



# Village of New Paltz Site Plan, Special Use Permit and Subdivision Application

\_\_\_\_/\_\_\_\_/20\_\_\_\_

Application Submitted Date

## PART I. Administrative Information (for office use only)

Digital Copy Submitted:	project name	10 Copies Submitted:	application number
/ /	/ /	/ /	<input type="checkbox"/> site plan <input type="checkbox"/> special use permit <input type="checkbox"/> subdivision pre-application
Date forwarded to PB for review	1 <sup>st</sup> meeting	hearing date	action date
/ /	/ /	/ /	/ /
application reviewed by	signature	date	
application submitted to consultants:			
<i>planning</i>	date	/ /	comments _____
<i>engineering</i>	date	/ /	comments _____
<i>attorney</i>	date	/ /	comments _____
<i>other</i>	date	/ /	comments _____

## PART II. Applicant Information

Name of co-owner:

Email of co-owner:

last name	first name	email address	
cell phone	home phone	work phone	
applicant's address	city/town/village	state	zip code

## PART III. Property Information

_____	_____	_____	_____
street address of project/property	section, block and lot (SBL) number	acres	zone
<b>Property owner's information, if different from Applicant's:</b>			
_____	_____	_____	
last name	first name	email address	
_____	_____	_____	
cell phone	home phone	work phone	

## PART IV. Site Plan Information

current use	proposed use
Has the Zoning Board of Appeals granted any variances for this property? <input type="checkbox"/> yes <input type="checkbox"/> no	
The project is: <input type="checkbox"/> A new project with new buildings & improvements <input type="checkbox"/> A modification to an existing building <input type="checkbox"/> A modification to an existing developed site <input type="checkbox"/> A change of use of an existing building or site	Does the application contain the following? <input type="checkbox"/> Site Plan Review/Special Use Permit Application <input type="checkbox"/> Environmental Assessment Form (EAF), Short Form <input type="checkbox"/> Payment of all non-refundable application fees <input type="checkbox"/> A completed Site Plan/Special Use Permit Application Checklist

## PART V. Special Use Permit Information

In order to approve a Special Use Permit, the Planning Board must write findings that ensure the standards and requirements of the Village Code have been met. This questionnaire allows an applicant to assist the Planning Board in making the necessary findings. Factual and objective information is most useful, but if you include opinions, please explain the facts supporting the opinion.

Please answer the following questions and submit as an attachment to this application:

1. If located in a residential district, will the proposed use meet a community need or convenience? If so, in what way?
2. Considering a) the location and size of the use, b) the nature and intensity of proposed operations, and c) the size of the site and the location with respect to streets providing access, will the proposed use be in harmony with the appropriate and orderly development of the zoning district in which it is located?
3. Will the location, nature and height of the building(s) walls, fences and existing/proposed landscaping of the site hinder or discourage appropriate development and use of adjacent properties?
4. Will the operations connected with the special use be more objectionable to nearby properties by reason of noise, fumes, vibration or other characteristics, than operations of any permitted use not requiring a special use permit?
5. Are parking areas of adequate size for the use, properly located and suitably screened from adjoining residential uses, and entrance and exit drives laid out in a manner to ensure maximum and adequate safety?

*Please note that the Village Code provides additional standards for the Special Uses listed below. Applicants for these uses should consult the Building Department staff to review the standards. Those uses are: residential in B2, Gateway; townhouse in R2, Historic; nursing home; funeral home; bars/tavern in B2; automobile storage and repair; gas stations; rooming houses; accessory apartment; hotel; outdoor café/restaurant; senior citizen development; commercial group; essential service; furniture/wall coverings; grocery store; nonprofit clubs, lodges, fraternal organizations; nursery school; general and professional offices; indoor commercial recreation; restaurant; fast food restaurant; retail business not otherwise mentioned; transportation use; warehouse/storage facility adjoining retail business; house of worship; shared space use; hostel*

## PART VI. Subdivision Information

property acquisition date \_\_\_\_\_ no. of lots to be created \_\_\_\_\_ minimum lot size proposed \_\_\_\_\_

existing development (if any) on lands to be subdivided \_\_\_\_\_

restrictions or easements affecting lands to be subdivided \_\_\_\_\_

other comments relative to application \_\_\_\_\_

**PART VII. Certification**

I, \_\_\_\_\_ do hereby certify that all information contained in this application is correct, that all requirements have been met. Further, the applicant acknowledges that a complete application must be received at least 14 calendar days prior to the Planning Board meeting in question (if applicable), and that in order to be complete the site plan/special use permit/subdivision application form, Environmental Assessment Form (if applicable) and payment of any application fees must be received by the Building Department.

