

**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: April 5, 2024 APPLICATION NO. _____

Applicant's Name: Trips 2 Win LLC

Applicant's Address: 798 Forestburgh Road, Glen Spey, NY 12737

Applicant's Telephone: 845-798-0889 Email: dakota354@gmail.com

Owner's Name: Robert Sipos

Owner's Address: 798 Forestburgh Road, Glen Spey, NY 12737

Owner's Telephone: 845-798-0889 Email: dakota354@gmail.com

Address of Project: Forestburgh Road (C.R. 44), Fowlerville, (T) Forestburgh

Section: 33 Block: 1 Lot: 20 Zone: RR

Existing Use: Former Barn

Proposed Use: Conversion to event center / clubhouse facility.

Nature of Project (check one):

Lot improvements or Natural Subdivision (§148-10 - §148-12)

Subdivision:

Minor (§ 148-13, 14) _____ Site Plan Approval _____
(new or amendment)

Major (§148-15, 16, 17) _____ Special Use Permit _____

Conservation (§148-18) _____ Other (specify) _____

The following must be submitted to the Planning Board (c/o the Forestburgh Town Clerk) in 13 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 schedule 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: Trips 2 Win LLC
- 2. Date applicant receives this form: April 5, 2024
- 3. Date of next planning board meeting: April 23, 2024

4. Applicants must submit all required materials to the Town Hall on or before 12:00 PM (noon) of April 8, 2024 (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, the next business day after 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 and electronic forms. 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. If necessary, work sessions may be held prior to the regular Board meeting.
- 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. Discussion prior to the public hearing and some public hearings may 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 sixty-two (62) 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 **13** pre-packaged envelopes ready for delivery to Board Members. Two additional packages are to be delivered to the Planning Board attorney and engineer:
 - 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: Trips 2 Win LLC DATE: April 5, 2024

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:

Harris Beach PLLC
ATTN: Javid Afzali, Esq.
Attorney for the Town
677 Broadway, Suite 1101
Albany, NY 12207

Joseph 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.

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

Applicant: Trips 2 Win LLC

Location: Forestburgh Road (C.R. 44), Fowlerville, (T) Forestburgh

Tax Map Parcel: SBL #33-1-20

Drawing Entitled: Trips 2 Win LLC Site Plan

Prepared By: Glenn L. Smith, P.E.

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 Office, Town of Forestburgh

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

Applicant: Trips 2 Win LLC

Location: Forestburgh Road (C.R. 44), Fowlerville, (T) Forestburgh

Tax Map Parcel: SBL #33-1-20

Drawing Entitled: Trips 2 Win LLC Site Plan

Prepared By: Glenn L. Smith, P.E.

Drawing Reviewed: _____ Last Revised: _____

Recommended _____ Not Recommended _____

Approved with Comments _____

Additional Comments: _____

Signature
Superintendent of Highways

Date

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