

**TOWN OF WAWARSING PLANNING BOARD**

**ITEMS NEEDED FOR SITE PLAN / SPECIAL USE PERMIT**

1. The **Original** and **Twelve (12)** Copies of the Application Form.
2. **Thirteen (13)** Copies of Site Plan (See Section 112-46)
3. The **Original** and **Twelve (12)** Copies of Environmental Form (Short or Long)
4. **Thirteen (13)** Copies of Zoning Map, indicating property location.
5. **Thirteen (13)** Copies of the U.S.G.S. Map indicating property location.
6. Provide **self-addressed, stamped** envelopes of all property owners within a 500' radius of the entire parcel of land.
7. New **Application must be submitted Three (3) Weeks** prior to Planning Board Meeting by 12:00 noon.  
(The Planning Board meets the third (3<sup>rd</sup>) Tuesday of every month)
8. **Submittals for Current Applications** must be submitted **Two (2) Weeks prior** to the Planning Board meeting **by 12:00 noon**.  
(The Planning Board meets the third (3<sup>rd</sup>) Tuesday of every month)
9. **Two (2) checks for New Applications** in the amount of **\$500.00** each made out to the **Town of Wawarsing**.
  - a). Check # 1 is for the Site Plan Application.
  - b). Check # 2 is for the Consultant Fees.

## PROCEDURES AND REQUIREMENTS

### TO WHOM IT MAY CONCERN:

This package of information and forms is provided to assist the applicant in the preparation of a submission of a site plan, a special use permit, a subdivision or a lot line change to the Town of Wawarsing Planning Board. In most cases the application will be prepared initially by a licensed professional engineer, architect and surveyor or by a land planner. Since in almost every case such a professional will be required for the process, they should be retained as early as possible. The Applicant should be aware that depending on the location, type and size of the project, additional reviews by State and County agencies may be required.

The Zoning and Subdivision Regulations of the Town of Wawarsing require that the applicant must present plans to the Secretary of the Planning Board. Submittals must be handed to the Planning Board Secretary at least two (2) weeks prior to the next meeting except for Logging Applications that have to be submitted three (3) weeks prior to the next meeting. The Town of Wawarsing Planning Board meets the third (3<sup>rd</sup>) Tuesday of every month. When your application is complete, it will be placed on the next available agenda. Completed application packages shall include the following:

#### Subdivision / Lot Line Changes:

1. Completed Application Form – original and twelve copies.
2. Completed Check List for Subdivision/Lot Line Change – original and twelve copies.
3. Short/Long Form EAF (as appropriate) – original and twelve copies.
4. Applicant/Owner Proxy Statement – original and twelve copies.
5. Stamped, Self-Addressed Envelopes of all property owners within a 500' radius.
6. Thirteen (13) Sets of Plans.
7. Two Checks made Payable to the Town of Wawarsing, per Fee Schedule, attached.

#### Special Use Permit/Site Plan:

1. Completed Application Form – original and twelve copies.
2. Completed Check List for Site Plan/Special Use Permit – original and twelve copies.
3. Short/Long Form EAF (as appropriate) – original and twelve copies.
4. Applicant/Owner Proxy Statement – original and twelve copies.
5. Stamped, Self-Addressed Envelopes of all property owners within a 500' radius.
6. Thirteen (13) Sets of Plans.
7. Two Checks made Payable to the Town of Wawarsing, per Fee Schedule, attached.

All fees for consulting and professional services that the Planning Board incurs during the review of the application will be the **responsibility of the applicant**. An advance deposit for these fees will be required and will be placed in an Escrow Account with the Town.

€ 112-63 FEES.

A. All application fees for special use permits, variance, sit plans, subdivisions and other matters or land use, planning and development which are brought before any agent or agency of the Town of Wawarsing shall be in accordance with a table of fees for licenses and permits, which table shall be created by resolution of the Town Board with assistance of the Planning Board and shall be maintained on a current basis and from time to time modified or updated upon recommendation of the Planning Board or upon recommendation of the Planning Board or upon initiation by the Town Board.

