



Town of Mamakating Planning Board

2948 Route 209

Wurtsboro, NY 12790

Telephone: (845) 888-3031

Fax: (845) 888-5677

Subdivision & Site Plan Application Package

Dear Applicant,

Attached is the information required to initiate the Planning Board review process. It is necessary that eleven (11) copies of all information included in this packet be submitted to the Town Planning Board no later than the first Tuesday of the month.

Applicants must provide the following:

- Completed Planning Board Application
- One (1) CD of the submission documents in PDF form for each **submission** and **resubmission**.
- Proposed Site Plans: (All maps must be signed, sealed, and folded with title box showing)
 - Title Sheet
 - Existing Conditions Plan
 - Proposed Site Plan
 - Utilities Plan
 - Lighting Plan
 - Grading Plan
 - Stormwater & Soil Erosion Control Plan
 - Wetland Delineation
 - Construction and Plan details, including but not limited to Floor Plans and Elevations.
 - Exterior Building or Lot Signage Plan
 - Certified survey of Property.

(All drawings as part of a submission must be stapled in one complete set. Separate drawings and specifications will not be accepted.)
- A written narrative must be submitted at each **submission** and **re-submission** describing the project or changes to the project:
 - Proposed use
 - Anticipated traffic flow
 - Parking
 - Number of employees
 - Any additional information requested to be included by the planning board or its consultants.
 - Hours of operation
 - Lighting
 - Landscaping
- Environmental Assessment Forms – All EAF forms are to be completed using the New York State DEC EAF Mapper online.
- Owner Affidavit, Site Authorization, & Fee Acknowledgment
- Agricultural data statement if applicable, accompanied by a stamped addressed envelope to each identified operation along with copies of the tax map indicating location of proposed action to the farming operation.
- The applicant is advised that the project will not appear on an agenda unless all Application Fees and Town and Consultant fees are paid in full. Fee Schedule is included.

Important Application/Re-Submission Dates:

- Planning Board meetings are scheduled for the fourth Tuesday of every month
- Deadline for new submissions and re-submissions is the First Tuesday of the month. Submissions are to be delivered to the planning board office at town hall.
- The project will be placed on the next available agenda.



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Subdivision & Site Plan Application

Application Date: _____

Applicant Name: _____

Company Name: _____

Address: _____

Telephone: _____ Email: _____

Mobile Phone: _____

Property Owner's Information:

Name (if not same as above): _____

Address: _____

Telephone #: _____ Mobile Phone #: _____

Person who is responsible for any fees incurred and who is to receive statements:

Name: _____

Billing Address: _____

E-mail Address _____

Contact Phone #: _____ Email Address: _____

Property Description:

Tax Map Section _____ Block _____ Lot _____

Location of Property: _____

Square footage: _____ Present Zoning _____

Name of Project: _____

Intended Use: _____

Number of Lots: _____



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Engineer Information:

Project Engineer: _____

Engineering Firm: _____

Address of Engineer: _____

Engineer's Email: _____

Engineer's Telephone #: _____

License #: _____

Attorney Information:

Project Attorney: _____

Address: _____

Email: _____

Telephone #: _____



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Planning Board Disclaimer Statement

The applicant is advised that the Town of Mamakating Municipal Code which contains the Town's Zoning Law is subject to amendment. Submission of an application to this Board does not grant the applicant any right to continued review under the code's current standards and requirements. It is possible that the applicant will be required to meet changed standards or new code requirements made while the application is pending.

An approval by this Board does not constitute permission, nor grant the right to connect to or use municipal services such as sewer, water or roads. It is the applicant's responsibility to apply for and obtain the Town of Mamakating and other agency approvals not within this Board's authority to grant. The applicant hereby acknowledges, consents, and agrees to the above.

DATED

Applicant's Name Printed

Applicant's Signature

Notary Public
State of NY
County of Sullivan

I hereby depose and say that all the above statements and information, and all statements and information contained in the supporting documents and drawings attached hereto are true, that the application rules have been read and the requirements therein set forth are fully met. Further, I understand that compliance with the Town of Mamakating Zoning Ordinance and the Subdivision Regulations shall be the sole responsibility of the applicant and the owner or their representatives, and that compliance with the subject matter contained therein shall be deemed part of this application.

Signature of Applicant

Sworn to before me this _____

day of _____ 201 _____

Notary Public



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Disclosure Statement

Section 809 of the General Municipal Law

Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, address and the nature and extent of the interest of any state officer and any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter the "Applicant") to the extent known to such Applicant.