\_\_\_\_\_  
signature of applicant

\_\_\_\_\_  
date



# Village of New Paltz

## Site Plan and Special Use Permit Checklist

\_\_\_\_/\_\_\_\_/20\_\_\_\_

**project name**

**application number**

The following information is 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 a Site Plan approval. It is the responsibility of the applicant to fully comply with the Village Code when preparing and submitting an application for Site Plan and/or Special Use Permit approval.

Please provide a digital copy and ten (10) copies of all site plan drawings, Environmental Assessment Forms (EAFs) and the Site Plan/Special Use Permit/ Subdivision/Pre-application Application to the Building Department for review by the Planning Board at least two weeks in advance of the scheduled Planning Board meeting. To be considered complete, an application for a Site Plan/Special Use Permit must be accompanied by a completed EAF, all fees must be paid, and the site plan drawings must conform to the following specifications.

	y	n	n/a	required drawing specifications
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	plans drawn to scale between 1”=20’ and 1”=50’
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location map at a minimum scale of 1”=2000’
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	property boundary lines and dimensions clearly labelled
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	topographic features with two foot counters (unless waived by the Planning Board)
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	date, scale and north arrow clearly labelled.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	name of owner
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	name and seal of engineer or surveyor
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	names of adjoining property owners
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	zoning district
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	existing ponds and streams, including NYS DEC water quality classifications
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	wetlands, as defined or mapped according to DEC and/or U.S. Army Corps of Engineers
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100-year flood plains
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	forested areas with a general description of species types
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	mature trees (7” or more in diameter 12” from ground level)
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	rock outcrops
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	existing easements
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	proposed easements
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	rights of way
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	existing streets, roads, highways, rail, or other right of way
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location, dimensions and distances to property lines of existing structures
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	existing deed restrictions
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	proposed restrictions and covenants
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location and use of each proposed building and/or structure(s)
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	dimensions of each proposed building and/or structure(s)
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	number of proposed bathrooms per unit (if residential)
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	distance of property lines of proposed building and/or structure, including setbacks
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location, use and ground area of any other land use
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	width of proposed streets (see Village of New Paltz Road Specifications)
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	street elevations
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	street grades

31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of off-street parking, including handicapped parking spaces
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	dimensions of off-street parking
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	capacity of off-street parking
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of proposed loading berths
35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	dimensions of proposed loading berths
36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of proposed handicapped access ramp(s)
37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of proposed entrances and exits to public rights of way
38.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of proposed driveway(s)
39.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	traffic signals or signs
40.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	channelization
41.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	acceleration and deceleration lanes
42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	additional width of street(s)
43.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	other devices necessary for traffic safety
44.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location and dimensions of proposed open spaces, parks, and/or recreation areas
45.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of proposed landscaping
46.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	specifics and size of proposed landscaping, with a one year plant guarantee note
47.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location and design of buffer areas and/or screening devices
48.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of sidewalks, walkways and all other areas of pedestrian use
49.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of handicapped access ramps
50.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sidewalk specifications (see Village of New Paltz Sidewalk Specifications)
51.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed water lines
52.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed sewer lines
53.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed power lines and poles
54.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed catch basins, storm sewers and culverts
55.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed fire hydrants
56.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location, type and size of proposed lighting
57.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location and type of underground and/or aboveground storage tanks
58.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of dumpster(s)
59.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	drainage calculations for 25-, 50-, and 100-year stormwater runoff
60.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	erosion and sedimentation control plan
61.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	measures for water control
62.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lot coverage calculations, including buildings, structures, sidewalks, and paved areas
63.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location, size and type of illumination of sign(s)
64.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	elevations of proposed buildings

**I, the applicant, have read, understand and agree to the SEQRA information presented below:**

The application for a Site Plan/Special Use Permit must be accompanied by a Short Form Environmental Assessment Form (EAF). The EAF is used by the Planning Board to determine the potential environmental impacts of the proposal. 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 does not provide sufficient information. It has been the Planning Board's policy that the applicant prepare Part 2 and 3 of the EAF in draft form for the Board's review. The Board may change or request further information regarding Parts 2 and 3 of the EAF if they believe such changes or information are necessary to make the required determination of significance (negative, positive, or conditioned negative)

