

VILLAGE OF WARWICK PLANNING BOARD
APPLICATION FOR SUBDIVISION APPROVAL
(Preliminary Approval / Final Approval)

Chairperson: Jesse Gallo

Members: Bryan Barber
Kerry Boland
Scot Brown
Bill Olsen

Alt Member: Vanessa Holland

Secretary: Kristin Bialosky

Planning Board Engineer: Keith Woodruff, CPESC Engineering & Surveying Properties

Planning Board Attorney: Elizabeth Cassidy, Esq.

Contents:

1. Informational Letter
2. Application (Preliminary Approval / Final Approval)
3. Subdivision Checklist

Other Relevant Information:

1. Visit www.villageofwarwickny.gov for:
 - a. Planning Board Meeting Dates
 - b. Code of the Village of Warwick
 - c. Zoning Code of the Village of Warwick
 - d. Zoning & Historic Districts Maps
 - e. Schedule of Fees

Village of Warwick Planning Board
77 Main Street, PO Box 369
Warwick, New York 10990
Tel: (845) 986-2031, ext. 7
Email: planning@villageofwarwick.org

Dear Applicant:

In order for the Planning Board to adequately review your application, the following items must be received by the Planning Board Secretary ***no later than 4:00 pm, 3 weeks prior to the regular scheduled meeting. If all items are not received by this deadline, the application will be considered incomplete and will not be reviewed.***

1. Project Cover Letter
2. Completed Application(s)
*See below for Preliminary Approval and Final Review
3. Completed Checklist
4. Environmental Assessment Form
5. 4 collated sets of the Subdivision Plans (4 full size sets, 2 -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
6. Itemized response to any prior review comments
7. Application Fee
8. Escrow Deposit for Consultant Review & Complete Escrow Account for Review Form

(1) PRE-APPLICATION INFORMAL SUBMISSION/SKETCH PLAN

For purposes of a pre-application informal submission/sketch plan, the applicant should submit an **Application for Preliminary Subdivision Review**, including:

- Application fee
- Escrow fee for services for reviews, including reviews of an informal submission, performed at the direction of the Planning Board by the Village Engineer, Attorney or other consultant.
- Applications to the Planning Board shall be made by the property owner involved or by an applicant with the written consent of the property owner and the property owner's signature shall be notarized.
- provide as much information as he or she can, keeping in mind the specific criteria specified in the Subdivision rules and regulations.
- the applicant should outline any modifications he or she is requesting from the requirements specified in Subdivision rules and regulations.
- The applicant shall submit all application materials provided for on the Subdivision in as much detail as he/she feels is warranted to enable the Planning Board to come to a preliminary conclusion as to the merits of the proposal.
- Should variances from the requirements of this chapter be contemplated, their nature and degree should be specified.

Such submission shall be submitted to the Planning Board secretary **at least three (3) weeks prior to the Planning Board meeting at which review is sought.**

The Planning Board will determine if referral to the AHDRB is warranted.

(2) APPLICATION FOR SUBDIVISION APPROVAL

An applicant, at his discretion, may submit an application for Preliminary Subdivision approval for a project that involves outside review agencies that require a preliminary approval.

The applicant should submit an Application for Preliminary and/or Final Subdivision Approval, including:

- Application fee
- Escrow fee for services for reviews, including reviews of an informal submission, performed at the direction of the Planning Board by the Village Engineer, Attorney or other consultant.
- Applications to the Planning Board shall be made by the property owner involved or by an applicant with the written consent of the property owner and the property owner's signature shall be notarized.
- **All items as specified in the attached checklist.**

Such submission shall be submitted to the Planning Board secretary **at least three (3) weeks prior to the Planning Board meeting at which review is sought.**

The Planning Board will determine if referral to the AHDRB is warranted.

Consultant Review & Fees

All fees for consultant review that the Planning Board incurs during the preliminary or final review of the subdivision plan application will be the responsibility of the applicant. An advanced deposit for these fees will be required to be placed in an escrow account with the Village of Warwick. ***No review of the application will commence until the escrow deposit is received.*** In addition, if the escrow balance falls below 80% of the initial deposit, the applicant will be required to make an additional deposit to bring the balance back to the original amount, prior to any further review of the application by the Planning Board. ***Final plans will not be signed unless the escrow account is current.***

Sincerely,

Jesse Gallo, Chairman
Village of Warwick Planning Board

Village of Warwick Planning Board
77 Main Street, PO Box 369
Warwick, New York 10990
Tel: (845) 986-2031, ext. 7
Email: planning@villageofwarwick.org

OFFICE USE ONLY:
Date Received: _____
App. Fee Received: _____
Escrow Received: _____

APPLICATION FOR SUBDIVISION APPROVAL

(Preliminary Approval / Final Approval)

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

1. Project Name _____

2. Tax map designation: Section _____ Block _____ Lot _____

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

**See Article II Zoning Districts and Zoning Maps*

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

4. Type of Existing Use: _____

5. Proposed Type of Use: _____

6. Circle Applicable Category for Project's Proposed Use: P* C* S* P

7. Proposed Project's Use Group(s): _____

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

9. Type of Project: check one

☐ Preliminary Subdivision Approval

☐ Final Subdivision Approval

10. **Application Fees**, payable to the Village of Warwick, submitted as separate checks with the application:

Type of Fee	Type of Fee	Fee	Check # / Cash	Date Received
Planning Board Application Fees	Subdivision fee	\$350.00		
Planning Board Application Fees	Major Subdivision – 2 lots or more	\$450.00		

**See Village of Warwick Schedule of Fees for Additional Subdivision Fees.*

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

• Base Escrow (Preliminary/Final): \$2,500 Check # _____

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

12. Applicant's Name _____ Phone _____

Address _____ Email _____

(Street Number & Name) (Post Office) (State) (Zip Code)

Owner's Name _____ Phone _____

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 _____ Phone _____

Address _____ Email _____
(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 _____

13. Total acreage _____ Number of lots _____

14. This application is for the use and construction of _____

15. Is any variance from Article IV Bulk Requirements requested? Yes / No

If so, for what? _____

16. 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.)**

17. Estimated area of disturbance _____

18. Is this a cluster subdivision? _____

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.

COUNTY OF _____
STATE OF _____ SS:

I, _____, 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 _____
_____ Day of _____ 20 _____ Title _____

Notary Public

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 _____ Owner's or Official's Signature _____
_____ Day of _____ 20 _____

Notary Public

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

- ☐ _____ Project Cover Letter, including a narrative describing the existing and proposed use(s) of the property.
- ☐ _____ Completed Application for Preliminary / Final Subdivision Approval
- ☐ _____ 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 subdivision, 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.
- ☐ _____ Permit Application for Development in Flood Hazard Areas, if applicable.
- ☐ _____ 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. _____ 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 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: _____
Licensed Professional

Printed Name: _____