

Planning

From: Amy Fitzpatrick Smith <afitzpatricksmith@gmail.com>
Sent: Tuesday, May 20, 2025 4:03 PM
To: Planning
Subject: 25 Park Avenue

May 20, 2025

Dear Planning Board,

We are proposing adding an approximately 12' x 30', 360 ft.², one story addition to our existing residence at 25 Park Ave.

Sincerely,
Amy F. Smith & Timothy J. Smith

APPLICATION FOR SITE PLAN

(Preliminary Review / Final Approval / Amendment to Site Plan)

[All information must be completed. If not applicable, note N/A. Must be signed & notarized.]

1. Project Name TIM & AMY SMITH ADDITION

2. Tax map designation: Section 214 Block 5 Lot 3

3. Zoning District – please circle: (R) LO MR-SC CCRC CB GC LI TND PAC AD

**See Article II Zoning Districts and Zoning Maps. *All applications are subject to ARB review, except as specified by the VC.*

4. Is the property located in the Historic District? Yes _____ No ✓

**See Historic District Map. If 'yes', applicant must complete an AHDRB application and go before the AHDRB.*

For questions 5 – 10 use Article III Use Regulations of the V. of Warwick Zoning Code, Table of General Use Requirements

5. Type of Existing Use: RESIDENTIAL

6. Proposed Type of Use: RESIDENTIAL

7. Circle Applicable Category for Project's Proposed Use: (P*) C* S* P

8. Proposed Project's Use Group(s): b

9. Proposed Project's Special Conditions: _____ **last column in Table of General Use Requirements*

10. Per Article III Use Regulations of the Village of Warwick Zoning Code, Table of General Use Requirements does the project additionally require:

• Conditional Use Permit: Yes (No)

**If 'yes' applicant must complete a Conditional Use Permit Application.*

**Applicants to review ARTICLE XI Conditional Use Review and Approval & Article XII Conditional Use & Special Use Permit Use Standards.*

• Special Use Permit: Yes (No)

**If 'yes' applicant must complete a Special Use Permit Application*

**Applicants to review Article XII Conditional Use & Special Use Permit Use Standards.*

11. Type of Project: check one

☒ Preliminary Site Plan Review

☐ Final Site Plan Review

☐ Amendment to Approved Site Plan

12. **Application Fee(s)**, payable to the Village of Warwick, submitted as separate checks with the application:

- | | | |
|--|-----------------|---------------------|
| • Application for Preliminary Site Plan Review Fee: | <u>\$350.00</u> | Check # <u>4500</u> |
| • Supplementary Final Site Plan Fee: | <u>\$150.00</u> | Check # <u>4500</u> |
| <i>*Supplementary Fee in combination with initial Preliminary Site Plan Review Application Fee will satisfy Application for Final Site Plan Fee.</i> | | |
| • Application for Final Site Plan Fee: | <u>\$500.00</u> | Check # _____ |
| • Application for Amendment to Site Plan Fee | <u>\$350.00</u> | Check # _____ |

13. Escrow Fee, payable to the Village of Warwick, submitted as separate checks with the application:

- Base Escrow (Preliminary/Final /Amendment):

\$2,000

Check # _____

**Applicants must also complete the attached Escrow Account for Consultant Review Form.*

**Base escrow for Preliminary Site Plan Review will be applied toward Final Site Plan escrow.*

14. Applicant's Name TIM & AMY SMITH Phone 973-650-2757
Address 25 PARK AVE Email TIMSMITH7474@GMAIL.COM
(Street Number & Name) (Post Office) (State) (Zip Code)

Owner's Name 11 Phone 11
Address _____ Email _____
(Street Number & Name) (Post Office) (State) (Zip Code)

Applicant's Representative's Name _____ Phone _____
Address _____ Email _____
(Street Number & Name) (Post Office) (State) (Zip Code)

Plan Preparer's Name JOHN MCGLOIN Phone 845-986-1262
Address 32 COLONIAL AVE Email JM SURVEY58@GMAIL.COM
(Street Number & Name) (Post Office) (State) (Zip Code)