If the Planning Board determines that the project may have significant effects on the environment, a Draft Environmental Impact Statement will be required. Under Article 8 of the NYS Environmental Conservation Law (NYCRR617), the Planning Board can take no action for approval until the Board has examined the environmental consequence of the proposed project and made a determination of significance. In order for the Board to approve a Site Plan/Special Use Permit, they must make a determination that the project will not have a significant effect on the environment, or that significant environmental impacts can be mitigated or reduced by changes to the size, design, or alternative to the proposal. Such change may be a condition of Planning Board approval.



# Village of New Paltz

## Subdivision Permit Checklist

\_\_\_\_/\_\_\_\_/20\_\_\_\_

**project name**

**application number**

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1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	plans drawn to scale between 1”=20’ and 1”=50’
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location map at a minimum scale of 1”=2000’
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	property boundary lines and dimensions (bearings and distances) clearly labelled
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	acreage of parcel to be subdivided
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	area, in square feet, of each existing and proposed lot, including location dimensions
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	topographic features with two foot counters (unless waived by the Planning Board)
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	date, scale and north arrow clearly labelled.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	name of owner (and subdivider if applicable)
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	name and seal of engineer and/or surveyor
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	names of adjoining property owners, with addressed stamped envelopes
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	locations and dimensions of all public properties, street lines, easements and/or other restrictions
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	zoning district and district lines, if applicable
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	existing ponds and streams, including NYS DEC water quality classifications
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	wetlands, as defined or mapped according to DEC and/or U.S. Army Corps of Engineers
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100-year flood plains
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	forested areas with a general description of species types
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	mature trees (7” or more in diameter 12” from ground level)
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	rock outcrops
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	proposed easements
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed structures
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of all existing and proposed monuments and markers
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	existing deed restrictions
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	proposed restrictions and covenants
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	width of proposed streets (see Village of New Paltz Road Specifications)
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	building setbacks indicated
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of proposed streets, gutters and curbing, including cross sections
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	street profiles
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	street names
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	street grades
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	estimated construction cost of roads and other improvements

31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of proposed driveway(s)
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	traffic signals or signs
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	other devices necessary for traffic safety
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location and dimensions of proposed lots to be reserved as open spaces or parks
35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of proposed landscaping
36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of sidewalks, walkways and all other areas of pedestrian use
37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sidewalk specifications (see Village of New Paltz Sidewalk Specifications)
38.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed water lines
39.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed sewer lines
40.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed power lines and poles, gas or other underground utilities
41.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed catch basins, manholes, storm sewers and culverts, with ownership noted
42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed fire hydrants
43.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	drainage calculations for 25-, 50-, and 100-year stormwater runoff
44.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	drainage or sight easement notes
45.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	offers of cession for streets, highways, easements, parks or other public facilities
46.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	erosion and sedimentation control plan
47.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	measures for water control

**I, the applicant, have read, understand and agree to the SEQRA information presented below:**

The application for a Site Plan/Special Use Permit must be accompanied by a Short Form Environmental Assessment Form (EAF). The EAF is used by the Planning Board to determine the potential environmental impacts of the proposal. 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 does not provide sufficient information. It has been the Planning Board's policy that the applicant prepare Part 2 and 3 of the EAF in draft form for the Board's review. The Board may change or request further information regarding Parts 2 and 3 of the EAF if they believe such changes or information are necessary to make the required determination of significance (negative, positive, or conditioned negative)

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# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>NO</b>	<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>	<b>YES</b>
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				



5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?  b. Is the proposed action located in an archeological sensitive area?	NO	YES	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		



**Village of New Paltz  
Planning Board**

**Proxy Statement**

**Building Department**  
25 Plattekill Avenue  
New Paltz, NY 12561  
Phone: (845) 255-3055  
Fax: 845.255.5102

PB \_\_\_\_\_

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

I, \_\_\_\_\_, owner of the property located at:  
\_\_\_\_\_ in New Paltz, NY 12561,

give my permission to: \_\_\_\_\_ to obtain:

