

**VILLAGE OF WARWICK
PLANNING BOARD APPLICATION**

Date_____

Application fee_____

1) Applicant's name_____

Address_____Tele:_____

2) Project Location_____

3) Section_____Lot_____Block_____

4) What action is the applicant seeking_____

5) Describe Proposed Project_____

6) Application For:

A) Site Plan_____ B) Preliminary Approval_____ C) Final Approval_____

D) Minor Subdivision_____ E) Major Subdivision_____ F) Conditional Use_____ Lot Line Change_____

7) Square Footage of Parcel_____

8) Have any variances or special permits been granted to the proposed property_____

If so please attach

Signatures must be notarized

Signature of Applicant_____Date_____

Signature of Property Owner_____Date_____

Notary Seal:

Owner and/or applicant are responsible for payment of any and all consultant's fees.

Attached is a checklist for items that should be submitted with a Subdivision Application.

Any applicant that wishes a review without some or all of the required items should make a written request for a waiver for the item(s) to the Board. It is a Planning Board decision whether a waiver of some or all of the items required can be granted.

If you have any questions please call the Village Engineer, David Getz at 845-986-7737 or my office at 845-986-2031 ext. 7.

Maureen J. Evans
Planning Board secretary

Subdivision Application fee - \$350.00

Review fee - \$ 50.00

Public Hearing Fee \$150.00

A check in the amount of \$350.00 made out to the Village of Warwick is required for the application fee and should be submitted with your application.

A check in the amount of \$3,000.00 to establish escrow for the time you are before the Planning Board to pay for our consultant's time, review fee, public hearing fee and any other costs that may be incurred. You may or may not be required to replenish the escrow if needed.

If you have any questions, please feel free to contact me.

Maureen

VILLAGE OF WARWICK
ITEMS REQUIRED WITH APPLICATION FOR SUBDIVISION APPROVAL

The following is a list of materials and/or information that must be provided in order to establish the intent of the applicant. This helps to allow the Village and its consultants to understand and review the application to enable the filing of records regarding applications and permitted activities.

Applications and all necessary items must be filed with the Planning Board secretary at least 14 days prior to the scheduled Planning Board meeting.

- Completed application with all information properly entered
- Copy of deed for the parcel and/or a notarized document giving the applicant authority to lease, use and apply for the development of the same.

Sketch Plan

One original and 8 copies of the Sketch Plan including:

- The location of that portion which is to be subdivided in relation to the entire tract and the distance to the nearest existing street intersection.
- Key Map showing the location of the property within the Village with the scale of the map defined.
- All existing structures, wooded areas, streams, rock outcrops and other significant physical features within the portion to be subdivided and within 200 ft. thereof. Topographic contours at intervals of not more than 10 ft.
- Bulk Table showing required parameter (lot size, width, depth, setbacks, height, parking, etc.) existing and proposed dimensions.
- Locations of any Zoning District boundaries within 500ft. of the parcel.
- Names and addresses of owner and/or applicant.
- Names of all adjoining property owners.

- Parcel(s) tax map ID (Section, Block and Lot)
- All the utilities available and all streets which are proposed, mapped or built.
- The proposed pattern of lots, including lot width and depth, street layout, recreation areas, systems of drainage, sewerage and water supply within the subdivided area.
- Any relevant deed restriction or covenants pursuant to the deed, lessee, mortgage or any other document where such restrictions affect the use of the land.
- Complete boundary survey of the parcel certified by a NYS Licensed Land Surveyor.
- Topographic survey of the parcel with contours at intervals of 2 feet or less.
- The proposed use, location, height and designs of all existing and proposed buildings and structures.
- Location of existing trees with diameter of 8 inches or more at 3 feet above ground level.
- Configuration and right-of-way widths of existing and proposed public and private roads, drives, and walkways.
- Proposed final grades, including detailed information relative to methods used to reain, stabilize and/or refurbish re-graded areas.
- Sight distances shown at each driveway and/or roadway being proposed.
- Location and description of all existing and proposed site improvements, including but not limited to drainage pipes, drains, culverts, ditches, bridges, or other drainage works, retaining walls and medians, dividers and fences.

- Location and size of all proposed water lines, valves, hydrants, sewer lines and fire alarm boxes and connection to existing lines.
- Profiles and cross sections of any driveways in excess of 10% grade.
- Details and/or cross sections of sidewalks, curbs, pavement, retaining walls, lighting, landscaping or other facilities to be constructed on the site.
- Properties located in the Flood Plain require an engineering review.
- Properties located in the Flood Way required an engineering review.

ATTACHED IS A CHECKLIST FOR ITEMS THAT SHOULD BE SUBMITTED FOR A SITE PLAN APPLICATION.

