

PLANNING BOARD APPLICATION

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**TOWN OF FORESTBURGH
PLANNING BOARD
332 King Road
Forestburgh, New York 12777
845-794-0611 x23**

APPLICATION

Original page to be submitted to the Planning Board, copy to applicant

Date of Application: _____ APPLICATION NO. _____

Applicant's name: _____

Applicant's address: _____

Applicant's telephone: _____ Email: _____

Owner's name: _____

Owner's address: _____

Owner's telephone: _____ Email: _____

Address of Project: _____

Section: _____ Block: _____ Lot: _____ Zone: _____

Existing Use: _____

Proposed Use: _____

Nature of Project (check one):

Lot Line Change _____
Subdivision _____ Special Use Permit _____
Site Development Plan _____ Other _____

The following must be submitted to the Planning Board (c/o the Forestburgh Town Clerk) in pre-packaged envelopes ready for mailing (SEE PAGE 4 OF APPLICATION FOR INSTRUCTIONS):

- 1) Letter of explanation
- 2) Short-Form EAF (blank attached)
- 3) Proof of ownership or written permission
- 4) Site Plan
- 5) Estimated cost of project
- 6) Receipt of fees paid ____ (Fee must be paid at time application is filed.)

Fee scheduled attached.

FOR OFFICE USE ONLY:

FEE PAID \$ _____ DATE PAID: _____ RECEIPT NO: _____

TOWN OF FORESTBURGH

INSTRUCTIONS FOR APPLICANT TO THE PLANNING BOARD

(PLEASE NOTE: Paragraphs 1-4 are to be filled in by the person distributing this application.

1. Name of applicant: _____
2. Date applicant receives this form: _____
3. Date of next planning board meeting: _____
4. Applicants must submit all required materials to the Town Hall on or before 12:00 PM (noon) of _____ (date determined by computing Fifteen (15) calendar days before the next Planning Board meeting). If the submission date falls on a holiday, then the last business day before the holiday becomes the last day to submit, otherwise the Planning Board may determine to delay consideration or review of the application until the following meeting.

GENERAL INFORMATION

Applicant can expect a minimum of two (2) complete meetings conducted over a period of two (2) months to obtain a decision with the following schedule:

- a. APPEARANCES BEFORE THE PLANNING BOARD MUST BE PRECEDED BY NOTICE TO THE PLANNING BOARD CHAIR 15 DAYS IN ADVANCE OF ALL MEETINGS.
- b. First Planning Board meeting starts at 7:00 PM.
- c. The application and escrow fees **must** be paid before being placed on any agenda.
- d. Public hearing discussion prior to the public hearing and some public hearings will extend beyond a single meeting.
- e. Decision may be rendered the night of the public hearing. However, the Board may adjourn action on application up to forty-five (45) days after the date the public hearing is closed. This period of deliberation may be extended by mutual consent of the Applicant and the Planning Board.
- f. Applications that have not received consideration by the Planning Board, (i.e., that have not been discussed, reviewed, commented upon, revised, or approved), due to the Applicant's non-appearance before, failure to provide requested materials, and/or failure to request action by the Planning Board, may be deemed abandoned at the discretion of the Planning Board after six (6) months without further notice. If an application is deemed abandoned, applicant will be so advised and any unused escrow funds will be returned to the applicant. Thereafter, the Applicant will have to file a new application with all fees and regulations as required without "credit" for application or other fees previously paid in order to pursue the requested approvals.
- g. Applicants are encouraged to check subsequent Planning Board minutes while their application is pending. Minutes are available at the Town website, www.forestburgh.net and also at Town Hall.

TOWN OF FORESTBURGH

INSTRUCTIONS FOR APPLICANT TO THE PLANNING BOARD (cont.)

PRE-MEETING SUBMISSIONS:

- 1) **Fifteen (15) days** prior to the first meeting, copies of the following (see page 4) must be submitted to the Planning Board (c/o the Forestburgh Town Clerk) in pre-packaged envelopes ready for mailing:
 - a) Completed application
 - b) Letter briefly explaining the project
 - c) Short form EAF (Environmental Assessment Form)
 - d) Proof applicant(s) own property involved, or written permission from owner
 - e) Copies of site plan - each plan folded

THE APPLICATION FEE MUST ALSO BE PAID AT THIS TIME

Applicant or a representative must appear at the first meeting to present applicant's request.

