

Planning Board

Town of Orangetown Building Department
20 Greenbush Road
Orangeburg, New York 10962
(845) 359-8410, ex 4330, orangetown.com

2017 APPLICATION

APPLICATION REQUIREMENTS FOR SUBMISSION TO THE BOARD:

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

1. Signed and dated attached Board application, **A DESCRIPTIVE PROJECT NARRATIVE**, and Part I and Part II of Environmental Assessment Form. **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 Land Use Boards 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. **Applicants are required to submit ONE additional set of plans (size 11"x17" or a PDF VERSION) for filing purposes.**
 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 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. **2017 Appropriate Fees: Plan Review Fees and Other Fees**
 - **Geographic Information System Database Fee:** \$65.00 (Paid upon initial submission to Board)
 - **¹Legal Advertisement Fee:** \$150.00 (For each time an advertisement or re-advertisement has to be published)
 - **SUBDIVISION REVIEW**
 - ¹Pre preliminary/Preliminary/Final: Minor/Major:
\$350.00 + \$125.00 per new lot
 - **SITE PLAN REVIEW**
 - ¹Prepreliminary/Preliminary/Final Residential (Critical Environmental Area)
\$500.00 + \$50.00 for each dwelling
 - ¹Prepreliminary/Preliminary/Final Non Residential
\$500.00 + \$150.00 for every 1000 square feet of floor space
- ¹Effective February 4th, 2015 as per *Town Board Resolution No. 45, January 28, 2015*

Planning Board

Town of Orangetown Building Department

Planning Board

Town of Orangetown Building Department
20 Greenbush Road
Orangeburg, New York 10962
(845) 359-8410, ex 4330, orangetown.com

2017 Information Sheet

2017 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

2017 Meeting Dates: 2ND & 4th Wednesday of every month in the Orangetown Town Hall, 26 Orangeburg Road, Orangeburg, New York. All meetings start at 7:30 PM.

January 11	January 25
February 8	February 22
March 8	March 22
April 12	April 26
May 10	May 24
June 14	June 28
July 12	July 26
(No Meetings in August)	
September 13	September 27
October 11	October 25
November 8	(one meeting in November)
December 13	(one meeting in December)

One week prior to your scheduled meeting there will be a Project Review Committee (PRC) meeting held to discuss your project. PRC meetings are held in the Greenbush Auditorium, 20 Greenbush Road, Orangeburg, NY at 9:30am. It is recommended that a knowledgeable representative be present at this meeting to discuss the project.

CONTACT PERSON INFORMATION SHEET:

NAME: _____

MAILING ADDRESS:

_____	_____	_____
Street number	(PO Box)	Street Name
_____	_____	_____
City	State	Zip Code

TELEPHONE #: _____

CELL PHONE #: _____

FAX #: _____

E-MAIL ADDRESS: _____

Relation to project: _____

Name of Municipality: TOWN OF ORANGETOWN Date Submitted: _____

2017 LAND USE BOARD APPLICATION

Please check all that apply:

<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential
<input type="checkbox"/> Planning Board	<input type="checkbox"/> Historical Board
<input type="checkbox"/> Zoning Board of Appeals	<input type="checkbox"/> Architectural Board
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Consultation
<input type="checkbox"/> Number of Lots	<input type="checkbox"/> Pre-Preliminary/Sketch
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Preliminary
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Final
<input type="checkbox"/> Special Permit	<input type="checkbox"/> Interpretation
<input type="checkbox"/> Variance	
<input type="checkbox"/> Performance Standards Review	
<input type="checkbox"/> Use Variance	
<input type="checkbox"/> Other (specify): _____	

PERMIT#: _____
ASSIGNED _____
INSPECTOR: _____

Referred from Planning Board: YES / NO
If yes provide date of Planning Board meeting: _____

Project Name: _____

Street Address: _____

Tax Map Designation:
Section: _____ Block: _____ Lot(s): _____
Section: _____ Block: _____ Lot(s): _____

Directional Location:
On the _____ side of _____, approximately _____ feet _____ of the intersection of _____, in the Town of _____ in the hamlet/village of _____.

Acreage of Parcel _____	Zoning District _____
School District _____	Postal District _____
Ambulance District _____	Fire District _____
Water District _____	Sewer District _____

Project Description: *(If additional space required, please attach a narrative summary.)*

The undersigned agrees to an extension of the statutory time limit for scheduling a public hearing.

