Permit shall be accompanied by the payment of a \$200 filing fee by the applicant, which shall include the cost of one hearing notice.

617.20
Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART 1 – PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION:	
Municipality _____	County _____
4. PRECISE LOCATION (street address and road intersection, prominent landmarks, etc. or provide map)	
5. PROPOSED ACTION IS:	
<input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED:	
Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER LAND USE RESTRICTIONS?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS THE PRESENT LAND USE IN VICINITY OF PROJECT?	
<input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Spaces <input type="checkbox"/> Other Describe:	
10. DOES ACTION INVOLVE PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/Sponsor Name: _____ Date: _____	
Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment.

Over

PART II – IMPACT ASSESSMENT (To be completed by Lead Agency)

<p>A. DOES ACTION EXCEED ANY TYPE 1 THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>C. COULD ACTION RESULT IN ANY AVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)</p> <p>C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:</p> <p>C2. Aesthetic, agriculture, archaeological, historic, or other natural or cultural resources: or community or neighborhood character? Explain briefly:</p> <p>C3: Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:</p> <p>C4: A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:</p> <p>C5: Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:</p> <p>C6: Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:</p> <p>C7: Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:</p>
<p>D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:</p>
<p>E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:</p>

PART III – DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

Instructions: For each adverse effects identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contains sufficient detail to show all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

- Check this box if you have identified more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide, on attachments as necessary, the reasons supporting this determination.

Name of Lead Agency

Print or Type Name of Responsible Officer in Lead Agency

Signature of Responsible Officer in Lead Agency

Date

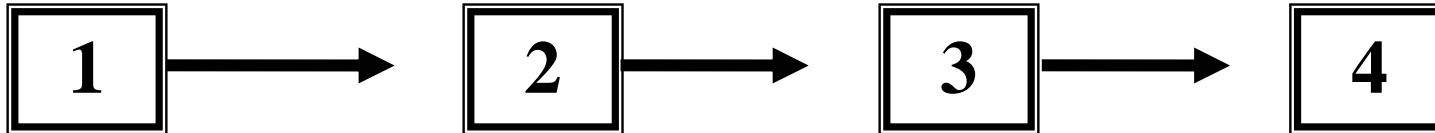
Title of Responsible Officer

Signature of Preparer (If different from Responsible Officer)



PLANNING BOARD APPROVAL PROCEDURE

BUILDING DEPARTMENT (3rd Wednesday of Each Month)	PLANNING BOARD WORKSHOP (1st Tuesdays of Each Month)	ULSTER COUNTY PLANNING BOARD (1st Wednesday of Each Month)	PLANNING BOARD REGULAR MEETING (3rd Tuesdays of Each Month)
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<p>1</p> <p>Application submission deadline—3rd Wednesday of every month—must include elements in ‘Check List’.</p> <p>Review for Completeness</p> <p>Recommendation of SEQR Type Type 1—Impact, Full EAF Type 2—No Impact, Short EAF Unlisted - Short or Full EAF</p> <p>Set escrow account—Amount determined by Building Inspector and required before process continues.</p>	<p>2</p> <p>Review for completeness</p> <p>SEQR Determination Impact – Positive Dec (Type 1 or Unlisted) EIS will be required.</p> <p>No Impact –Negative Dec (Type 2 or Unlisted) only Short Form EAF required.</p> <p>If complete, goes to UCPB for review and decision.</p> <p>Public Hearing – set contingent on UCPB completeness w/legal notice 5 days prior.</p> <p>If exempt—goes to step four.</p>	<p>3</p> <p>If complete, UCPB renders decision made and advances process to step four*.</p> <p>If incomplete—goes back to applicant for completion.</p> <p>* 30 days to review from date of receipt</p>	<p>4</p> <p>Public Hearing -If closed, application goes to decision. -If not closed, application must await further Public Hearing date.</p> <p>If approved, letter of approval is provided within 5 business days.</p> <p>Minutes of meetings filed with County Clerk within 10 days.</p> <p>Final action report filed with UCPB within 30 days of taking action.</p>
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Pre-application Review as requested or recommended by building inspector.

Optional pre-application UCPB review with coordination meeting with County and State agencies