- a) Either a public hearing or supplementary review meeting will be scheduled.
- b) Revised site plans may be requested. All requested information or revisions must be submitted to the Planning Board (c/o the Forestburgh Town Clerk) in pre-packaged envelopes ready for mailing **NO LATER THAN Fifteen (15) days** prior to the next scheduled meeting and/or public hearing. If not submitted on time, discussion on the project revisions and/or the public hearing will not be held and will be rescheduled to the next meeting.

PRIOR TO THE PUBLIC HEARING:

- 1) After the Planning Board schedules applicant's public hearing, go to the Assessor's Office (Town Hall) the next day for information on obtaining a list of property owners to whom applicant must forward applicant's mailings.
- 2) At least **Fifteen (15) days** before the date of the public hearing, each owner appearing on the Assessor's list with property within 500' of applicant's property (including property across a street, road or highway) must be forwarded a copy of the Public Hearing Notice by mail. Proof of mailing to each owner must be submitted and presented to the Secretary of the board prior to the public hearing.
- 3) The Planning Board will place a public notice in the legal section of the official newspaper of the Town of Forestburgh and post the notice in Town Hall as notification to the general public.

NOTE:

If fifteen (15) days prior to the public hearing applicant has not submitted any and all additional information or revised plans requested to the Planning Board (c/o the Forestburgh Town Clerk), mailings to surrounding property owners should not be sent as no hearing will be conducted in the absence of such additional information.

IMPORTANT:

Per zoning Law relative to Commercial Applications - "An approval of a site development plan by the planning board shall expire unless a building permit is secured within six (6) months of approval, and unless actual construction is begun within nine (9) months of approval."

NUMBER OF SUBMISSIONS REQUIRED FOR NEXT MAILING

ALL SUBMISSIONS MUST BE RECEIVED IN THE TOWN HALL NO LESS THAN 15 CALENDAR DAYS BEFORE THE PLANNING BOARD MEETING IN WHICH THE APPLICANT IS SCHEDULED TO APPEAR and ALL SUBMISSIONS MUST BE IN UNSEALED MAILABLE ENVELOPES

NAME OF APPLICANT: _____ DATE: _____

Forestburgh Planning Board Members	(7)
Planning Board File Copy	(1)
Town Supervisor	(1)
Highway Superintendent	(1)
Forestburgh Fire Department Chief	(1)
Forestburgh Code Enforcement Officer	(1)
Commissioner, Sullivan County Division of Planning & Environmental Management	()
NYS Dept. of Transportation	()
NYS Dept. of Environmental Conservation	()
US Army Corps of Engineers	()
NYS Department of Health	()
Planning Board Chairman of Neighboring Townships	()
SEQR Interested Parties	()
Other: _____	()

TO DETERMINE THE TOTAL NUMBER OF COPIES TO BE DELIVERED TO THE TOWN HALL,
ADD UP NUMBERS IN ().

IN ADDITION, 2 PACKETS MUST BE DELIVERED DIRECTLY BY THE APPLICANT: *NOTE:* In addition to the above number of copies, the applicant is also responsible for delivering submission packets directly to the below recipients. **These submissions must be received at the addresses listed below no less than 15 calendar days before the Planning Board meeting in which the applicant is scheduled to appear. please allow ample time if mailing:**

Ricciani & Jose, LLP
ATT: Jacqueline Ricciani, Esq.
Attorney for the Town
17 St. John St.
Monticello, NY 12701

Joseph Gottlieb, P.E., P.C.
Senior Project Engineer
P.O. Box 76
Monticello, NY 12701

(18 Anawana Lake Rd
Monticello, NY 12701)

If applicant's packets are not submitted by the stated date, the Planning Board may determine to delay consideration or review of applicant's application until the following meeting.