Date: _____ Applicant's Signature: _____

APPLICATION REVIEW FORM

Applicant: _____ Phone # _____

Address: _____
Street Name & Number (Post Office) City State Zip Code

Property Owner: _____ Phone # _____

Address: _____
Street Name & Number (Post Office) City State Zip Code

Engineer/Architect/Surveyor: _____ Phone # _____

Address: _____
Street Name & Number (Post Office) City State Zip Code

Attorney: _____ Phone # _____

Address: _____
Street Name & Number (Post Office) City State Zip Code

Contact Person: _____ Phone # _____

Address: _____
Street Name & Number (Post Office) City State Zip Code

GENERAL MUNICIPAL LAW REVIEW:

This property is within 500 feet of:
(Check all that apply)

IF ANY ITEM IS CHECKED, A REVIEW MUST BE DONE BY THE ROCKLAND COUNTY COMMISSIONER OF PLANNING UNDER THE STATE GENERAL MUNICIPAL LAW, SECTIONS 239 L, M, N, AND NN.

_____ State or County Road
_____ Long Path
_____ Municipal Boundary

_____ State or County Park
_____ County Stream
_____ County Facility

List name(s) of facility checked above:

Referral Agencies:

_____ RC Highway Department
_____ RC Drainage Agency
_____ NYS Dept. of Transportation
_____ NYS Thruway Authority
_____ Adjacent Municipality _____
_____ Other _____

_____ RC Division of Environmental Resources
_____ RC Dept. of Health
_____ NYS Dept. of Environmental Conservation
_____ Palisades Interstate Park Commission

APPLICATION REVIEW FORM

FILL IN WHERE APPLICABLE.

(IF THE FOLLOWING DOES NOT APPLY PLEASE MOVE ON TO THE NEXT PAGE)

If subdivision:

- 1) Is any variance from the subdivision regulations required? _____
- 2) Is any open space being offered? ____ If so, what amount? _____
- 3) Is this a standard or average density subdivision? _____

If site plan:

- 1) Existing square footage _____
- 2) Total square footage _____
- 3) Number of dwelling units _____

If special permit, list special permit use and what the property will be used for.

Environmental Constraints:

Are there slopes greater than 25%? If yes, please indicate the amount and show the gross and net area _____

Are there streams on the site? If yes, please provide the names. _____

Are there wetlands on the site? If yes, please provide the names and type:

Project History:

Has this project ever been reviewed before? _____

If so, provide a narrative, including the list case number, name, date, and the board(s) you appeared before, and the status of any previous approvals.

List tax map section, block & lot numbers for all other abutting properties in the same ownership as this project.

APPLICATION REVIEW FORM

Applicant's Signature and Certification

State of New York)
County of Rockland) SS.:
Town/Village of _____)

I, _____ hereby depose and say that all the above statements contained in the papers submitted herewith are true.

Signature: _____

Mailing Address: _____

SWORN to before this

_____ day of _____, 20_____

Notary Public

Owner/Applicant's Consent Form to Visit Property

I, _____, owner/applicant of the property described in the application submitted to the town/village board, planning board, zoning board of appeals and/or supporting staff, do hereby give permission to members of said boards and/or supporting staff to visit the property in question at a reasonable time during the day.

Owner/Applicant Signature

SWORN to before this

_____ day of _____, 20_____

Notary Public

APPLICATION REVIEW FORM

Affidavit of Ownership/Owner's Consent

State of New York)
County of Rockland) SS.:
Town/Village of _____)

I, _____ being duly sworn, hereby depose and say
that I reside in the county of _____ in the state of
_____.

I am the (* _____) owner in the fee simple of premises located
at: _____

_____ described in a certain deed of said premises recorded in the Rockland County
Clerk's Office in Liber _____ of conveyances, page _____.

Said premises have been in my/its possession since _____.
Said premises are also known and designated on the Town of _____.
Tax Map as: section: _____ block: _____ lot(s): _____.

I hereby authorize the within application on my behalf and that the statement of fact contained in said
application are true, and agree to be bound by the determination of the board.

Owner Signature: _____

Mailing Address: _____

SWORN to before this

_____ day of _____, 20____

Notary Public

**If owner is a corporation, fill in the office held by deponent and name of corporation, and provide a
list of all directors, officers and stockholders owning more that 5% of any class of stock.*

APPLICATION REVIEW FORM

Affidavit Pursuant to Section 809 of the General Municipal Law

State of New York)
County of Rockland) SS.:
Town/Village of _____)

I, _____, being duly sworn, hereby depose and say that all the following statements and the 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/she is 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/she 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 set forth:

2. To the _____ of the Town/Village of _____, Rockland County, New York:

Application, petition or request is hereby submitted for:

- Variance or modification from the requirement of Section _____;
- Special permit per the requirements of Section _____;
- Review and approval of proposed subdivision plat;
- Exemption from a plat or official map;
- An order to issue a certificate, permit or license;
- An amendment to the Zoning Ordinance of Official Map or change thereof;
- Other (*explain*) _____;

To permit construction, maintenance and use of _____

3. Premises affected are in a _____ zone and from the Town of _____

Tax map, the property is known as Section _____, Block, _____, Lot(s) _____.

