

TOWN OF DEERPARK – ORANGE COUNTY, NEW YORK
SUBDIVISION AND SITE PLAN DEVELOPMENT APPLICATION

All applicants are entitled to a pre-submission conference with the Planning Board before beginning the formal application process.

The Planning Board meets the Second and Fourth Wednesday of each month, starting at 7:00PM. Town of Deerpark, Town Hall, 420 Route 209, Huguenot, New York. To be placed on the agenda contact the Secretary at (845) 858-6285, Ext 313

Please bring a hand drawn sketch or other illustration of your project in order to make the discussion easier. Applicants, who wish to do so, may omit the pre-submission process by following the following instructions:

Once direction is received from the Planning Board, at the pre-submission conference (or if that step is to be omitted) 12 COMPLETED SETS OF THE APPLICATION PACKAGE AND SURVEY MAP OR SITE PLAN, WITH THE APPROPRIATE FEE, CAN BE MAILED OR DELIVERED TO THE PLANNING BOARD VIA THE TOWN OF DEERPARK TOWN CLERK, TOWN HALL, 420 ROUTE 209, P.O. BOX 621, HUGUENOT, NEW YORK 12746.

Completed applications and materials must be received no later than 14 days in advance of the meeting at which you plan to be scheduled to appear in person, or by a representative. Please be sure to notify the board's Secretary the meeting you wish to be scheduled for. Checks and money orders for fees can be made payable to: the Town of Deerpark Planning Board. Receipts will be issued and returned by mail.

Survey maps and site plans should be prepared according to the appropriate check list included in the application package. Site development plans will require three additional copies of the submission to be filled with the Building Inspector's office 15 days prior to formal presentation before the Planning Board.

Subdivision and site plans located within 500 feet of County roads or property will require two additional sets of prints which will be forwarded to the Orange County Planning Department and the Orange County Department of Public Works for their review.

Additional information of the subdivision process may be found in the subdivision regulations, and site plan information can be found in the Town of Deerpark Zoning Law.

Please make use of these reference materials which may be reviewed in the Town of Deerpark Town Clerk's Office.

The applicant must submit an application and application fee prior to any additional action by this board after the pre-submission conference.

Application fees to be paid to the town:

- | | | | |
|-----------------------|---|---------------------|----------|
| ~ Site Plan | \$200.00 | ~ Lot Line Change | \$225.00 |
| ~ Site Plan for Signs | \$200.00 | ~ Lot Consolidation | \$225.00 |
| ~ Minor Subdivision | \$25.00 plus \$100.00 per unit. | | |
| ~ Major Subdivision | \$25.00 plus \$100.00 per residential or commercial unit. | | |

An Escrow Account must be set for the Engineering Fees with the town.

- ~ The amount of the Escrow Account will be determined by the Town Engineer.
- ~ No further activity will occur after the Pre-application conference until an Escrow Account has been set up with the Town of Deerpark's Supervisors Secretary.

The applicant must submit fourteen (14) sets of site plans for the planning department review during the process: Twelve (12) sets for planning and two (2) sets for the county if required.

The applicant must submit a minimum of four (4) sets of site plans to the Planning Board for final stamping once the application is approved

- ~ The town requires four (4) sets of plans for its official use.

The Town of Deerpark Planning Board representatives shall receive written authorization from the applicant prior to any site visits that the Planning Board may deem necessary during the site plan approval process.

SUB DIVISION/SITE DEVELOPMENT PLAN APPLICATION

PLEASE RETURN TWELVE COMPLETE SETS OF THIS COMPLETED APPLICATION AND YOUR SURVEY OR SITE PLAN TO:

TOWN OF DEERPARK PLANNING BOARD

P.O. Box 621

TOWN HALL, 420 ROUTE 209

HUGUENOT, NEW YORK, 12746

1. IDENTIFY TITLE OF PROJECT

2. OWNER OF PROJECT TO BE REVIEWED

NAME

ADDRESS

TELEPHONE NUMBER

3. WHO WILL APPEAR BEFORE THE PLANNING BOARD TO REPRESENT THIS PROJECT

OWNER () ENGINEER () SURVEYOR () ATTORNEY ()

OTHER () PLEASE IDENTIFY:

PRINT NAME _____ ADDRESS _____ TELE.NO. _____

4. WHO PREPARED SUBDIVISION PLAT OR SITE PLAN

NAME

ADDRESS

TELE.NO

5. LOCATION OF PROJECT TO BE REVIEWED

6. ZONE

7. TAX MAP SECTION

BLOCK

LOT

8. PURPOSE OF REVIEW

() SUBDIVISION () NUMBER OF LOTS

() SITE DEVELOPMENT PLAN

() LOT LINE CHANGE

9. OTHER: EXPLAIN

10. THE UNDERSIGNED HEREBY REQUESTS CONSIDERATION OF THE ABOVE IDENTIFIED APPLICATION BY THE TOWN OF DEERPARK PLANNING BOARD.