- Planning Board - Site Plan Approval
- Planning Board Special Use Permit
- Planning Board - Subdivision
- Historic Preservation Commission - Historic Review
- Zoning Board of Appeals - Use Variance
- Zoning Board of Appeals - Area Variance
- Zoning Board of Appeals - Appeal an Action by the MCO Building Inspector II
- Shade Tree Commission
- Environmental Policy Board

\_\_\_\_\_  
Signature of Owner

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public



**Village of New Paltz  
Planning Board  
Escrow Deposit**

**Affidavit of Owner's Obligation to  
Comply with Village Code Section  
212-66, Requiring Escrow Deposit to Pay  
Professional Review Fees**

**Building Department**  
25 Plattekill Avenue  
New Paltz, NY 12561  
Phone: (845) 255-3055  
Fax: 845.255.5102  
PB: \_\_\_\_\_

Re: \_\_\_\_\_

Escrow Amt: \$ \_\_\_\_\_

State of New York )  
County of Ulster ) ss.:  
Village of New Paltz )

I, \_\_\_\_\_, being duly sworn, hereby  
depose and say:

**1. That I have been advised of the requirements of Village Code section 212-66, which states:**

**A. Fees.**

Those fees not specified in this chapter shall be in accordance with a list maintained by the Building Inspector and posted conspicuously in his office.

**B. Escrow Deposits.**

(1) In connection with any application for a special permit, site plan or subdivision approval, zoning amendment, Variance, or other appeal, the reviewing board may require an applicant to deposit an initial sum of money into an escrow account in advance of the review of the application. Said sum shall be based on the estimated cost to the Village of reviewing the particular type of application before it. The reviewing board may consider the professional review expenses incurred by neighboring municipalities in reviewing similar applications. The reviewing board may also consider the Village's survey of professional review expenses in determining the initial sum of money to be deposited in an escrow account by an applicant.

(2) Use of funds.

(a) Said sum of money shall be used to cover the reasonable and necessary costs of reviewing an application. Costs may include staff costs or consultant fees for planning, engineering, legal, and other professional and technical services required for the proper and thorough review of an application. The reviews governed by this section shall include all environmental review pursuant to law including review of the proposed action under the State Environmental Quality Review Act (SEQRA).

(b) The review expenses provided for herein are in addition to application or administrative fees required pursuant to other sections of the New Paltz Village Code. Monies deposited by applicant pursuant to this section shall not be used to offset the Village's general expenses for professional services for the several boards of the Village or the Village's general administrative expenses.

(c) Fees charged strictly as a result of a SEQRA review shall in no event exceed the maximum amounts that can be charged pursuant to the SEQRA regulations by the lead agency.

**C.** Upon receipt of monies requested for an escrow account, the Village Treasurer shall cause such monies to be placed in a custodial non-interest bearing account in the name of the Village and shall keep a separate record of all such monies deposited and the name of the applicant and project for which such sums were deposited.

**D.** Upon receipt and approval by the chair of the respective board of itemized vouchers from consultants for services rendered on behalf of the Village regarding a particular application, the Village Clerk shall forward the approved vouchers to the Village Board of Trustees for audit and approval. Upon approval by the Village Board of Trustees, the Village Treasurer shall cause such vouchers to be paid out of the monies so deposited, and shall charge the separate record of such account accordingly. Upon request, the consultant shall make copies of such vouchers available to the applicant at the same time the vouchers are submitted to the Village.

E. The Village Board of Trustees shall review and audit all such vouchers and the chair of the respective board and Village Board of Trustees shall approve payment of only such consultant charges as are reasonable in amount and necessarily incurred by the Village in connection with the review and consideration of applications. A charge or part thereof is reasonable in amount if it bears a reasonable relationship to the average charge by consultants to the Village for services performed in connection with the review of a similar application. In auditing the vouchers, the board may take into consideration the size, type and number of buildings to be constructed, the topography of the site at issue, environmental conditions at such site, the infrastructure proposed in the application and any special conditions the board may deem relevant. A charge or part thereof is necessarily incurred if it was charged by the consultant for a service which was rendered in order to protect or promote the health, safety or other vital interests of the residents of the Village, and to protect public or private property from damage.

