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# Planning Board

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

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## STEP ONE - 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 of the 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.  **If the Owner and/or Applicant is listed as an Entity, A completed Entity Disclosure Statement Form MUST be submitted with this Application.**

*Entity: A limited liability company, limited liability partnership, general or limited partnership, professional Corporation, joint venture, doing business as name or venture, association, business trust, or non-publicly-traded corporation*

5. 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.

6. Submit **TWO (2) 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 1 inch =1000 feet, a North arrow and a bulk table must be included on plan.

**APPLICANTS ARE REQUIRED TO SUBMIT A PDF VERSION.**

7. 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.

8. All **Site Plan** submissions must have a Building Permit Referral, signed by the Director of the Buildings Department.

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### **8. Provide One Check, for all applicable fees, made payable to “Town of Orangetown” Please calculate the total amount, based on the list provided below:**

- Geographic Information System Database Fee: \$65.00 (Paid upon initial submission to Board)
  - <sup>1</sup> Legal Advertisement Fee: \$150.00  
(For each time an advertisement or re-advertisement has to be published)
- SUBDIVISION REVIEW**
  - <sup>1</sup> Pre preliminary/Preliminary/Final: Minor/Major: \$350.00 + \$125.00 per new lot
- SITE PLAN REVIEW**
  - <sup>1</sup> Prepreliminary/Preliminary/Final Residential (Critical Environmental Area)  
\$500.00 + \$50.00 for each dwelling
  - <sup>1</sup> Prepreliminary/Preliminary/Final Non Residential  
\$500.00 + \$150.00 for every 1000 square feet of floor space
  - <sup>1</sup> Effective February 4th, 2015 as per Town Board Resolution No. 45, January 28, 2015

FOR: OTHER / CONSULTATION / CONTINUATION OF APPLICATION  
**ONE CHECK ONLY IN THE AMOUNT OF - \$200.00**

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#### **ESCROW AMOUNT FOR DRAINAGE REVIEW - MUST BE SEPARATE CHECK**

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

#### **STEP TWO - ONCE APPLICATION IS DEEMED COMPLETE, APPLICANT TO PROVIDE THE FOLLOWING:**

9. Submit 29 Copies of the plans submitted and reviewed by the building inspector. (subdivision or site plans). All plans must be folded to 8½ x11 with title box showing.

#### **APPLICANTS ARE REQUIRED TO SUBMIT A PDF VERSION.**

10. 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.

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**2022 Hearing Dates: 2<sup>ND</sup> & 4<sup>th</sup> Wednesday of every month in the Greenbush Auditorium, Orangetown Building Department, 20 Greenbush Road, Orangeburg, New York. All meetings start at 7:30 PM.**

## PLANNING BOARD HEARING DATE

January 12  
January 26  
February 9  
February 23  
March 9  
March 23  
April 13  
April 27  
May 11  
May 25  
June 8  
June 22  
July 13  
July 27  
(No Hearings in August)  
September 14  
September 28  
October 12  
October 26  
November 9 (one hearing in November)  
December 14 (one hearing in December)

## ASSOCIATED PRC MEETING DATE

January 5  
January 12  
January 26  
February 9  
February 23  
March 9  
March 30  
April 13  
April 27  
May 11  
May 25  
June 8  
June 29  
July 13  
  
August 31  
September 14  
September 28  
October 12  
October 26  
November 30

**Two weeks prior to the scheduled hearing there will be a Project Review Committee (PRC) meeting held to discuss the project, as scheduled above. 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.**

**PRC meetings are open to the public to attend to observe/hear the review. Public comment will not be heard at PRC meetings.**

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

**2022 LAND USE BOARD APPLICATION**

*Please check all that apply:*

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

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### 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:

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### 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.

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

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**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

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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 \_\_\_\_\_

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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

## 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

# Short Environmental Assessment Form

## Part 1 - Project Information

### 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.

<b>Part 1 – Project and Sponsor Information</b>			
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 government 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, are adjoining or near the proposed action:			
5.     Urban           Rural (non-agriculture)           Industrial           Commercial           Residential (suburban)			
<input type="checkbox"/> Forest     Agriculture                           Aquatic           Other(Specify):			
<input type="checkbox"/> Parkland			

<p>5. Is the proposed action,</p> <p>a. A permitted use under the zoning regulations?</p> <p>b. Consistent with the adopted comprehensive plan?</p>	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?</p> <p>If Yes, identify: _____</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>8. a. Will the proposed action result in a substantial increase in traffic above present levels?</p> <p>b. Are public transportation services available at or near the site of the proposed action?</p> <p>c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>9. Does the proposed action meet or exceed the state energy code requirements?</p> <p>If the proposed action will exceed requirements, describe design features and technologies:</p> <p>_____</p> <p>_____</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>10. Will the proposed action connect to an existing public/private water supply?</p> <p>If No, describe method for providing potable water: _____</p> <p>_____</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>11. Will the proposed action connect to existing wastewater utilities?</p> <p>If No, describe method for providing wastewater treatment: _____</p> <p>_____</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?</p> <p>b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>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?</p> <p>b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?</p> <p>If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____</p> <p>_____</p> <p>_____</p>	NO	YES	
	<input type="checkbox"/>	<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    Agricultural/grasslands    Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban    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"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
49. 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"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		



## 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.