Attorney's Name _____ Phone _____
Address _____ Email _____
(Street Number & Name) (Post Office) (State) (Zip Code)

Meeting Notification Name _____ Phone _____ Email _____

15. Total acreage • 449 ACRES Number of lots 1

16. This application is for the use and construction of A 12' x 30' ONE
STORY ADDITION,

17. Is any variance from Article IV Bulk Requirements requested? (Yes) No

If so, for what? SETBACK

18. Has the Zoning Board of Appeals granted any variance or has the Village Board granted any special use permit concerning this property? Yes (No)

If so, list Applicant Name _____ (Attach entire ZBA & VB approval.)

19. Estimated area of disturbance 360 SQ. FT.

TO BE SIGNED AND NOTARIZED

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

N/A

COUNTY OF Orange
STATE OF NY SS:

I, Amy F Smith, hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Sworn before me this

Signature Amy F. Smith

20th Day of May 20 25

Title homeowner

[Signature]
Notary Public

KRISTIN A. BIALOSKY
A Notary Public of New Jersey
ID# 50208896
My Commission Expires April 10, 2028

PROXY STATEMENT (Completion required ONLY if applicable)

COUNTY OF _____
STATE OF _____ SS:

_____, being duly sworn, deposes and says that he resides
at _____ in the County of _____ and
(Owners Address)
State of _____.

And that he is the (owner in fee) _____ of the _____
(Official Title)

(corporation which is the owner in fee) of the premises described in the foregoing application and that he has authorized _____ to make the foregoing application for Planning Board approval as described herein and to represent him on all Planning Board matters.

Sworn before me this _____
Day of _____ 20 _____

Owner's or Official's Signature _____

Notary Public

VILLAGE OF WARWICK PLANNING BOARD
PRELIMINARY / FINAL SITE PLAN / AMENDMENT TO SITE PLAN
CHECKLIST

The following items shall be submitted with a completed checklist to the Planning Board secretary at least 3 weeks prior to the Planning Board Meeting before consideration for being placed on a Planning Board agenda.

INITIAL SUBMISSION

- ☐ _____ Project Cover Letter, including a narrative describing the existing and proposed use(s) of the property.
- ☒ ✓ Completed Application for Preliminary / Final Site Plan Approval / Amendment to Approved Site Plan
- ☒ ✓ Application fee payable to the Village of Warwick. The memo on the application fee check must indicate the project name and type of payment.
- ☒ ✓ Escrow deposit payable to the Village of Warwick. The memo on the escrow deposit check must indicate the project name and type of payment.
- ☐ _____ Completed Escrow Account for Consultant Review Form.
- ☐ _____ Prior approved site plan, if applicable
- ☐ _____ Deed and if applicable, confirmation of corporate ownership and proxy.
- ☒ ✓ Short or Full Environmental Assessment Form (EAF), as appropriate, completed using the NYSDEC online mapper.
https://www.dec.ny.gov/permits/357.html#EAF_Part_1;
https://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf
- ☒ ✓ Permit Application for Development in Flood Hazard Areas, if applicable.
- ☒ ✓ Six collated sets of the Site Plan (4 full size sets, 2 of 11"x17" reduced sets, and entire submittal emailed to planning@villageofwarwick.org in pdf format) bearing the signature and seal of a NYS licensed land surveyor or professional engineer. Refer to Site Plan Requirements for additional requirements.

SUBSEQUENT SUBMISSIONS

Subsequent submissions shall include a cover letter with itemized responses to the Planning Board's review comments and six sets of plans as described above.

SUPPORTING DOCUMENTS

The applicant shall submit reports, correspondence and/or approvals by other agencies, and other documents regarding the proposed project. These might include:

- Correspondence from the Village Board, Architectural and Historic Review Board, and Zoning Board of Appeals
- Environmental Reports (e.g. wetlands, endangered species, site remediation)
- Cultural resources reports
- Traffic studies
- Stormwater Pollution Prevention Plan (SWPPP) or other drainage studies
- Copy of all offers of cession, covenants, deed restrictions, and easements in effect or proposed.

