

TOWN OF FORESTBURGH
PLANNING BOARD APPLICATION

**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 improvements or Natural Subdivision
(§148-10 - §148-12) _____

Subdivision:
Minor (§ 148-13,14) _____

Major (§148-15,16,17) _____

Conservation (§148-18) _____

Site Plan Approval _____
{ new or Amendment)

Special Use Permit _____

Other (specify) _____

The following must be submitted to the Planning Board (c/o the Forestburgh Town Clerk) in 14 pre-packaged envelopes ready for delivery (SEE INSTRUCTIONS):

- 1) Letter of explanation
- 2) Completed Short-Form EAF (<https://www.dec.ny.gov/permits/6191.html>)
- 3) Proof of ownership or Owner's Proxy (form attached)
- 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: _____

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 - see schedule of meetings) . 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. All applications must be submitted both in paper form – and electronic, although Lot Line improvement applications may omit the electronic copy, if the applicant is self-represented or for other good cause shown.

- a. Appearances before the Planning Board must be preceded by notice to the Planning Board Chair 15 days in advance of all Meetings.
- b. Planning Board meeting starts at 7:00 PM on the fourth Tuesday of the Month, unless otherwise noted
- c. The application and escrow fees must be paid before being placed on any agenda. Separate checks must be provided for the fee and for the Escrow.
- 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. The period of deliberation may be extended by the 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 approval.
- 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.

INSTRUCTIONS FOR APPLICANT TO THE PLANNING BOARD (cont.)

PRE-MEETING SUBMISSIONS:

- 1) **Fifteen (15) days** prior to the first meeting, copies of the following must be submitted to the Planning Board (c/o the Forestburgh Town Clerk) electronically and in paper format in **14** pre-packaged envelopes ready for delivery to Board Members and others:
 - a) Completed application
 - b) Letter briefly explaining the project
 - c) Completed Short form EAF (Environmental Assessment Form) - (<https://www.dec.ny.gov/permits/6191.html>)
 - d) Proof applicant(s) own property involved, or written permission from owner (owner proxy, corporate or other)
 - e) Copies of site plan - each plan folded

THE APPLICATION FEE AND ESCROW FEES MUST ALSO BE PAID AT THIS TIME

The Applicant or a representative must appear at the first meeting, and each and every subsequent meeting when the matter is on the Planning Board's agenda. If the applicant is not present, the matter will be removed from the agenda and adjourned.

Revised site plans or supplemental materials may be requested. All requested information or revisions must be submitted to the Planning Board (c/o the Forestburgh Town Clerk) electronically and in pre-packaged envelopes **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 applicant 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 & Secretary	(8)
Planning Board File Copy	(1)
Town Supervisor	(1)
Highway Superintendent	(1)
Forestburgh Fire Department Chief	(1)
Forestburgh Code Enforcement Officer	(1)

NUMBER OF COPIES TO BE DELIVERED

TO THE TOWN HALL at the time of the initial submission: 13

IN ADDITION, 2 PACKETS MUST BE PROVIDED DIRECTLY BY THE APPLICANT TO:

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

Timothy Gottlieb, P.E., P.C.
Forestburgh Engineer
18 Anawana Lake Rd
Monticello, NY 12701

These submissions must be received at the addresses listed no less than 15 calendar days before the Planning Board meeting in which the applicant is scheduled to appear. Please allow ample time for mailing if not delivering by hand or via overnight courier service:

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.

Additional copies to other involved agencies or parties may be required depending upon the nature of the application: Applicant will be notified by the Planning Board if additional applications need be submitted, when, how many, and to whom.

Owner's Proxy before the Forestburgh Planning Board

INDIVIDUAL/PARTNERSHIP OWNER

(Owner/Partner/Manager)_____ deposes and says he/she resides at

_____ and that he/she/it is the owner of the premises described in the attached application located at

_____.
The owner has authorized _____ to make the attached application and to appear before the Planning Board.

Owner/Partner/Manager Signature

Sworn to before me this
_____ day of _____, 20____.

Notary Public

Owner's Proxy before the Forestburgh Planning Board

CORPORATE OWNER

(Entity Name) _____ has a principal place of business located at

_____ and is the owner of the premises described in the attached application located at

_____. The President/Managing Member of this entity is _____.

Pursuant to the attached Resolution, this entity has authorized _____ to make the attached application and to appear before the Planning Board.

President/Secretary/Member signature

Sworn to before me this
_____ day of _____, 20____.

Notary Public

Town of Forestburgh Planning Board
Schedule of 2021 Monthly Meetings

MEETING DATES	APPLICATION DEADLINE
January 26, 2021	January 11, 2021
February 23, 2021	February 8, 2021
March 23, 2021	March 8, 2021
April 27, 2021	April 12, 2021
May 25, 2021	May 10, 2021
June 22, 2021	June 7, 2021
July 27, 2021	July 12, 2021
August 24, 2021	August 9, 2021
September 28, 2021	September 13, 2021
October 26, 2021	October 11, 2021
November 23, 2021	November 8, 2021
December 28, 2021	December 13, 2021

Applicant should call to confirm date of meeting.
Meetings begin at 7:00pm unless otherwise noted.

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

TOWN OF FORESTBURGH PLANNING BOARD FEES

ZONING & SUBDIVISION FEES:

SITE PLAN APPLICATION:\$325.00

SUBDIVISION FEES:

PRELIMINARY PLAT APPLICATION:\$100.00

EACH ADDITIONAL LOT:\$50.00

ZONING VARIANCE APPLICATION:\$50.00

SUBDIVISION FEES:

PARKS AND PLAYGROUNDS FEE - PER LOT.....\$200.00

DRIVEWAY PERMITS:\$50.00

CERTIFICATE OF OCCUPANCY/VIOLATION SEARCH.....\$50.00

TOWN OF FORESTBURGH ESCROW FEES

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

- | | |
|--|------------|
| 1. SITE PLAN REVIEWING ONLY | \$1,000.00 |
| 2. SITE PLAN REVIEW AND SPECIAL USE PERMIT | \$2,000.00 |
| 3. SKETCH PLAN REVIEW | \$750.00 |
| 4. SUBDIVISION, MINOR | \$400.00 |
| 5. SUBDIVISION, MAJOR | \$2,000.00 |
| 6. SUBDIVISION, CONSERVATION | \$2,000.00 |

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 \$1,000.00.

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