

**VILLAGE OF WARWICK PLANNING BOARD**  
**APPLICATION FOR SITE PLAN**  
**(Preliminary Review / Final Approval / Amendment to Site Plan)**

Chairperson: Jesse Gallo

Members: Bryan Barber  
Kerry Bolland  
Scot Brown  
Bill Olsen

Alt Member: Vanessa Holland

Secretary: Kristin Bialosky

Planning Board Engineer: Keith Woodruff (Engineering & Surveying Properties)

Planning Board Attorney: Elizabeth Cassidy, Esq.

Contents:

1. Informational Letter
2. Application (Preliminary Review / Final Approval / Amendment to Site Plan)
3. Site Plan Checklist

Other Relevant Information:

1. Visit [www.villageofwarwick.org](http://www.villageofwarwick.org) for:
  - a. Planning Board Meeting Dates
  - b. Code of the Village of Warwick:  
<https://ecode360.com/WA0539>
  - c. Zoning Code of the Village of Warwick:  
<https://ecode360.com/WA0539/document/752979791.pdf>
  - d. Zoning & Historic Districts Maps:  
<https://ecode360.com/WA0539/document/752979789.pdf>
  - e. Schedule of Fees:  
<https://villageofwarwick.org/village-of-warwick-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](mailto: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 Review, Final Review, and Amendments
3. Completed Checklist
4. Environmental Assessment Form
5. 6 collated sets of the Site Plan (4 full size sets, 2 -11"x17" reduced sets, and entire submittal emailed to [planning@villageofwarwick.org](mailto: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(s)
8. Escrow Deposit for Consultant Review & Complete Escrow Account for Review Form

Applicants have the option of choosing between a pre-application informal submission for preliminary review or a formal application for approval.

**(1) PRELIMINARY REVIEW (VC Chapter145-92 &145-93)**

An applicant, at his discretion, may submit, prior to a formal application for Final Site Plan approval, an application for Preliminary Site Plan approval.

For purposes of a pre-application informal submission, the applicant should submit an **Application for Preliminary Site Plan 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 Site Plan rules and regulations.
- the applicant should outline any modifications he or she is requesting from the requirements specified in the Site Plan rules and regulations.
- The applicant shall submit all application materials provided for on the Site Plan 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) FINAL SITE PLAN REVIEW & APPROVAL (VC Chapter 145-94)**

For purposes of an application for Final Site Plan Approval, the applicant should complete an **Application for Final Site Plan Approval** in the same manner as prescribed for Preliminary approval as specified in the Site Plan rules and regulations:

- Submit an Application for Final Site Plan 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.**
- The applicant should provide as much information as he or she can, keeping in mind the specific criteria specified in the Site Plan rules and regulations.
- The applicant should outline any modifications he or she is requesting from the requirements specified in the Site Plan rules and regulations.
- The applicant shall submit all application materials provided for on the Site Plan in as much detail as he/she feels is warranted to enable the Planning Board to come to a 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.
- The Final Site Plan and all supporting materials shall be subject to review and consultation in the same manner as the Preliminary Site Plan.

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.

**(3) Amendments to Approved Site Plans – See Zoning Code 145-96**

**Consultant Review & Fees**

All fees for consultant review that the Planning Board incurs during the preliminary or final review of the site 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](mailto:planning@villageofwarwick.org)

OFFICE USE ONLY: Date Received: _____ App. Fee Received: _____ Escrow Received: _____
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**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 \_\_\_\_\_

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. \*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: \_\_\_\_\_

6. Proposed Type of Use: \_\_\_\_\_

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

8. Proposed Project's Use Group(s): \_\_\_\_\_

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: \$350.00 Check # \_\_\_\_\_
- Supplementary Final Site Plan Fee: \$150.00 Check # \_\_\_\_\_  
*\*Supplementary Fee in combination with initial Preliminary Site Plan Review Application Fee will satisfy Application for Final Site Plan Fee.*
- Application for Final Site Plan Fee: \$500.00 Check # \_\_\_\_\_
- Application for Amendment to Site Plan Fee: \$350.00 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 \_\_\_\_\_ 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 \_\_\_\_\_

15. Total acreage \_\_\_\_\_ Number of lots \_\_\_\_\_

16. This application is for the use and construction of \_\_\_\_\_

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

If so, for what? \_\_\_\_\_

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 \_\_\_\_\_

**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 \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_ Signature \_\_\_\_\_  
Title \_\_\_\_\_

\_\_\_\_\_  
Notary Public

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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 State of \_\_\_\_\_  
(Owners Address)

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/permits/357.html#EAF_Part_1);  
[https://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/seafpartone.pdf](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](mailto: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: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Licensed Professional

Printed Name: \_\_\_\_\_