

TOWN OF PUTNAM VALLEY PLANNING BOARD

Please take notice that an application submitted to the Planning Board must include the following items:

- _____ Application fee and escrow (see attached schedule of fees).
- _____ (4) Copies of the attached application form and submission checklist.
- _____ (4) Copies of the deed/contract of sale.
- _____ (4) Copy of authorization by owner(s) if applicant is represented by and agent or other representative.
- _____ (4) Copies of the appropriate Environmental Assessment Form (EAF).
- _____ (4) Copies of previously granted variances (if applicable).
- _____ (4) Copies of correspondence from the Wetland Inspector (if applicable).
- _____ (12) Copies of required plans (Subdivision Plan/Site Development Plan).
- _____ (5) Copies of a Survey signed and sealed by a NYS licensed land surveyor.
- _____ (4) Copies of architectural elevations (front, side, rear) and floor plans prepared by a licensed architect.

Please note that the Planning Board will provide copies of the Plans to the Town Engineer, Town Planner, Town Wetlands Inspector, Environmental Commission, the Advisory Board on Architecture and Community Appearance (ABACA), the Code Enforcement Officer, the Putnam Valley Highway Department, the Putnam Valley Fire Department, and the Putnam County Planning Department.

It is the applicant's responsibility to provide copies of the Plans to the Putnam County Department of Highways and Facilities, the Putnam County Department of Health, the New York State Department of Environmental Conservation (NYSDEC) and any other outside agency (if required).

TOWN OF PUTNAM VALLEY PLANNING BOARD

Section 1 – To be Completed by Planning Department Staff

_____ Site Plan File Number _____ Date _____

_____ Subdivision File Number _____ Date _____

_____ Site Development Plan File Number _____ Date _____

_____ Lot Line Change File Number _____ Date _____

_____ Special Use Permit File Number _____ Date _____

_____ Major Grading Permit File Number _____ Date _____

_____ Ground and Surface File Number _____ Date _____
 Water District Permit

Section 2 – To be Completed by Applicant

1. Tax Identification Number(s): _____
2. Name of Project: _____
3. Project Location: _____
4. Nearest Intersection: _____
5. Zoning District(s): _____
6. Name of Owner: _____
 Address: _____
 Phone Number: _____ Fax: _____
7. Name of Applicant (if different): _____
 Address: _____
 Phone Number: _____ Fax: _____

8. Name of Engineer/Architect:_____

Address:_____

Phone Number:_____ Fax: _____

Section 3 – To be Completed by Applicant

1. Number of Lots Existing:_____

2. Number of Lots Proposed:_____

3. Is a Special Use Permit required? _____

If so, What Type:_____

4. Were any Variances Previously Granted?_____

5. Will the Project Require a Variance?_____

If so, Explain:_____

6. Total Land Area:_____

7. Is the Site Currently Vacant?_____

8. Number of Structures Existing On-Site:_____

9. Number of Structures Proposed:_____

10. Type of Structures Proposed:_____

11. Number of Existing Parking Spaces:_____

12. Number of Proposed Parking Spaces:_____

13. Are there Wetlands, Watercourses, or Waterbodies On-Site?_____

If so, Describe:_____

14. Has a Wetlands Application Been Filed?_____

15. Are There Floodplains or Floodways On-Site? _____

If so, Describe: _____

16. Are There Slopes On-Site That Exceed 20%? _____

If so, Describe: _____

17. Is the Site Located in a Town Regulated Environmental Management District? (See Sections 165-24, 165-25, 165-26 of the Zoning Code) _____

If so, Describe: _____

18. What is the Total Area of Disturbance? _____ acres

19. How Much Earth will be Removed from the Site? _____ Cubic Yards

20. How Much Earth will be Brought onto the Site? _____ Cubic Yards

21. Will Blasting be Necessary? _____

22. Has the applicant filed an application with the Putnam County Department of Health? _____

23. Has the applicant received approval from the Putnam County Department of Health? _____

24. What other approvals/permits are required? (ZBA, Town Highway, NYSDEC, ACOE, County Highway, etc.) _____

Section 4 – To be Completed by Applicant

1. Provide a Brief Narrative Describing the Proposed Project_____

Below, please find a list of Planning Board Members and their Advisors, and their employment, business, or professional affiliation. Please indicate, in the space below, the name of any Board Member or Advisor with whom you now have, or have had, a familial, business, or professional relationship, the nature of the relationship, and whether the relationship remains currently in effect. If the property owner (or applicant, if different from the owner) is a corporation, partnership, or other business entity, each owner of a one-third (or greater) interest in the business entity shall be considered an “applicant” for purposes of this information.