B. Professional fees, deposits for services.

- (1) The Town Board, the Planning Board, the Zoning Board of Appeals and the Building Department are empowered to charge an applicant the reasonable and necessary expense for professional fees incurred by any of those boards or the Building Department as a result of professional work required to be performed on behalf of any of said boards or the Building Department as a result of the filing of any application seeking approval by that board or the Building Department. For the purpose of this € 112-63, professionals shall include but not be limited to engineers, attorneys, planning consultants, architects, traffic consultants and noise consultants.
- (2) Simultaneously with the filing of an application for approval of a development and prior to the commencement of the review of the application, the applicant or developer, as the case may be, shall deposit with the Town Supervisor a sum of money, as determined in Subsection B(9), which sum shall be used to pay the costs incurred by the Town for engineering and legal services as described in this section.
- (3) Upon receipt of such sums, the Town Supervisor shall cause such monies to be placed in a separate non-interest-bearing account in the name of the Town and shall keep a separate record of all such monies so deposited and the name of the applicant or developer and project for which such sums were deposited.
- (4) Upon receipt and approval by the Town Board of itemized vouchers from a professional for services rendered on behalf of the Town pertaining to the application, the Town Supervisor shall cause such vouchers to be paid out of the monies so deposited, and shall furnish copies of such vouchers to the applicant or developer at the same time such vouchers are submitted to the Town.
- (5) The Town Board shall review and audit all such vouchers and shall approve payment of only such professional fees as are reasonable in amount and necessarily incurred by the Town in connection with the review, consideration and approval of the application. For purpose of the foregoing, a fee or part thereof is

reasonable in amount if it bears a reasonable relationship to the average charge by professionals to the Town for services performed in connection with the approval or construction of a similar application, and in this regard the Town Board may take into consideration the magnitude of this application and any special conditions or considerations as the Town Board may deem relevant.

- (6) If at any time during or after the processing of such application or in the construction, inspection or acceptance of the proposed project there shall be insufficient monies on hand to the credit of such applicant or developer to pay the approved vouchers in full, or if it shall reasonably appear to the Town Supervisor that such monies will be insufficient to meet vouchers yet to be submitted, the Town Supervisor shall cause the applicant or developer to deposit additional sums as the Supervisor deems necessary or advisable in order to meet such expenses or anticipated expenses.
- (7) In the event that the applicant or developer fails to deposit such funds or such additional funds, the Town Supervisor shall notify, as applicable, the Chairman of the Planning Board or Zoning Board of Appeals. Town Board and/or Town's Code Enforcement Officer of such failure, and any review, approval, building permit or certificates of occupancy may be withheld by the appropriate board, officer or employee of the Town until such monies are deposited.
- (8) After final approval, acceptance and/or the issuance of a certificate of occupancy relating to any specific application, and after payment of all approved vouchers submitted regarding such development, and sums remaining on account to the credit of such applicant or developer shall be returned to such applicant or developer, along with a statement of the vouchers so paid.
- (9) The amount of the initial deposit for the various developments covered by this section shall be as set forth in a schedule of deposits established from time to time by resolution of the Town Board. Said schedule shall remain in effect and shall apply to all applicants and developers until amended or revised by subsequent resolution.
- (10) The deposits required by this section shall be in addition to any application fees as may be required by other laws, rules, regulations or ordinances of the Town, and shall not be used to offset the Town's general expenses for professional services for the several boards of the Town, nor its general administration expenses.

**TOWN OF WAWARSING  
APPLICATION FOR  
SUBDIVISION/SITE PLAN REVIEW**

DATE RECEIVED: \_\_\_\_\_ TOWN FILE NO: \_\_\_\_\_  
(Application fees must be submitted with this application)

1. Title of Subdivision/Site Plan (Project name):  
\_\_\_\_\_

2. Owner of Lands to be Reviewed:

Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_

3. Applicant Information (If different than owner):

Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_

4. Subdivision/Site Plan Prepared By:

Name \_\_\_\_\_  
Representative \_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

5. Location of Lands to be Reviewed:  
\_\_\_\_\_

6. Zone \_\_\_\_\_ Fire District \_\_\_\_\_  
Acreage \_\_\_\_\_ School District \_\_\_\_\_

7. Tax Map Designation: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

8. Project Description and Purpose of Review:

Detailed description of project (Use, Size, Number of Lots, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Easements or other restrictions on property:

(Describe generally) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEE ACKNOWLEDGEMENT**

The Town of Wawarsing Municipal Code sets forth the schedule of fees for applications to the Planning Board. The signing of this application indicates your acknowledgement of responsibility for payment of these fees to the Planning Board for review of this application, including, but not limited to escrow fees for professional services (planner/consultant, engineering, legal), public hearing and site inspection.