APPLICATION REVIEW FORM

4. There is no state officer, Rockland County officer or employee or town/village officer or employee nor his or her spouse, brother, sister, parent, child or grandchild, or a spouse of any of these relatives who is the applicant or who has an interest in the person, partnership or association making this application, petition or request, or is an officer, director, partner or employee of the applicant, or that such officer or employee, if this applicant is a corporation, legally or beneficially owns or controls any stock of the applicant in excess of 5% of the total of the corporation if its stock is listed on the New York or American Stock Exchanges; or is a member or partner of the applicant, if the applicant is an association or a partnership; nor that such town/village officer or employee nor any member of his family in any of the foregoing classes is a party to an agreement with the applicant, express or implied, whereby such officer or employee may receive any payment or other benefit, whether or not for service rendered, which is dependent or contingent upon the favorable approval of this application, petition or request.

5. To the extent that the same is known to your applicant, and to the owner of the subject premises **there is disclosed herewith** the interest of the following officer or employee of the State of New York or the County of Rockland or of the Town/Village of ORANGETOWN in the petition, request or application or in the property or subject matter to which it relates:

(IF NONE, SO STATE)

- a. Name and address of officer or employee _____
- b. Nature of interest _____
- c. If stockholder, number of shares _____
- d. If officer or partner, nature of office and name of partnership _____
- e. If a spouse or brother, sister, parent, child, grandchild or the spouse of any of these blood relatives of such state, county or town/village officer or employee, state name and address of such relative and nature of relationship to officer and employee and nature and extent of office, interest or participation or association having an interest in such ownership or in any business entity sharing in such ownership. _____
- f. In the event of corporate or limited liability company ownership: A list of all directors, officers and stockholders of each corporation or members of each limited liability company owning more than five (5%) percent of any class of stock or more than five (5%) percent beneficial interest, must be attached, if any of these are officers or employees of the State of New York, or of the County of Rockland, or of the Town of Orangetown.

6. I do hereby depose and say that all the above statements and statements contained in the papers submitted herewith are true, knowing that a person who knowingly and intentionally violates this section is guilty of a misdemeanor.

Signature: _____

Mailing Address: _____

SWORN to before this

_____ day of _____, 20____

Notary Public

APPLICATION REVIEW FORM

AFFIDAVIT

State of New York)
County of Rockland) SS.:
Town/Village of _____)

I, _____ being duly sworn deposes and says
that he is the applicant, agent or attorney for applicant, in the matter of the petition
before the _____ (board) in the town/village of _____
affecting property located at _____, Rockland County, New York.

That the following are all of the owners of property _____ (distance) from
the premises as to which this application is being taken.

<u>SECTION-BLOCK-LOT</u>	<u>NAME</u>	<u>ADDRESS</u>

APPLICATION REVIEW FORM

Reimbursement for Professional Consulting Services

The Town/Village Board, Planning Board and Zoning Board of Appeals in the review of any application described above, may refer any such application presented to it to such engineering, planning, environmental or other technical consultant as such Board shall deem reasonably necessary to enable it to review such application as required by law. The charges made by such consultants shall be in accord with such charges usually made for such services in the metropolitan New York region or pursuant to an existing contractual agreement between the town/village for the cost of such consultant services upon receipt of the bill. Such reimbursement shall be made prior to final action on the application.

Permits will not be issued and site plan or subdivision will not be signed until bill is paid in full.