Planning Board Members

<u>Name</u>	<u>Business/Profession</u>
Michael Raimondi	Michael Son Construction
Billy L. Crowder	Retired, IBM
Tom Carano	Mechanical Engineer
Annette Lindbergh	Architect
Thomas Patterson	Operating Engineer, ELQ Industries
John Landi	Contractor

Planning Board Consultants

<u>Name</u>	<u>Title/Affiliation</u>
Todd Atkinson	Town Engineer/J. Robert Folchetti & Associates, LLC
Jan K. Johannessen	Town Planner/The Chazen Companies
Bruce Barber	Town Wetland Inspector
William A. Zutt, Esq.	Town Attorney/Bolger, Hinz & Zutt, P.C.

Please indicate the name of the Board Member or Advisor with whom you have, or have had, a familial, business, or professional relationship, the nature of the relationship, and whether the relationship remains currently in effect: _____

THE UNDERSIGNED HEREBY AGREES TO COMPLY WITH ALL THE RULES AND REGULATIONS OF THE TOWN OF PUTNAM VALLEY AND HEREBY AGREES THAT THE ABOVE INFORMATION IS TRUE.

FURTHER, THE APPLICANT UNDERSTANDS THAT THE PLANNING BOARD EMPLOYS THE SERVICES OF OUTSIDE PLANNING, ENGINEERING, WETLAND, AND OTHER CONSULTANTS AS NEEDED, IN THE REVIEW OF PLANNING BOARD APPLICATIONS. PROJECT APPLICANTS ARE REQUIRED TO REIMBURSE THE TOWN FOR THE FEES OF SAID CONSULTANTS, AND AN ESCROW ACCOUNT WILL BE ESTABLISHED AND MAINTAINED FOR THE PAYMENT OF SUCH FEES UPON RECEIPT OF A PROJECT APPLICATION. THE ACCOUNT WILL BE MAINTAINED AND SUPPLEMENTED, AS NEEDED, THROUGHOUT THE REVIEW PROCESS AND, WHERE APPROPRIATE, DURING MONITORING AFTER PROJECT APPROVAL. SEE TOWN BOARD RESOLUTION 05-58 FOR ESCROW AUTHORIZATION, AND ATTACHED CONSULTANT FEE SCHEDULES.

IN ADDITION, THE APPLICANT UNDERSTANDS THAT THE MEMBERS OF THE PLANNING BOARD AND THE TOWN'S CONSULTANTS NEED TO PERFORM SITE VISITS TO PROVIDE ACCURATE AND MEANINGFUL RECOMMENDATIONS, AND HEREBY PERMITS SAID INDIVIDUALS TO ENTER (ON REASONABLE NOTICE TO THE APPLICANT) THE INVOLVED PARCEL(S) DURING THE PLANNING BOARD REVIEW PROCESS AND PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

Signature of Applicant

Date

PUTNAM VALLEY PLANNING BOARD

SUBMISSION CHECKLIST

(To be Completed by Applicant)

- _____ Name and address of applicant.
- _____ Name and address of owner.
- _____ Name and location of project.
- _____ Tax Map Data (Section-Block-Lot).
- _____ Total area of the project site (acres).
- _____ Location map, at a scale of one inch equals 1,000 feet showing the applicant's entire property.
- _____ Date of plan preparation and/or date of plan revision.
- _____ Scale of Plan and North Arrow.
- _____ All plans must be signed and sealed by a NYS licensed Engineer or Architect.
- _____ Applicable note pertaining to the owner's review and concurrence with the Plan together with the owner's signature.
- _____ Provide a 4" wide by 2" high box in the area of the title block for Planning Board Approval.
- _____ Provide a 4" wide by 2" high box for Putnam County Department of Health Approval (subdivision only).
- _____ Provide a 4" wide by 2" high box for Real Property Tax Certification to be signed by the director of Real Property Taxes (subdivision only).
- _____ Provide a 4" wide by 2" high box for Commissioner of Finance Certification to be signed by the Commissioner of Finance (subdivision only).
- _____ Submission of a Survey signed and sealed by a NYS licensed land surveyor (5 copies).

