

**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).
- \_\_\_\_\_ (5) Copies of the attached application form and submission checklist.
- \_\_\_\_\_ (5) Copies of the deed/contract of sale.
- \_\_\_\_\_ (5) Copies of authorization by owner(s) if applicant is represented by and agent or other representative.
- \_\_\_\_\_ (5) Copies of the appropriate Environmental Assessment Form (EAF). It is the applicant's responsibility to prepare, for the Board's review and comment, all portions of the EAF, including Page 2 of the Short EAF and Parts 2 and 3 of the Full EAF.
- \_\_\_\_\_ (5) Copies of previously granted variances (if applicable).
- \_\_\_\_\_ (5) Copies of the Wetland Screening Form, executed by the Town Wetland Inspector
- \_\_\_\_\_ If a Wetland Permit is required, (5) Copies of the Wetland Permit (as filed with the Building Department).
- \_\_\_\_\_ (12) Copies of required plans, signed and sealed by a licensed professional (Subdivision Plan/Site Development Plan/Site Plan).
- \_\_\_\_\_ (5) Copies of a Survey signed and sealed by a NYS licensed land surveyor (certified within the last two (2) years).
- \_\_\_\_\_ (4) Copies of architectural elevations (front, side, rear) and floor plans signed and sealed by a licensed professional.

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**

_____ <b>Site Plan</b>	File Number_____	Date_____
_____ <b>Subdivision</b>	File Number_____	Date_____
_____ <b>Site Development Plan</b>	File Number_____	Date_____
_____ <b>Lot Line Realignment</b>	File Number_____	Date_____
_____ <b>Special Use Permit</b>	File Number_____	Date_____
_____ <b>Major Grading Permit</b>	File Number_____	Date_____
_____ <b>Wetland Permit</b>	File Number_____	Date_____
_____ <b>Ground and Surface Water District Permit</b>	File Number_____	Date_____

**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: \_\_\_\_\_
- Email: \_\_\_\_\_

7. Name of Applicant (if different): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

8. Name of Engineer/Architect: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**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. Have any Zoning Variances Been 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. Are there Wetlands, Watercourses, or Waterbodies On-Site? \_\_\_\_\_

If so, Describe: \_\_\_\_\_

12. Has a Wetland Screening Form Been Filed with the Building Department and Executed by the Town Wetland Inspector? \_\_\_\_\_
13. Has a Wetlands Application Been Filed with Building Department? \_\_\_\_\_
14. Are There Slopes On-Site That Exceed 20%? \_\_\_\_\_
15. Has the applicant filed an application with the Putnam County Department of Health?  
\_\_\_\_\_
16. Has the applicant received approval from the Putnam County Department of Health?  
\_\_\_\_\_
17. 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 consultants, and their employment, business, or professional affiliation. Please indicate, in the space below, the name of any Board Member or Consultant 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
Tom Carano	Mechanical Engineer
Dale Phillips	Contractor
Sergio Recine	Construction Manger
Thomas Patterson	Project Manager
Darren Rich	Manager

**Planning Board Consultants**

<u>Name</u>	<u>Title/Affiliation</u>
Todd Atkinson, P.E.	Town Engineer J. Robert Folchetti & Associates, LLC
Bruce Barber, PWS	Town Wetland Inspector, Town Planner Cornerstone Associates
William Florence, Esq.	Town Attorney

Please indicate the name of the Board Member or Consultant 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 and hereby agree to reimburse the Town for the fees of said consultants. 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. A copy of the each consultant's fee schedule will be made available upon request.

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 recommendation and hereby permit said individuals to enter, upon reasonable notice to the applicant and/or his or her authorized representative, the involved parcel(s) during the Planning Board review process and prior to the issuance of a Certificate of Occupancy.

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

\_\_\_\_\_  
Date

## PUTNAM VALLEY PLANNING BOARD

### SUBMISSION CHECKLIST

(To be completed by Applicant's Design Professional)

- \_\_\_\_\_ 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.
- \_\_\_\_\_ The Putnam Valley Planning Board's General Notes (available in digital format upon request)
- \_\_\_\_\_ 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 (see Town of Putnam Valley General Notes).
- \_\_\_\_\_ Putnam Valley Planning Board approving language contained within a 4" wide by 2" high box to be located in the area of the title block (see Town of Putnam Valley General Notes).
- \_\_\_\_\_ Putnam County Department of Health approving language contained within a 4" wide by 2" high box (subdivision only).
- \_\_\_\_\_ Real Property Tax Certification, contained within a 4" wide by 2" high box, to be signed by the director of Real Property Taxes (subdivision only).
- \_\_\_\_\_ Commissioner of Finance Certification, contained within a 4" wide by 2" high box, 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).
- \_\_\_\_\_ Bulk Regulation Table indicating what is required in the underlying zoning district and what the applicant is proposing (lot-by-lot analysis).
- \_\_\_\_\_ 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 (including those on the opposite side of the street).
- \_\_\_\_\_ 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 Survey.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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).