SITE PLAN REQUIREMENTS

1. _____ Title block including the project name, the name, address, license number, seal, and signature of the design professional who prepared the drawings, and the dates of preparation and of each revision.
2. _____ Property boundaries and right-of-way locations, certified by a licensed land surveyor.

3. ☒ Name(s) & address(es) of owner(s) and applicant(s).
4. ☒ Parcel(s) tax map ID (Section, Block and Lot)
5. ☐ Vicinity map. Show zoning district boundaries, if applicable
6. ☐ Bulk table showing zoning district(s), applicable use group(s), and bulk requirements together with compliance information.
7. ☐ Required yards and setbacks drawn on the plan.
8. ☐ North arrow, written and graphic scale.
9. ☐ The proposed use, location, height, and designs of all existing and proposed buildings and structures, including exterior renderings and details.
10. ☐ Locations of existing utilities on and near the project site.
11. ☐ Approval block near the lower right-hand corner.

The Planning Board can waive one or more of the following site plan elements that it deems to be not applicable to the proposed project:

12. ☐ Existing contours, at intervals of two feet or less, extending at least 50 feet beyond the property boundary.
13. ☐ Existing watercourses, intermittent streams, wetland areas, rock outcrops, trees with a diameter of 8 inches or more 3 feet above ground level, wooded areas, and any other significant features.
14. ☐ 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, curbs, pavement, sidewalks, and fences. Provide applicable details.
15. ☐ Wetland boundaries, including the name and address of delineator and date of delineation, and jurisdictional agency (NYSDEC or USACE).
16. ☐ Boundaries of areas subject to flooding as per the FEMA Flood Insurance Study.
17. ☐ Proposed contours, at intervals of two feet or less, with spot grades as needed to clarify proposed grading.
18. ☐ Finished floor elevations.
19. ☐ Proposed divisions of buildings into different uses.
20. ☐ Road design layout information, profiles, and details.
21. ☐ Existing and proposed water supply facilities, including profiles of proposed water mains.
22. ☐ Existing and proposed sanitary sewer facilities, including profiles of proposed sewer mains.
23. ☐ Erosion control measures, including locations, maintenance notes, and details.
24. ☐ The location, type, and screening details for solid waste disposal facilities and containers.
25. ☐ Existing signs, and locations and details of proposed signs.
26. ☐ Landscaping plans and details.
27. ☐ Lighting plans, details, and manufacturer's information on proposed fixtures.
28. ☐ Design of parking and loading areas, with calculations.
29. ☐ Locations of any outdoor storage facilities, with details of proposed screening measures.
30. ☐ Locations, height and design of lighting, power and communications facilities.
31. ☐ Location of fire and other emergency zones including location of nearby fire hydrants. Provide defined access and egress drives with truck turning radius shown where necessary.
32. ☐ 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.
33. ☐ Location and design of all parking and access facilities as are required for the handicapped pursuant to the NYS Building Code.
34. ☐ Inventory and quantity of hazardous materials anticipated for on-site storage and/or use.
35. ☐ Plans for the disposal of construction and demolition waste, whether on-site storage and/or use.

- 36. _____ Sight distances at each proposed driveway or roadway.
- 37. _____ Profiles of all driveways in excess of ten percent slope.
- 38. _____ Maximum number of employees, maximum seating capacity, hours of operation, etc. specific to the proposed use(s).
- 39. _____ Match lines.
- 40. _____ Locations of traffic safety devices and directional flow of traffic shown.
- 41. _____ For projects involving more than one phase, a site plan indicating the ultimate development of the entire property.
- 42. _____ Special mitigation measures required by the SEQRA review process, whether conducted by the Planning Board or another agency.

This list is provided as a guide only and is for the convenience of the applicant. The Village of Warwick Planning Board may require additional notes or revisions prior to granting approval. The applicant shall review the Village Code and all applicable State, including SEQRA documents in accordance with NYCRR §617 and Federal requirements for additional information required.

Preparer's Acknowledgement:

The plat for the proposed plan has been prepared in accordance with this checklist and the Village of Warwick Ordinances, to the best of my knowledge.