ANY APPLICATION THAT WISHES A REVIEW WITHOUT ANY OF THE REQUIRED ITEMS SHOULD MAKE A WRITTEN REQUEST FOR A WAIVER FOR THE ITEM(S) TO THE BOARD. IT WOULD BE A PLANNING BOARD DECISION WHETHER TO APPROVE THE WAIVER REQUEST.

A CALL TO THE VILLAGE ENGINEER MAY RESULT IN A CONSULTING FEE.

THANK YOU,

MAUREEN J. EVANS,
PLANNING BOARD SECRETARY

Attached is a checklist for items that should be submitted with a Site Plan Application.

Any applicant that wishes a review without some or all of the required items should make a written request for a waiver for the item(s) to the Board. It is a Planning Board decision whether a waiver of some or all of the items required can be granted.

If you have any questions please call the Village Engineer, David Getz at 845-986-7737 or my office at 845-986-2031 ext. 7.

Maureen J. Evans
Planning Board secretary

VILLAGE OF WARWICK
ITEMS REQUIRED WITH APPLICATION FOR SITE PLAN APPROVAL

The following is a list of materials and/or information that must be provided in order to establish the intent of the applicant. This helps to allow the Village and its consultants to understand and review the application to enable the filing of records regarding applications and permitted activities.

Applications and all necessary items must be filed with the Planning Board secretary at least 14 days prior to the scheduled Planning Board meeting.

A Completed application with all information properly entered

A Copy of deed for the parcel and/or a notarized document giving the applicant authority to lease, use and apply for the development of the same.

One original and 8 copies of Site Plan set bearing the signature and seal of a NYS licensed Land Surveyor and or Professional Engineer including:

- Boundary and topographic survey of the parcel
- Key Map showing the location of the property within the Village with the scale of the map defined.
- Parcel(s) tax map ID (Section, Block and Lot)
- Map showing entire property and adjacent properties, properly labeled, showing all improvements thereon and streets within a radius of 500 ft. of the perimeter of the site at a scale of not more than 1 inch equals 50 feet; any relevant deed restrictions or covenants pursuant to the deed, lessee, mortgage or any other document where such restrictions affect the use of the land.
- Names and addresses of owner.
- Names and addresses of applicant.

- Bulk Table showing required parameters (lot size, width, depth, setbacks, height, parking, etc.) existing and proposed dimensions
- The proposed use, location, height and designs of all existing and proposed buildings and structures, including at least one (front) elevation. Additional elevations may be required at the discretion of the Board.
- Any proposed division of buildings and structures.
- Any proposed division of buildings into units of separate occupancy.
- The proposed spatial arrangement of land users.
- Location of existing trees with diameter of 8 inches or more at 3 feet above ground level
- Existing contours, at intervals of 2 feet or less.
- Spot elevations at corners of buildings, and finished floor grade.
- Locations of all existing watercourses, intermittent streams, wetland areas, rock outcrops, wooded areas and any other significant features.
- Configuration and right-of-way widths of existing and proposed public and private roads, drives and walkways
- Proposed final grades including detailed information relative to methods used to retain, stabilize and/or refurbish regarded areas.
- Location of all parking and truck loading areas with access and egress drives defined (with truck turning radius shown where necessary).
- Sight distances shown at each driveway and/or roadway being proposed.

- Locations of traffic safety devices and directional flow of traffic shown.
- Locations of any outdoor storage.
- Location and description of all existing and proposed site improvements, including but not limited to drainage pipes, drains, culverts, ditches, bridges or other drainage works, retaining walls and medians, dividers and fences.
- Storm drainage report.
- Locations of any zoning district boundaries within 500 ft. of the parcel.
- Descriptions of water supply and sewage and garbage disposal systems.
- Locations and heights of all signs.
- Locations, height, quality and design of all landscaping and buffer areas.
- Locations, height and design of lighting, power and communications facilities.
- Letters or permits from other agencies having jurisdiction as to their comments on the site development.
- Location of fire and other emergency zones including location of nearby fire hydrants.
- Location, height, design and direction of all exterior rooftop structures and facilities including placement of any generators, exterior equipment, exhaust systems, noise baffles and appropriate screening.
- Location and design of all parking and access facilities as are required for the handicapped pursuant to the NYS Building Code.

- Profiles and cross sections of any driveways in excess of 10% grade.
- Details and/or cross sections of sidewalks, curbs, pavement, retaining walls, lighting, landscaping or other facilities to be constructed on site.
- Properties located in the Flood Plain require an engineering review.
- Properties located in the Flood Way required an engineering review.