Applicant's Signature: _____

SWORN to before this

_____ day of _____, 20_____

Notary Public

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO <input type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/> NO <input type="checkbox"/> YES		
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/> NO <input type="checkbox"/> YES		

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT

TOWN OF ORANGETOWN

GUIDE FOR THE PREPARATION & FILING OF SITE DEVELOPMENT PLANS

The Final Site Plan, which must be prepared and sealed by a Licensed Land Surveyor and Professional Engineer, shall show the following:

1. Name of the site plan and section, block, and lot.
2. Name and address of record owner and signature of owner.
3. Name and address and seal of land surveyor.
4. Original date and identifying drawing and sheet numbers, revision dates with description of each revision.
5. True North arrow and scale at a minimum of 1" = 30 feet.
6. Vicinity map at a minimum scale of 1 inch = 1,000 feet, showing streets within 1,000 feet to the nearest street intersection.
7. Names of existing and new streets.
8. Districts in which located: School, Fire, Water, Lighting, Sewer (shown as "Orangetown Sewer District") and Zoning District. All district lines must be shown where districts change within the site plan.
9. Exact location of important trees and wooded areas, rock outcrops, marshes, ditches and watercourses.
10. Elevations at lot corners.
11. Land contours of the development and contiguous areas, present and final at two foot intervals.
12. Show method of draining land with direction of flow to be installed by arrows.
13. Where any drainage courses are to be established, the plan shall bear a notation stating: "Lot drainage shown shall constitute easements running with the land and are not to be disturbed."
14. Show any and all easements and dedications by metes and bounds.
15. The map must show existing and proposed street paving and sidewalks, rights-of-way and designated road widths.
16. Locations and sizes of existing sewers, water mains, gas lines, culverts and other underground utilities and structures, utility poles and fire hydrants, and/or distance to the nearest existing hydrant.
17. Exact location and use of any and all existing structures and distances of same from any newly created lot lines. Show as "existing" and indicate disposition.
18. Each plan shall bear a note stating: "All utilities, including electric and telephone service, shall be installed underground."
19. Any street lighting standards required must be shown. After preliminary approval of the site plan, two copies must be supplied to the Clerk who will submit them to Orange and Rockland Utilities for placement of the street lighting standards. These locations must be approved by the Town Board Lighting Committee before the vellum transparency or Mylar can be filed with the County Clerk.
20. Iron pins, unless otherwise required by the Planning Board, shall be shown and placed at all lot corners.

21. Location and results of tests to ascertain subsurface soil rock and groundwater unless test pits are dry at a depth of five feet. (This is to be reviewed by the Town Consulting Engineer.)
22. Concrete sidewalks and curbs must be shown and installed (see Section 4.0 of the Zoning Code of Orangetown). The following note shall be placed on the plan to read: "Sidewalks and curbs shall be installed in accordance with the Highway Department's specifications for sidewalks and curbs."
23. The following note must be placed on all site plans: "This plan does not conflict with the County Official Map and has been approved in the manner specified by Section 239L&M of the General Municipal Law of the State of New York."
24. Where sewers are to be installed, this note must be placed on the site plan: "Certificate of Occupancy shall not be requested from the Town of Orangetown Building Department until results of infiltration and exfiltration tests for sanitary sewers are certified by a New York State licensed professional engineer and approved by the Director, Division of Sewers."
25. Proposed drainage must be approved by the Town Consulting Engineer.
26. The applicant must obtain approval from the New York State Department of Transportation, Rockland County Highway Department, or the Town of Orangetown Highway Department, whichever is appropriate.
27. Before the vellum transparency or Mylar can be signed for filing with the Town Clerk:
 - a. Any easements, dedications or restrictive covenants are to be submitted in form satisfactory to the Town Attorney and must be approved by the Town Board for filing.
 - b. Posting of bonds in amount to be determined by various departments having jurisdiction and in a form satisfactory to the Town Attorney and the Town Board.
 - c. All Planning Board requirements must be satisfied and all fees and expenses must be paid.
28. Where the decision of the Board having jurisdiction or the plan requires conveyance of an easement, streets or other interest to the Town, the applicant will be required to provide a title policy insuring the Town as to the right of the applicant to convey such interest.

TOWN OF ORANGETOWN
GUIDE FOR THE PREPARATION & FILING OF SUBDIVISION PLATS

The Final Subdivision Plat, which must be prepared and sealed by a Licensed Land Surveyor or Professional Engineer, shall show the following:

