

TOWN OF WAWARSING PLANNING BOARD

ITEMS NEEDED FOR SITE PLAN / TIMBER HARVEST OPERATION

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 (3rd) 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 (3rd) 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, subdivision of 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 (3rd) 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.

WAWARSING CODE

112-38 TIMBER HARVESTING:

The following requirements shall apply to the process or processes, which result in the felling of trees for purposes of using the timber there from for construction purposes, firewood and any other uses to which such timber or logs would ordinarily be subjected. Included is not only the process of cutting down trees, but all attendant processes in making such timber usable for the purpose for which it is intended, including but not limited to the removal of splitting of logs and the removal of logs from property by means of transport by any method, including but not limited to skidding. Except that tree removal for the following purposes are not subject to this section. The clearing of lands for rights of way for utilities, except that such clearing shall comply with accepted forest management practices and shall be approved by a professional forester; The harvesting of trees for the personal use of the property owner and his or her immediate family; Trees removed for site preparation for construction of land development which has been approved by the planning board, or for which a building permit has been obtained if planning board approval is not required for said construction or land development.

- A. The owner of the property shall submit a letter or affidavit granting permission to the logger or operator, by name, to cut trees and designating the areas in which they may be cut.
- B. The Code Enforcement Officer shall receive approval, in writing, from the Town Highway Superintendent with recommendation as to such matters as specified entrance and exit from the public highway to the operations site, with signs posed on the highway noting "truck entrance".
- C. The loading area and loading operation and storing of logs shall be located at least 30 feet from the traveled way of any highway.
- D. Timber shall not be skidded across any highway nor shall log skidders cross the highway as part of the logging operation at any time.
- E. The New York State Department of Environmental Conservation shall approve the crossing of any stream as part of any logging operation, where required by law.
- F. All debris resulting from tree cutting along the highway and at the loading area within 50 feet of the highway shall be cleaned and removed by the applicant.
- G. An off-street parking area for logging equipment and other vehicles shall be located on the logging site at least 30 feet from any adjacent highway.

Superintendent of Highways shall make a written recommendation to the Town Board with respect to the security deposit required in this subsection. The Superintendent may consult with the Town Engineer with respect to said sums, and the logger shall be required to pay for said consultation.

- O. For any logging operation, the logger shall provide the Town Clerk with a certificate of insurance and a policy from a New York State admitted carrier, naming the Town as the co-insured or additional insured on a liability insurance policy providing coverage for not less than \$1,000,000 for death or injury to persons and damage to property.
- P. No logging operation shall take place in the Town of Wawarsing during those periods, as the Town Board shall determine, upon recommendation of its Superintendent of Highways, based upon existing weather and road conditions.
- Q. The Town Superintendent of Highways shall, prior to the logger conducting logging operations, determine the carrying-load limit of logging trucks and the routes that they shall be permitted to take.
- R. All timber-harvesting practices shall comply with proper land/forest management practices and environmental protection as per New York State Department of Environmental Conservation (NYSDEC) timber harvesting guidelines to the greatest extent practicable.

**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.

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.

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.)

OWNER'S AUTHORIZATION

For submittal to the: TOWN OF WAWARSING PLANNING BOARD

_____ deposits and says that he/she
(Owner)

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_____