F. In no event shall an applicant make direct payment to any Village consultant.

G. If at any time during the processing of an application there shall be insufficient monies on hand to the credit of an applicant to pay the approved vouchers in full, or if it shall reasonably appear to the reviewing board that such monies will be insufficient to meet vouchers yet to be submitted, the reviewing board shall cause the applicant to deposit additional sums as the board deems necessary or advisable in order to meet such expenses or anticipated expenses.

H. In the event the applicant fails to deposit the requested review fees into an escrow account, any applicant review, approval, permit or certificates of occupancy shall be withheld or suspended by the reviewing board, officer or employee of the Village until such monies are deposited.

I. Upon completion of the review of an application or upon the withdrawal of an application, and after all fees already incurred by the Village have been paid and deducted from the escrow account, any balance remaining in the escrow account shall be refunded within 60 days after the applicant's request.

J. Consistent with the terms of this section, each board may from time to time set the appropriate escrow deposit for particular types of applications. A schedule of such required escrow deposits shall be kept on file in the Building Department and in the offices of the Village Clerk and secretary of the appropriate board. If no such escrow deposit is set in advance by the respective board, the Building Inspector or secretary shall consult with the chair of the respective board to determine the appropriate escrow deposit. Such escrow deposit shall be collected at the time the application is filed, and no application shall be deemed administratively complete until such escrow deposit has been received.

**2. I agree to comply with the requirements of Village Code section 212-66.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Mailing Address

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
  
\_\_\_\_\_  
Notary Public

**FOR OFFICE USE ONLY**  
APPLICATION NUMBER(S): \_\_\_\_\_



**VILLAGE OF NEW PALTZ  
PLANNING AND ZONING BOARDS  
25 PLATTEKILL AVENUE  
NEW PALTZ, NEW YORK 12561**

## SITE VISIT CONSENT FORM

The **Village of New Paltz Planning and/or Zoning Board** members, as well as their consultants, request your permission to conduct a site visit of this property to assist in the Board's application process, review, and determinations.

**NAME OF APPLICANT:** \_\_\_\_\_

**LOCATION OF SITE:** \_\_\_\_\_

**TAX MAP NUMBER(S):** \_\_\_\_\_

**PERMISSION GRANTED:**  YES  NO

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# VILLAGE OF NEW PALTZ - EXAMPLE OF PLOT/SITE PLAN

An up to date survey is acceptable

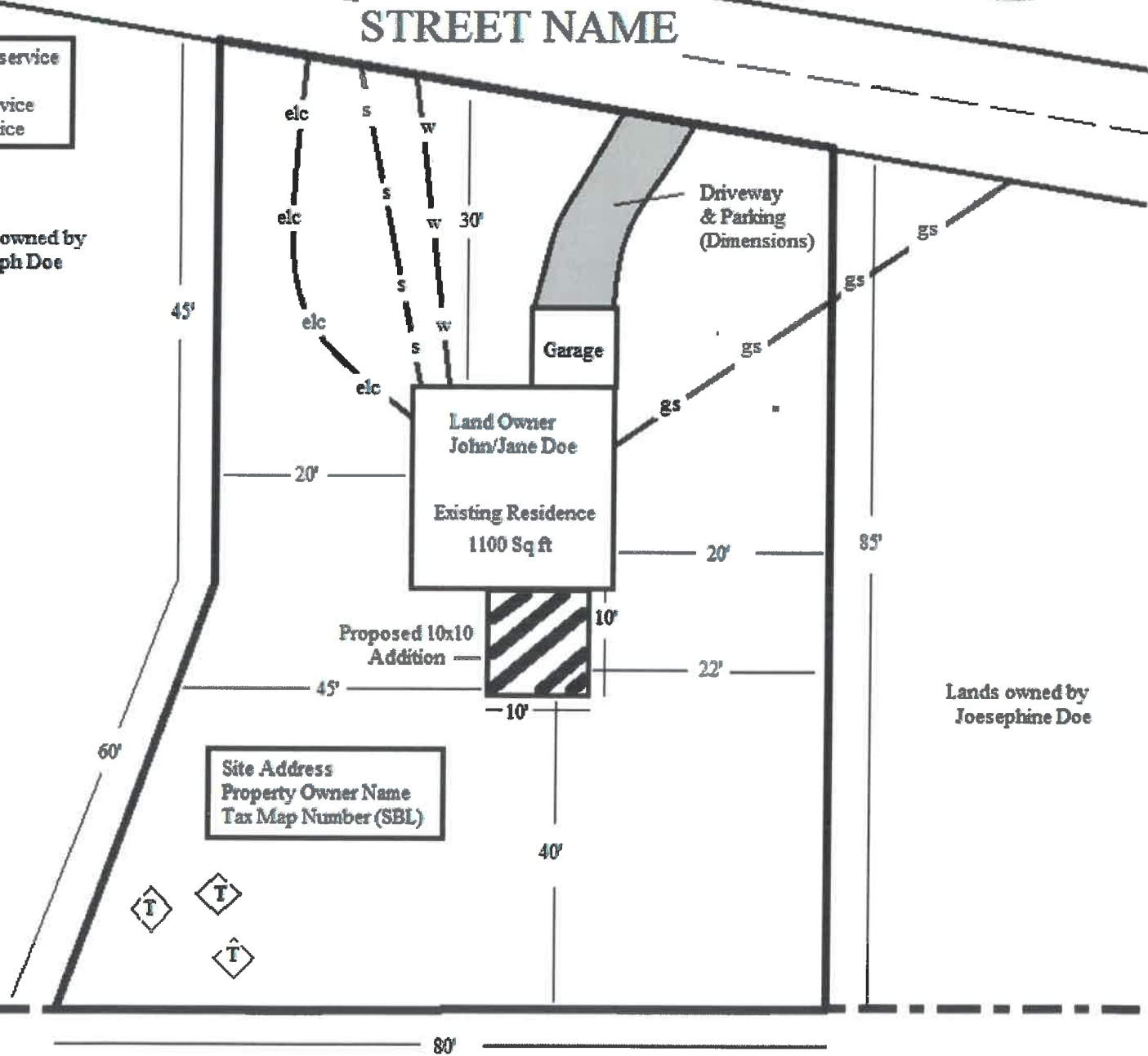
\*Note: This is an example of the minimum work required. For larger and/or more indepth projects consider hiring a professional consultant to expedite the review process.