- _____ Indicate any reference to Survey/topographic data used in the preparation of the Plan.
- _____ Bulk Regulation Table indicating what is required in the underlying zoning district and what the applicant is proposing (lot-by-lot analysis).
- _____ A note indicating the affected Town regulated Environmental Management Districts (if any) shall be provided on the Plan.
- _____ Illustration of zoning district boundaries.
- _____ Existing structures, drainage systems, wells, septic systems, waterlines, and sewer lines within 200 feet of the subject property.
- _____ Names and addresses of adjoining owners within 200 feet of the subject property.
- _____ The location, size and use of all existing and proposed buildings and structures.
- _____ Existing topography and proposed grade elevations of the project area at a contour interval of 2 feet, unless otherwise specified by the Planning Board. The applicant shall provide the source of the contour data.
- _____ Soil types using data available from the Putnam County Soil Conservation Service.
- _____ The location, size and purpose of all existing easements, reservations, and areas to be dedicated.
- _____ Proposed lot lines with accurate metes and bounds.
- _____ Proposed limits of disturbance and clearing shall be illustrated on the Plan. The total area of disturbance is to be indicated on the plan.
- _____ A Tree Plan shall be prepared in conformance with §165-21.1 of the Zoning Code.
- _____ General site conditions, including, but not limited to, orchards, landscaping, wooded areas, and other conditions that may impact the site.

- _____ Flood elevations and boundaries of on-site floodplains and floodways.
- _____ Existing lakes, ponds, streams (include stream classification), watercourses, wetlands, vernal pools, wetland buffers, and wet areas.
- _____ Existing and proposed drainage ways and all drainage structures in and near the site and those which may be impacted shall be illustrated on the Plan.
- _____ Terrain with slopes that are equal to or greater than 20% shall be illustrated on the Plan.
- _____ The location of all existing and proposed site improvements, including pavements, walks, curbing, drains, culverts, retaining walls, fences, parks, open space and recreation facilities, stonewalls and other stone structures.
- _____ The size and location of all existing and proposed off-street parking stalls shall be illustrated on the Plan, including loading areas and handicap stalls and signage.
- _____ Traffic circulation patterns shall be illustrated on the Plan using arrows.
- _____ Proposed road/driveway profiles including existing and proposed grades, centerline grades, vertical curves, utilities, drainage structures, and other improvements.
- _____ Illustration and description of the method of sewage disposal and location of such facilities.
- _____ Proposed water supply, either individual well designs or connection with an existing water supply system to provide water for domestic consumption and fire protection.
- _____ Architectural elevations (front, rear, side) and floor plans shall be submitted to the Planning Board for review (four copies).
- _____ The location, height, design and size of all temporary and permanent signs.
- _____ Identification of proposed landscaping and buffer screening areas, including a landscaping plan, and species and quantities of existing and proposed vegetation.

- _____ The location and design of lighting and security features.
- _____ The location and character of all power distribution and transmission lines.
- _____ The location and description of all subsurface site improvements and facilities.
- _____ A grading plan showing before and after contours. The plan should also show the extent and amount of cut and fill for all disturbed areas.
- _____ An Erosion and Sediment Control Plan shall be prepared in conformance with state requirements and shall include temporary and permanent methods of stabilization.
- _____ All stormwater facilities will be illustrated on the plan. Adequate provisions for the handling of stormwater runoff should be made to include retention/detention and piping or channeling to existing drainage systems (during and after construction).
- _____ Field testing for stormwater management facilities will be performed.
- _____ A drainage plan, including drainage calculations necessary to support the sizing of the proposed drainage structures and verifying that no adverse impacts to existing drainage will result. Watersheds and drainage structures, both upstream and downstream of the site must be considered. Proposed drainage structures shall be shown, including location, type, and size.

This checklist is provided as a guide and is for the convenience of the applicant. The Putnam Valley Planning Board may require additional notes or revisions prior to granting approval.

The undersigned agrees to the best of his or her knowledge, the submitted project plans have been prepared in accordance with this checklist.

By: _____
(Applicant/Agent for Applicant)

Date: _____