



Village of New Paltz

Subdivision 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.

Provide a digital copy and three (3) physical copies of all site plan drawings, Environmental Assessment Forms (EAFs) and the Site Plan/Special Use Permit/Pre-Application/Subdivision 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 (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)

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.