

VILLAGE OF WARWICK PLANNING BOARD PRELIMINARY / FINAL SUBDIVISION 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

- ☐ x Project Cover Letter, including a narrative describing the existing and proposed use(s) of the property.
- ☐ x Completed Application for Preliminary / Final Subdivision Approval
- ☐ x Application fee payable to the Village of Warwick. The memo on the application fee check must indicate the project name and type of payment.
- ☐ x 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.
- ☐ n/a Prior approved subdivision, if applicable
- ☐ x Deed and if applicable, confirmation of corporate ownership and proxy.
- ☐ x Short or Full Environmental Assessment Form (EAF), as appropriate, completed using the NYSDEC online mapper.
- ☐ n/a Permit Application for Development in Flood Hazard Areas, if applicable.
- ☐ x Six collated sets of the Subdivision Plans (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 Subdivision 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
- Permits or approvals from the NYSDEC, Orange County Department of Health, etc.
- Copy of all offers of cession, covenants, deed restrictions, and easements in effect or proposed.

SUBDIVISION PLAN REQUIREMENTS

1. x 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. x Property boundaries and right-of-way locations, certified by a licensed land surveyor.
3. x Name(s) & address(es) of owner(s) and applicant(s).
4. x Parcel(s) tax map ID (Section, Block and Lot).

5. ☒ Vicinity map. Show zoning district boundaries within 500 feet of the parcel, if applicable.
6. ☒ Bulk table showing zoning district(s), applicable use group(s), and bulk requirements together with compliance information.
7. ☐ The proposed pattern of lots, including street layout, recreation areas, sidewalks, and systems of drainage, sewerage and water supply.
8. ☐ 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.
9. ☐ Certification by a licensed land surveyor of all metes, bounds, and topography.
10. ☐ Topographic survey of the parcel within contours at intervals of 2 feet or less, extending at least 50 feet beyond the property boundary. The datum should be noted.
11. ☒ Required yards and setbacks drawn on the plan.
12. ☒ North arrow, written and graphic scale.
13. ☒ Names of all adjoining property owners.
14. ☐ The proposed use, location, height, and designs of all existing and proposed buildings and structures, including representative exterior renderings and details.
15. ☐ Delineation of wetlands and the name and address of the delineator. Also include the date of delineation and the name of the jurisdictional agency (ACOE and/or NYSDEC).
16. ☒ Locations of existing utilities on and near the project site, and all streets which are proposed, mapped or built.
17. ☐ 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.
18. ☐ Wetland boundaries, including the name and address of delineator and date of delineation, and jurisdictional agency (NYSDEC or USACE).
19. ☐ Boundaries of areas subject to flooding as per the FEMA Flood Insurance Study.
20. ☐ Proposed contours, at intervals of two feet or less, with spot grades as needed to clarify proposed grading.
21. ☐ Finished floor elevations.
22. ☐ Road design layout information, profiles, and details.
23. ☒ Existing and proposed water supply facilities, including profiles of proposed water mains.
24. ☒ Existing and proposed sanitary sewer facilities, including profiles of proposed sewer mains.
25. ☐ Erosion control measures, including locations, maintenance notes, and details.
26. ☐ Existing signs, and locations and details of proposed signs.
27. ☐ Landscaping plans and details.
28. ☐ Lighting plans, details, and manufacturer's information on proposed fixtures.
29. ☒ 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.
30. ☐ Sight distances at each proposed driveway or roadway.
31. ☐ Profiles of all driveways in excess of ten percent slope.
32. ☐ Match lines.
33. ☐ Locations of traffic safety devices and directional flow of traffic shown.
34. ☐ For projects involving more than one phase, a plan indicating the ultimate development of the entire property.
35. ☐ For cluster subdivisions, submit design process maps, calculations of proposed open space, etc.
36. ☐ Special mitigation measures required by the SEQRA review process, whether conducted by the Planning Board or another agency.
37. ☒ Approval block near the lower right hand corner.
38. ☒ Drawing size, format, and information that conforms to the requirements for filing in the Orange County Clerk's office.

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

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:  Date: 10/20/2025
Licensed Professional

Printed Name: Kirk Rother