\_\_\_\_\_ Soil testing for stormwater management facilities shall be performed (data sheets to be submitted).

\_\_\_\_\_ Soil testing for septic systems shall be performed (data sheets to be submitted).

\_\_\_\_\_ 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.

\_\_\_\_\_ Stormwater Pollution Prevention Plan (SWPPP), if required by the New York State Department of Environmental Conservation (NYSDEC) SPDES General Permit.

**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: \_\_\_\_\_  
Design Professional

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

## PUTNAM VALLEY GENERAL NOTES

**Unless otherwise instructed by the Planning Board or its consultants, the following notes shall appear on all Site Plans, Subdivision Plans and Site Development Plans (not required to be provided on every sheet)**

### Putnam Valley Notes

1. All improvements must be completed as shown on the approved plans. Any deviation from the approved Plans must be approved in accordance with Section 165-16C(2)(c) or 165-21C(2)(c) of the Town Code.
2. At all times the owner/operator shall maintain on-site a copy of the Planning Board's approving Resolution and approved Plans signed by the Chairman of the Planning Board.
3. The Town of Putnam Valley employs the services of outside Planning, Engineering, Wetland, and other consultants as needed, in the review and inspection of Planning Board applications. The owner/operator is required and hereby agrees to reimburse the Town for the fees of said consultants. An escrow account will be established and maintained for the payment of such inspection fees. The account will be established prior to commencement of work and shall be maintained and supplemented throughout the duration of construction to a date no less than 60 days after issuance of an unrestricted Certificate of Occupancy. Should the account balance be exhausted, all work shall cease until the account balance is supplemented to allow for future inspections.
4. If coverage under GP-0-15-002 is required, the owner/operator shall maintain on-site a copy of the General Permit (GP-0-15-002), Notice of Intent (NOI), NOI Acknowledgement letter, approved Stormwater Pollution Prevention Plan (SWPPP), MS4 SWPPP Acceptance Form, and inspection reports prepared by a qualified inspector.
5. If at any time during construction the Code Enforcement Officer, Planning Board, or its agents determine that construction is not taking place in conformance with the approved Plans, a stop work order shall be issued by the Code Enforcement Officer and all work shall cease except such work approved by the Code Enforcement Officer and/or Town Engineer to correct erosion and sediment controls.
6. Unless otherwise authorized by the Town Engineer, all erosion and sediment control measures shall comply with Chapter 102, Stormwater Management and Erosion and Sediment Control, of the Town Code and the latest edition of the "New York State Stormwater Management Design Manual."

7. Unless otherwise authorized by the Town Engineer, all stormwater management practices shall be designed to comply with Chapter 102, Stormwater Management and Erosion and Sediment Control, of the Town Code and the latest edition of the "New York State Stormwater Management Design Manual."
8. Prior to the commencement of work, all trees to be removed shall be identified in the field by use of a bright colored surveyor's ribbon. If any trees designated on the tree plan for preservation are removed without Planning Board approval, a Stop Work Order shall be issued by the Building Inspector and all work shall cease until a tree replacement plan, prepared in conformance with Section 165-21.1 of the Zoning Code, has been approved by the Planning Board and implemented to the Planning Board's satisfaction.
9. Prior to commencement of work, the limit of disturbance line, as shown on the approved Plans shall be staked by a licensed land surveyor and delineated in the field by use of an orange construction fence or approved equal. The construction fence shall remain installed and properly maintained throughout the duration of construction.
10. Prior to commencement of work, the owner shall call the Underground Line Location Service. The owner is responsible to locate and protect all above and below ground utilities throughout all phases of construction.
11. Electrical power, telephone, cable television, and other such utilities shall be installed underground.
12. Construction activities shall only take place between the hours of 8:00 a.m. and 8:00p.m. on weekdays and 9:00 a.m. and 7:00 p.m. on weekends and holidays.
13. All construction activities shall comply with Chapter 82-5C, Noise, of the Town Code.
14. Unless authorized by the Planning Board, blasting is prohibited.
15. Approval of these Plans does not constitute acceptance of land areas designated for dedication to the Town of Putnam Valley, if any.
16. The continued validity of a Certificate of Occupancy shall be subject to continued conformance with these Plans and the Planning Board's approving Resolution.