By: x Amy F. Smith
Signature of Licensed Professional

Date: x 5/20/25

Printed Name: x Amy F. Smith

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information																		
<div style="font-size: 1.2em; font-family: cursive;">TIM + AMY SMITH</div>																		
Name of Action or Project: <div style="font-size: 1.2em; font-family: cursive;">SMITH ADDITION</div>																		
Project Location (describe, and attach a location map): <div style="font-size: 1.2em; font-family: cursive;">25 PARK AVE. WARWICK, N.Y. (SBL-214-5.3)</div>																		
Brief Description of Proposed Action: <div style="font-size: 1.2em; font-family: cursive;">APPROX. 12' x 30', 360 SQ FT ONE STORY ADDITION TO EXIST RESIDENCE. ADD LAUNDRY ROOM AND ENLARGE LIVING ROOM.</div>																		
Name of Applicant or Sponsor: <div style="font-size: 1.2em; font-family: cursive;">TIM SMITH</div>		Telephone: <div style="font-size: 1.2em; font-family: cursive;">973.650.2757</div> E-Mail: <div style="font-size: 1.2em; font-family: cursive;">TIM@SMITH 7474@GMAIL.COM</div>																
Address: <div style="font-size: 1.2em; font-family: cursive;">25 PARK AVE</div>																		
City/PO: <div style="font-size: 1.2em; font-family: cursive;">WARWICK</div>		State: <div style="font-size: 1.2em; font-family: cursive;">N.Y.</div>	Zip Code: <div style="font-size: 1.2em; font-family: cursive;">10990</div>															
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center;">NO</th> <th style="width: 50%; text-align: center;">YES</th> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
NO	YES																	
<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center;">NO</th> <th style="width: 50%; text-align: center;">YES</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>											
NO	YES																	
<input type="checkbox"/>	<input checked="" type="checkbox"/>																	
3. a. Total acreage of the site of the proposed action? b. Total acreage to be physically disturbed? c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?			<div style="font-size: 1.2em; font-family: cursive;">VARIANCE + BUILDING PERMIT</div> <div style="font-size: 1.2em; font-family: cursive;">.449 acres</div> <div style="font-size: 1.2em; font-family: cursive;">360 acres</div> <div style="font-size: 1.2em; font-family: cursive;">SQ FT</div> <div style="font-size: 1.2em; font-family: cursive;">.449 acres</div>															
4. Check all land uses that occur on, are adjoining or near the proposed action: <table style="width: 100%; margin-top: 10px;"> <tr> <td><input type="checkbox"/> Urban</td> <td><input checked="" type="checkbox"/> Rural (non-agriculture)</td> <td><input type="checkbox"/> Industrial</td> <td><input type="checkbox"/> Commercial</td> <td><input checked="" type="checkbox"/> Residential (suburban)</td> </tr> <tr> <td><input type="checkbox"/> Forest</td> <td><input type="checkbox"/> Agriculture</td> <td><input type="checkbox"/> Aquatic</td> <td colspan="2"><input type="checkbox"/> Other(Specify):</td> </tr> <tr> <td colspan="5"><input type="checkbox"/> Parkland</td> </tr> </table>				<input type="checkbox"/> Urban	<input checked="" type="checkbox"/> Rural (non-agriculture)	<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial	<input checked="" type="checkbox"/> Residential (suburban)	<input type="checkbox"/> Forest	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Aquatic	<input type="checkbox"/> Other(Specify):		<input type="checkbox"/> Parkland				
<input type="checkbox"/> Urban	<input checked="" type="checkbox"/> Rural (non-agriculture)	<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial	<input checked="" type="checkbox"/> Residential (suburban)														
<input type="checkbox"/> Forest	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Aquatic	<input type="checkbox"/> Other(Specify):															
<input type="checkbox"/> Parkland																		

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? <div style="text-align: center; margin-top: 10px;"><i>INDIANA BAT</i></div>	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor/name: <u><i>x Amy F. Smith</i></u> Date: <u><i>x 5/20/25</i></u>		
Signature: <u><i>x Amy F. Smith</i></u> Title: _____		