The undersigned hereby requests approval by the Planning Board of the above identified application and scheduling for an appearance on an agenda:

Signature \_\_\_\_\_

Title \_\_\_\_\_

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

**NOTE: IF THIS APPLICATION IS SIGNED BY ANYONE OTHER THAN THE PROPERTY OWNER, A SEPARATE NOTARIZED STATEMENT OR PROXY STATEMENT FROM THE OWNER MUST BE SUBMITTED, AT THE TIME OF APPLICATION, AUTHORIZING THIS APPLICATION.**

**TOWN OF WAWARSING PLANNING BOARD  
SPECIAL USE PERMIT / SITE PLAN CHECKLIST**

The following checklist items shall be incorporated on the Subdivision Plan prior to consideration for being placed on the Planning Board Agenda. The checklist shall be completed and submitted as part of the application:

- 1 \_\_\_\_\_ Site Plan Title
- 2 \_\_\_\_\_ Applicant's Name(s)
- 3 \_\_\_\_\_ Tax Map Data (Section, Block & Lot)
- 4 \_\_\_\_\_ Applicant's Address
- 5 \_\_\_\_\_ Site Plan Preparer's Name
- 6 \_\_\_\_\_ Site Plan Preparer's Address
- 7 \_\_\_\_\_ Drawing Date
- 8 \_\_\_\_\_ Revision Dates
- 9 \_\_\_\_\_ Location Map at a scale of 1" = 2,000 ft.
- 10 \_\_\_\_\_ Plot Plan
- 11 \_\_\_\_\_ Scale (1" = 50' or lesser)
- 12 \_\_\_\_\_ Metes and Bounds
- 13 \_\_\_\_\_ Zoning Bulk Table
- 14 \_\_\_\_\_ North Arrow
- 15 \_\_\_\_\_ Abutting Property Owners
- 16 \_\_\_\_\_ Existing Building Locations
- 17 \_\_\_\_\_ Existing Paved Areas
- 18 \_\_\_\_\_ Existing Vegetation
- 19 \_\_\_\_\_ Existing Access & Egress
- 20 \_\_\_\_\_ Proposed Landscaping
- 21 \_\_\_\_\_ Proposed Exterior Lighting
- 22 \_\_\_\_\_ Proposed Screening
- 23 \_\_\_\_\_ Proposed Access & Egress
- 24 \_\_\_\_\_ Proposed Parking Areas
- 25 \_\_\_\_\_ Proposed Loading Areas
- 26 \_\_\_\_\_ Proposed Paving Details
- 27 \_\_\_\_\_ Proposed Curbing Locations
- 28 \_\_\_\_\_ Proposed Curbing through section
- 29 \_\_\_\_\_ Proposed Catch Basin Locations
- 30 \_\_\_\_\_ Proposed Catch Basin Through Section
- 31 \_\_\_\_\_ Proposed Storm Drainage
- 32 \_\_\_\_\_ Proposed Refuse Storage

- 33 \_\_\_\_\_ Proposed Other Outdoor Storage
- 34 \_\_\_\_\_ Proposed Water Supply
- 35 \_\_\_\_\_ Proposed Sanitary Disposal System
- 36 \_\_\_\_\_ Proposed Fire Hydrants
- 37 \_\_\_\_\_ Proposed Building Locations
- 38 \_\_\_\_\_ Proposed Building Setbacks
- 39 \_\_\_\_\_ Proposed Front Building Elevations
- 40 \_\_\_\_\_ Proposed Divisions of Occupancy
- 41 \_\_\_\_\_ Proposed Sign Details
- 42 \_\_\_\_\_ Proposed Bulk Table Inset
- 43 \_\_\_\_\_ Property Area (Nearest 100 sq. ft.)
- 44 \_\_\_\_\_ Building Coverage (sq. ft.)
- 45 \_\_\_\_\_ Building Coverage (% of total area)
- 46 \_\_\_\_\_ Pavement Coverage (sq. ft.)
- 47 \_\_\_\_\_ Pavement Coverage (% of total area)
- 48 \_\_\_\_\_ Open Space (sq. ft.)
- 49 \_\_\_\_\_ Open Space (% of total area)
- 50 \_\_\_\_\_ No. of parking spaces proposed
- 51 \_\_\_\_\_ No. of parking spaces required

This list is provided as a guide only and is for the convenience of the Applicant. The Town of Wawarsing Planning Board may require additional notes or revisions prior to granting approval.

