

TOWN OF ORANGETOWN PLANNING BOARD - 2011

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Town of Orangetown Planning Board, 20 Greenbush Road, Orangeburg, New York

845-359-8410, ex 611 or 615. orangetown.com

APPLICATION REQUIREMENTS FOR SUBMISSION TO THE BOARD:

1. Signed and dated attached Board application and Part I and Part II of Environmental Assessment Form. Project Description on Page 1 in Board application must be provided.
2. Copy of Deed to present owner of property.
3. Written authorization from owner to appear in front of Board, if Agent.
4. A list of Names/Addresses of all owners of properties within 200 feet of perimeter of site, obtained from the Tax Assessor's Office. Application must include a map of lots noting 200 foot radius line as applicable, measuring from all points on property line, not from the center of the site, (excluding public roadways, right of ways, public utility or public entity). Names and addresses must be placed on stamped #10 envelopes, without return address. Do not use a postage meter.
5. Submit **28 copies** of the plans (subdivision or site plans). All plans must be folded to 8½ x11 with title box showing). Minimum scale of 1 inch = 30 feet, a Vicinity Map minimum scale of 1inch =1000 feet and a North arrow must be included on plan.
6. Plans must conform to Town of Orangetown Land Development Regulations, see Chapters 21 and 21A of the Town of Orangetown Town Code. Plans must be signed and sealed by a New York State Professional Engineer and/or Land Surveyor.
7. All Site Plan submissions must have a Building Permit Referral, signed by the Director of the Buildings Department.
8. Once scheduled for a meeting date, all applicants are required to erect signs containing information regarding the public hearing on every lot corner and once every 100 feet facing each public street on which the property abuts, see Chapters 21 and 21A of the Town of Orangetown Town Code. Such signs shall be obtained from the Planning Board Office.
9. **Appropriate Fees: Plan Review Fees and Other Fees**
 - **GIS Database Fee:** \$65.00 is Paid upon initial submission to Board
 - **SUBDIVISION REVIEW**
Prepreliminary/Preliminary/Final: Minor/Major: \$200.00 + \$50.00 per new lot
 - **SITE PLAN REVIEW**
Prepreliminary/Preliminary/Final Residential (Critical Environmental Area)
\$250.00 + \$50.00 for each dwelling
Prepreliminary/Preliminary/Final Non Residential
\$300.00 + \$150.00 for every 1000 square feet of floor space

TOWN OF ORANGETOWN PLANNING BOARD – Application Requirements - 2011

Appropriate Fees: Plan Review Fees and Other Fees

- **OTHER /CONSULTATION /CONTINUATION OF APPLICATION: \$200.00**
- **ESCROW AMOUNT FOR DRAINAGE REVIEW:**

Minor Subdivision: \$2,400.00

Major Subdivision: \$3,500.00 plus \$100.00 per lot over 10 lots

Commercial Site Plan: \$3,500.00 plus \$200.00/acre over 2 acres

Residential Site Plan in the Critical Environmental Area: \$750.00

Commercial Subdivision involving exterior changes that may affect drainage: \$1,000.00

2011 MEETING DATES ORANGETOWN PLANNING BOARD

2nd & 4th Wednesday of every month in the Greenbush Auditorium, Town of Orangetown, 20 Greenbush Road, Orangeburg, New York. All meetings start at 7:30 p.m.

January 12, 2011	January 26, 2011
February 9, 2011	February 23, 2011
March 9, 2011	March 23, 2011
April 13, 2011	April 27, 2011
May 11, 2011	May 25, 2011
June 8, 2011	June 22, 2011
July 13, 2011	July 27, 2011
September 14, 2011	September 26, 2011 (Monday)
October 12, 2011	October 26, 2011
November 9, 2011	December 14, 2011

The application process takes approximately 40 business days to schedule a meeting.