### **As-Built Survey Notes**

1. Prior to the issuance of a Building Permit, the foundation location shall be surveyed located (by use of off-sets) by a NYS Licensed Land Surveyor and shall correspond to the approved Plans; correspondence from the surveyor shall be provided to the Building Department certifying the same.
2. Prior to framing, an as-built survey of the foundation shall be submitted to the Building Department. The survey shall be prepared by a NYS Licensed Land Surveyor, shall include elevations and property line setback dimensions to demonstrate compliance with these approved Plans, and shall be prepared to the satisfaction of the Town Engineer and Building Inspector.
3. The owner/operator shall submit an as-built survey of any stormwater management facility located on-site after final construction is completed. This survey must show the final design specification for all stormwater management facilities and must be certified by a NYS Professional Engineer.

### **Site Inspection Notes**

1. Prior to commencement of work, a pre-construction meeting shall take place with the applicant, contractor, Building Inspector, Town Engineer, Town Planner, and other relevant parties, as determined necessary. At time of inspection, all erosion and sediment control measures and construction fencing shall be installed and all trees to be removed shall be marked with a bright colored surveyor's ribbon.
2. All improvements are subject to inspection by the Town and its agents without notification during the approval and construction process.
3. The Town of Putnam Valley Stormwater Management Officer may require such inspections as necessary to determine compliance with Chapter 102, Stormwater Management and Erosion and Sediment Control, and may either approve the portion of the work completed or notify the owner/operator wherein the work fails to comply with the requirements of Chapter 102 and the approved SWPPP. To obtain inspections, the owner/operator shall notify the Town of Putnam Valley enforcement official at least 48 hours before any of the following:
  - Start of construction.
  - Installation of sediment and erosion control measures.
  - Completion of site clearing.
  - Completion of rough grading.
  - Completion of final grading.
  - Close of construction season.
  - Completion of final landscaping.
  - Successful establishment of landscaping in public areas.

4. If coverage under GP-0-15-002 is required, the owner/operator shall retain the services of a qualified inspector and the qualified inspector shall conduct a site inspection at least once every seven (7) calendar days. Inspection reports shall be provided to the Planning Board and Building Department on a weekly basis and a copy of each report shall be kept on-site.
5. Prior to the issuance of a Certificate of Occupancy, a final site inspection shall be conducted with the property owner/applicant, contractor, Building Department, Town Engineer, Town Planner and other relevant parties. A Certificate of Occupancy shall not issue unless the Code Enforcement Officer has first received a written report from the Town Engineer, Town Planner and Town Wetland Inspector, as applicable, stating that all land development activities meet their satisfaction and that the site has been designed in accordance with the approved Plans.

**Putnam Valley Site Specific Notes**

1. The gross site area equals \_\_\_\_\_ acres.
2. Total site disturbance equals \_\_\_\_\_ acres.
3. According to the Tax Assessor, the subject site consists of the following tax parcel identification numbers: \_\_\_\_\_
4. Survey data shown hereon is taken from \_\_\_\_\_.
5. Topographic data shown hereon is taken from \_\_\_\_\_.
6. Soil boundaries shown hereon are taken from \_\_\_\_\_.
7. The subject site is located in the \_\_\_\_\_ Zoning District.
8. The subject site is located in the \_\_\_\_\_ School District.
9. The subject site is located in the Putnam Valley \_\_\_\_\_ Overlay District(s).
10. The subject site is located in the \_\_\_\_\_ Watershed.

**Signature Blocks**

**PLANNING BOARD APPROVAL**

Approved by the Planning Board of the Town of Putnam Valley,  
Putnam County, N.Y. by resolution dated \_\_\_\_\_

Any change, erasure, modification or revision to this Plan,  
as approved, shall void this approval.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Planning Board Chairman

**OWNER'S CERTIFICATION**

The undersigned owner of the property shown hereon is familiar with this drawing(s),  
its contents, and its legends and hereby approves the same.

\_\_\_\_\_  
Owners Name (Insert Name)  
Owners Address (Insert Address)

\_\_\_\_\_  
Date