**PREPARER'S ACKNOWLEDGMENT:**

THE PLAT FOR THE PROPOSED SITE PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THIS CHECKLIST AND THE TOWN OF WAWARSING ORDINANCES, TO THE BEST OF MY KNOWLEDGE.

BY: \_\_\_\_\_  
 Licensed Professional Date

**PLEASE NOTE:**

**THE APPLICANT OR THEIR REPRESENTATIVE IS RESPONSIBLE TO KEEP TRACK OF ALL EXPIRATION DATES FOR ANY AND ALL APPROVALS GRANTED TO A PROJECT. EXTENSIONS MUST BE APPLIED FOR PRIOR TO EXPIRATION DATE.**

**DISCLOSURE ADDENDUM STATEMENT TO APPLICATION, PETITION AND REQUEST**

Mindful of the provisions of Section 809 of the General Municipal Law of the State of New York, and of the Penal provisions thereof as well, the undersigned applicant states that no State Officer, Officer or Employee of the Town of Wawarsing, or Ulster County, has any interest, financial or otherwise, in this application or with, or in the applicant as defined in said Statute, except the following person or persons who is or are represented to have only the following type of interest, in the nature and to the extent hereinafter indicated:

\_\_\_\_\_ NONE  
\_\_\_\_\_ NAME, ADDRESS, RELATIONSHIP OR INTEREST (financial or otherwise)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This disclosure addendum statement is annexed to and made a part of the petition, application and request made by the undersigned applicant to the following Board or Officer of the Town of Wawarsing.

\_\_\_\_\_ TOWN BOARD  
\_\_\_\_\_ PLANNING BOARD  
\_\_\_\_\_ ZONING BOARD OF APPEALS  
\_\_\_\_\_ ZONING ENFORCEMENT OFFICER  
\_\_\_\_\_ BUILDING INSPECTOR  
\_\_\_\_\_ OTHER

DATED \_\_\_\_\_

INDIVIDUAL APPLICANT \_\_\_\_\_

CORPORATE OR PARTNERSHIP APPLICANT \_\_\_\_\_

BY: \_\_\_\_\_  
(Pres.) (Partner) (Vice-Pres.) (Sec.) (Treas.)

**AGENT/OWNER PROXY STATEMENT**

For submittal to the: TOWN OF WAWARSING PLANNING BOARD

\_\_\_\_\_, deposes and says that  
(OWNER)

he/she resides at \_\_\_\_\_ in the  
(OWNER'S ADDRESS)

County of \_\_\_\_\_ and State of \_\_\_\_\_ and that he is the owner of  
property tax map designation number Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
which is the premises described in the foregoing application and that he designates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Agent Name & Address)

(Name & Address of Professional Representative of Owner and/or Agent) as his agent to make  
the attached application.

***THIS DESIGNATION SHALL BE EFFECTIVE UNTIL WITHDRAWN BY THE OWNER OR UNTIL TWO  
(2) YEARS FROM THE DATE AGREED TO, WHICH EVER IS SOONER.***

\_\_\_\_\_  
(Owner's Signature)

Owner's Signature (MUST BE NOTARIZED)

NOTARY PUBLIC

SWORN BEFORE ME THIS:

\_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Agent's Signature (If Applicable)

\_\_\_\_\_  
Professional Representative's Signature

**PLEASE NOTE: ONLY OWNER'S SIGNATURE MUST BE NOTARIZED.**

OWNER'S AUTHORIZATION

For submittal to the: TOWN OF WAWARSING PLANNING BOARD

\_\_\_\_\_ (Owner) \_\_\_\_\_ deposes and says that he/she  
resides at \_\_\_\_\_ in the County

of \_\_\_\_\_ and State of \_\_\_\_\_ and that he/she is the  
owner of property tax map designation number Section \_\_\_\_\_ Block \_\_\_\_\_

Lot \_\_\_\_\_ which is the premises described in the foregoing application and that  
he/she is granting permission to Planning Board Members and/or Planning Board Agents to be  
able to access the property, that pertains to the application, during the approval process.

\_\_\_\_\_ (Owner's Signature)

(Owner's Signature Must Be Notarized)

NOTARY PUBLIC

SWORN BEFORE ME THIS:

\_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_