Town of Forestburgh Planning Board
Schedule of 2018 Monthly Meetings

MEETING DATES	APPLICATION DEADLINE
January 23, 2018	January 08, 2018
February 27, 2018	February 12, 2018
March 27, 2018	March 12, 2018
April 24, 2018	April 09, 2018
May 22, 2018	May 07, 2018
June 26, 2018	June 11, 2018
July 24, 2018	July 09, 2018
August 28, 2018	August 13, 2018
September 25, 2018	September 10, 2018
October 23, 2018	October 08, 2018
November 27, 2018	November 12, 2018
December 18, 2018	December 03, 2018

Applicant should call to confirm date of meeting

**APPLICATION AND ESCROW FEES MUST BE PAID BEFORE
BEING PLACED ON ANY AGENDA**

TOWN OF FORESTBURGH PLANNING BOARD FEES
(Established June 11, 2015)

ZONING & SUBDIVISION BOOKS.....	\$25.00
<u>ZONING & SUBDIVISION FEES:</u>	
SITE PLAN APPLICATION:.....	\$325.00
<u>SUBDIVISION FEES:</u>	
PRELIMINARY PLAT APPLICATION:.....	\$100.00
EACH ADDITIONAL LOT:.....	\$50.00
ZONING VARIANCE APPLICATION:.....	\$ 50.00
<u>SUBDIVISION FEES:</u>	
PARKS AND PLAYGROUNDS FEE - PER LOT.....	\$200.00
DRIVEWAY PERMITS:.....	\$ 50.00
CERTIFICATE OF OCCUPANCY/VIOLATION SEARCH.....	\$ 50.00

TOWN OF FORESTBURGH ESCROW FEES
(Established April 1, 2014)

THE FOLLOWING ESCROW FEES WOULD BE CHARGED TO THE APPLICANTS FOR THE TOWN'S ENGINEER AND ATTORNEY:

1. SITE PLAN REVIEWING ONLY - \$750.00.
2. SITE PLAN REVIEW AND SPECIAL USE PERMIT - \$1,500.00.
3. SUBDIVISION OF FOUR (4) LOTS OR LESS - \$400.00.
4. SUBDIVISION OF FIVE (5) LOTS OR MORE - \$1,500.00

The same escrow fee will be charged for both the Engineer and the Attorney. Thus, the total escrow that an applicant would pay at the time that an application is filed with the Town Clerk for a site plan review would only be \$1,500.00.

ALL CHECKS MUST BE MADE PAYABLE TO: *Town of Forestburgh*

**TOWN OF FORESTBURGH PLANNING BOARD
REQUEST FOR APPROVAL OF
FIRE CHIEF OF FIRE DISTRICT OF PROJECT LOCATION**

Applicant: _____

Location: _____

Tax Map Parcel: _____

Drawing Entitled: _____

Prepared By: _____

Drawing Reviewed: _____ **Last Revised:** _____

Recommended _____ **Not Recommended** _____

Approved With Comments _____

Additional Comments: _____

Signature

Fire Chief of Fire District
Of Project Location

Date

cc: Planning Board, Town of Forestburgh
Code Enforcement Officer, Town of Forestburgh

**TOWN OF FORESTBURGH PLANNING BOARD
REQUEST FOR APPROVAL OF
SUPERINTENDENT OF HIGHWAYS
OF THE TOWN OF FORESTBURGH**

Applicant: _____

Location: _____

Tax Map Parcel: _____

Drawing Entitled: _____

Prepared By: _____

Drawing Reviewed: _____ **Last Revised:** _____

Recommended _____ **Not Recommended** _____

Approved With Comments _____

Additional Comments: _____

Signature

Fire Chief of Fire District
Of Project Location

Date

cc: Planning Board, Town of Forestburgh
Code Enforcement Officer, Town of Forestburgh

**TOWN OF FORESTBURGH PLANNING BOARD
REQUEST FOR APPROVAL OF**

Signature
Fire Chief of Fire District
Of Project Location

Date

cc: Planning Board, Town of Forestburgh
Code Enforcement Officer, Town of Forestburgh