For the purpose of this section, an officer or employee shall be deemed to have an interest in the Applicant when he/she, his/her spouse, or his/her brothers, sisters, parents, children, grandchildren, or the spouse of any of them

- A. is the Applicant, or
- B. is an officer, director, partner or employee of the Applicant, or
- C. legally or beneficially owns or controls stock of a corporate Applicant or is a member of a partnership or association Applicant, or
- D. is a party to an agreement with such an Applicant, express or implied, whereby (he/she) may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

In connection with said application, petition, or request, the undersigned hereby states, pursuant to the provision of Section 809 of the General Municipal Law, the name, residence and the nature and extent of the interest of any state officer or employee of the Town of Mamakating and/or the County of Sullivan, in the person, partnership or association making the application, petition or request (the Applicant).

– None

– Names: Address: Relationship or Interest (financial or otherwise)

This disclosure addendum statement is annexed to and made a part of the petition, application and request made by the undersigned applicant too the following Board of Officer or Political Subdivision of the Town of Mamakating:

Town Board

Planning Board

Other

Zoning Board of Appeals Building Inspector

Date: _____

Applicant Signature



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Owner Affidavit, Site Authorization, & Fee Acknowledgment

STATE OF NEW YORK)
COUNTY OF SULLIVAN) SS
TOWN OF MAMAKATING)

I _____ being duly sworn, here-by depose and say that all the following statements and statements contained in the papers submitted herewith are true and that: the nature and extent of any interests set forth are disclosed to the extent that they are known to the applicant.

1. Print or type full name and Post Office Address

certifies that he is the owner or agent of all that certain lot, piece or parcel of land and/or building described in this application, and if not the owner that he has been duly and properly authorized to make this application and to assume responsibility for the owner in connection with. This application for the relief below set forth:

2. To the Planning Board, of the Town of Mamakating, Sullivan County,
State of New York:

Application is hereby submitted for:

- [] Subdivision Application
[] Site Development Plan Application.

3. Premises affected are in a _____ (zone) and from the
Mamakating Tax Map the property is known as:
Section: _____ Block: _____ Lot: _____

4. I hereby give permission for the Town of Mamakating municipal agencies and their agents to come upon and inspect these premises with respect to this application.

5. Pursuant to the Code of the Town of Mamakating, the Town Planning Board, Zoning Board of Appeal and Environmental Review Board are required to charge application fees intended to cover general expenses of each respective Board and to demand reimbursement of consultant fees charged to the Planning Board for review of any land use application.



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Owner Affidavit

Cont.

This includes but is not limited to planning consultant fees, Planning Board engineering review fees, Planning Board attorney's review fees, and any other professional consultant whose expertise the Planning Board may deem necessary to adequately review any application before it. A full schedule of the application fees is attached hereto and made a part of this form.

For each application, during the sketch plan review, the Planning Board, after receiving advice from the consultants, will set an escrow amount they believe sufficient to cover either some or the professional consultant's entire fee and advise the applicant of the amount required.

All invoices submitted by the consultants will be reviewed and audited by the Planning Board and the Town Board prior to billing such fees to the applicant. The billing summaries provided to the applicant will include the time spent by each individual consultant on the applicant, a narrative of the work being completed and a calculation of fees based on an hourly rate.

The applicant will also be advised if and when the escrow funds needs to be and replenished. If the applicant fails to pay the required fees and/or pay the escrow amount and/or replenish the escrow fund, it will result in the Planning Board discontinuing review of the applicant's land use application. Your signature below indicates that you have read and understood this notice and agree to pay the application and consultant fees, as required.

Applicant's Signature: _____

Address _____

Sworn to before me this _____

day of _____, 201 _____

Notary Public



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AGRICULTURAL DATA STATEMENT

Per § 305-a of the New York State Agriculture and Markets Law, any application for a special use permit, site plan approval, use variance, or subdivision approval requiring municipal review and approval that would occur on property within a New York State Certified Agricultural District containing a farm operation or property with boundaries within 500 feet of a farm operation located in an Agricultural District shall include an Agricultural Data Statement.

A. Name of applicant: _____

Mailing address: _____

B. Description of the proposed project: _____

C. Project site address: _____ Town: _____

D. Project site tax map number: _____

E. The project is located on property:
 within an Agricultural District containing a farm operation, or
 with boundaries within 500 feet of a farm operation located in an Agricultural District.

F. Number of acres affected by project: _____

G. Is any portion of the project site currently being farmed?
 Yes. If yes, how many acres _____ or square feet _____?
 No.

H. Name and address of any owner of land containing farm operations within the Agricultural District and is located within 500 feet of the boundary of the property upon which the project is proposed.

I. Attach a copy of the current tax map showing the site of the proposed project relative to the location of farm operations identified in Item H above.

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**FARM NOTE**

Prospective residents should be aware that farm operations may generate dust, odor, smoke, noise, vibration and other conditions that may be objectionable to nearby properties. Local governments shall not unreasonably restrict or regulate farm operations within State Certified Agricultural Districts unless it can be shown that the public health or safety is threatened.  
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