\*\* Note: Be prepared to hire a professional consultant if required by the planning, zoning, building departments.



elc - electric service  
s - sewer  
w - water service  
gs - gas service

Lands owned by  
Joeseeph Doe



Lands owned by  
Joesephine Doe

If there are any questions regarding site plan layout, please contact the Building Department to speak with an inspector.  
(845) 255-3055 during working hours, Monday - Friday 9am to 4pm

Provide as much information as possible. The more descriptive the rendering the easier it will be to make determinations.



## *Village of New Paltz Planning Board*

Eve Walter, Chair

*Members: Denis McGee, Cody Schatzle, John Oleske*

*Tom Rocco and Noelle Kimble McEntee, Alternates*

*Alana Sawchuk, Secretary*

25 Plattekill Avenue, New Paltz, NY 12516

[planningzoning@villageofnewpaltz.org](mailto:planningzoning@villageofnewpaltz.org)

Office: 845-255-3055 Fax: 845-255-5103

### 2019 Meeting Schedule

Submission Date	<u>Meeting Date</u>	Submission Date	<u>Meeting Date</u>
12/18/2018	<b>01/15/2019</b>	06/25/2019	<b>07/16/2019</b>
01/15/2019	<b>02/05/2019</b>	07/16/2019	<b>08/06/2019</b>
01/29/2019	<b>02/19/2019</b>	07/30/2019	<b>08/20/2019</b>
02/12/2019	<b>03/05/2019</b>	08/13/2019	<b>09/03/2019</b>
02/26/2019	<b>03/19/2019</b>	08/27/2019	<b>09/17/2019</b>
03/12/2019	<b>04/02/2019</b>	09/10/2019	<b>10/01/2019</b>
03/26/2019	<b>04/16/2019</b>	09/24/2019	<b>10/15/2019</b>
04/16/2019	<b>05/07/2019</b>	10/15/2019	<b>11/05/2019</b>
04/30/2019	<b>05/21/2019</b>	10/29/2019	<b>11/19/2019</b>
05/14/2019	<b>06/04/2019</b>	11/12/2019	<b>12/03/2019</b>
05/28/2019	<b>06/18/2019</b>	11/26/2019	<b>12/17/2019</b>
06/11/2019	<b>07/02/2019</b>	12/17/2019	<b>01/07/2020</b>