1. Name of the subdivision including Section, Block and Lot.
2. Name, address and signature of the record owner.
3. Name and address and seal of land surveyor.
4. Original date and identifying drawing and sheet numbers, revision dates with description of each revision.
5. True North arrow and scale at a minimum of 1 inch = 30 feet.
6. Vicinity map at a minimum scale of 1 inch = 1,000 feet showing streets within 1,000 feet and at least to the nearest street intersection.
7. Total acreage and number of lots in the subdivision.
8. Location of any proposed park or recreation site.
9. Each lot to show number of square feet and bear a tax lot number. Two copies of the subdivision map signed by the Assessor showing tax lot numbers, must be filed with the Clerk of the Planning Board by the applicant.
10. Names of existing and new streets.
11. Districts in which located: school, fire, water, lighting (shown as Town of Orangetown), sewer (shown as "Orangetown Sewer District"), zoning district. All district lines must be shown where districts change within the subdivision.
12. Exact location of important trees and wooded areas, rock outcrops, marshes, ditches and watercourses.
13. Elevations at lot corners.
14. Land contours of the development and contiguous areas, present and final at two foot intervals.
15. Show method of draining land with direction of flow to be indicated by arrows.
16. Where any drainage courses are to be established, the plan shall bear a notation stating: "Lot drainage shown shall constitute easements running with the land and are not to be disturbed."
17. Show any and all easements and dedications by metes and bounds.
18. The map must show existing and proposed street paving and sidewalks, rights-of-way and designated road widths.
19. Locations and sizes of existing sewers, water mains, gas lines, culverts and other underground utilities and structures, utility poles and fire hydrants, and/or distance to the nearest fire hydrant.
20. For Major subdivisions, two copies of a marked map shall be submitted indicating the approval of the hydrant location by the appropriate fire department authorities. If no hydrants are required, the fire department authorities shall so state.
21. Exact location and use of any and all existing structures and distances of same from any newly created lot lines. Show as "existing" and disposition.
22. Each plan shall bear a note stating: "All utilities, including electric and telephone service, shall be installed underground."
23. Any street lighting standards required must be shown. After preliminary approval of the subdivision map, two copies must be supplied to the Clerk who will submit them to Orange and Rockland Utilities for placement of the street lighting standards. These locations must be approved by the Town Board lighting committee before the vellum transparency or mylar can be filed with the County Clerk.
24. Typical lot plan showing yard distances (Major Subdivisions only).

25. Monuments for both minor and major subdivisions at all corners and angle points of boundaries of original tract. Iron pins, unless otherwise required by the Planning Board, shall be shown and placed at all lot corners.
26. Location and results of tests to ascertain subsurface soil rock and groundwater conditions; depth to groundwater unless test pits are dry at a depth of five feet. (This is to be reviewed by the Town Consulting Engineer.)
27. Major Subdivisions – Approval of Rockland County Department of Health (after Preliminary Approval).
Minor Subdivisions – The following note shall be placed on the Final Map: “No building permit will be issued until sewage disposal arrangements have been approved by the Rockland County Department of Health and/or the Town of Orangetown.
28. Concrete sidewalks and curbs must be shown and installed (see Section 4.0 of the Zoning Code of the Town of Orangetown). The following note shall be placed on the plan to read: “Sidewalks and curbs shall be installed in accordance with the Highway Department specifications for sidewalks and curbs.”
29. The following note must be placed on all subdivision plats: “This plat does not conflict with the County Official Map and has been approved in the manner specified by Section 239N of the General Municipal Law of the State of New York.”
30. Where sewers are to be installed, this note must be placed on the subdivision plat: “Certificate of Occupancy shall not be requested from the Town of Orangetown Building Department until results of infiltration and exfiltration tests for sanitary sewers are certified by a New York State licensed professional engineer and approved by the Director, Division of Sewers.” If public sewers are available within the required distance, a letter from the Orangetown Division of Sewers is required indicating that a connection may be made.
31. Proposed drainage must be approved by the Town Consulting Engineer.
32. The applicant must obtain approval from the New York State Department of Transportation; Rockland County Highway Department or the Town of Orangetown Highway Department, whichever is appropriate.
33. Before the vellum transparency or mylar can be signed for filing with the County Clerk:
 - a. Where a reservation of land for recreation purposed has been deemed by the Planning Board to be inadequate, money in lieu of land for recreation purposes must be collected in accordance with Section 21-20 of the Land Development Regulations (\$9,000.00 for every vacant residential lot).
 - b. Any easements, dedications or restrictive covenants are to be submitted in form satisfactory to the Town Attorney and must be approved by the Town Board for filing.
 - c. Posting of bonds in amount to be determined by various departments having jurisdiction and in a form satisfactory to the Town Attorney and the Town Board.
 - d. All Planning Board requirements must be satisfied and all fees and expenses must be paid.
34. Where the decision of the Boards having jurisdiction or the plan requires conveyance of an easement, streets, or other interest to the Town, the applicant will be required to provide a title policy insuring the Town as to the right of the applicant to convey such interest.
35. All major subdivision plats must be signed by the appropriate fire official, the lighting committee of the Town Board and the Clerk of the Planning Board prior to filing with the Rockland County Clerk.