SIGNATURE OF APPLICANT

PRINT NAME OF APPLICANT

DATE OF APPLICATION

OWNER'S ENDORSEMENT

COUNTY OF ORANGE)
STATE OF NEW YORK) SS:

being duly sworn, deposes

and says that he resides at

(Owners address)
and State of

in the County of

and that he is (the owner in fee) or (

) of the
(Official title)
Corporation which is the owner

in fee of the premises described in the foregoing application and

that he has authorized

to make the foregoing

application for approval as described herein.

Sworn before me this

day of

Notary Public

(owner's signature)

SITE INSPECTION AUTHORIZATION

I HEREBY GIVE PERMISSION TO MEMBERS OF THE PLANNING BOARD
OF THE TOWN OF DEERPARK, THE ENGINEER FOR THE TOWN
OF DEERPARK, THE ATTORNEY FOR THE TOWN OF DEERPARK, OR ANY OF
THEIR AGENTS AND/OR ASSIGNS TO ENTER UPON MY PROPERTY,
LOCATED AT _____,
TOWN OF DEERPARK, STATE OF NEW YORK, COUNTY OF ORANGE.
DESIGNATED UPON THE TAX ROLLS OF THE TOWN OF DEERPARK AS
SECTION _____ BLOCK _____ LOT _____ IN ORDER TO
PERSONALLY INSPECT SAID PREMISES IN ORDER TO EVALUATE THE
APPLICATION FOR _____ AFFECTING THE SAID
PREMISES.

DATE _____

SIGNATURE OF OWNER OF
PROPERTY

Print Name of Owner of Property

TOWN OF DEERPARK PLANNING BOARD
REQUEST FOR APPROVAL OF
FIRE CHIEF OF DISTRICT OF PROJECT LOCATION

Applicant: _____

Location: _____

Tax Map Parcel: _____

Drawing Entitled: _____

Prepared By: _____

Drawing Reviewed: _____ Last Revised: _____

Approved: _____ Denied: _____

Approved With Comments: _____

Additional Comments: _____

Signature
Fire Chief of District
of Project Location

Date

C.c. Planning Board, Town of Deerpark
Building Inspector, Town of Deerpark

TOWN OF DEERPARK PLANNING BOARD CHECKLIST
SITE PLAN/SPECIAL USES
PUBLIC HEARING

_____ Maps and application must be on file in the Town Hall ten (10) days before the public hearing.

_____ Secretary will publish notice of the public hearing in the local newspaper more than ten (10) calendar days before the hearing date.

_____ Applicant will notify all owners of property abutting and within two hundred (200) feet of the affected property by certified mail or personal delivery service at least ten (10) calendar days prior to the hearing date.

_____ If the property affected lies within five hundred (500) feet of the Town's boundary the adjoining municipalities clerk shall be notified; referrals to others municipalities shall be made by the Town Clerk not later than the day the Notice of Public Hearing appears in the official newspaper of the Town of Deerpark.

_____ Pursuant to Section 239-m of the General Municipal Law of the State of New York referral to the Orange County Planning Department may be required.

TOWN OF DEERPARK PLANNING BOARD CHECKLIST
SUBDIVISION
PUBLIC HEARING

_____ Maps and application must be on file in the Town Hall ten (10) days before the public hearing.

_____ Secretary will publish notice of the public hearing in the local newspaper more than ten (10) calendar days before the hearing date.

_____ Applicant will notify all owners of property abutting and within two hundred (200) feet of the affected property by certified mail or personal delivery service at least ten (10) calendar days prior to the hearing date.

_____ If a portion of the affected property lies outside of the Town's boundary the adjoining municipalities clerk shall be notified by the Planning Board Secretary.

SUBDIVISION MAP FILING REQUIREMENTS

UNDER Section 334 of the Real Property Law
and Orange County Subdivision Law:

1. Subdivision shall mean the division or separation of any land into two or more parcels for sale or rent as residential lots or plots.
2. MUST be printed upon mylar, linen or canvas-backed paper, or drawn with a pen and India ink upon tracing cloth and must show the Section, Block and Lot of the parent parcel and the name(s) as they appear on the last extended county and town tax roll.
3. MUST be in duplicate (as shown) and paper copy for the County Tax Map Department. A duplicate copy shall also be filed with the city, town or village where the property is situated.
4. MUST be not less than 8 1/2" X 11" and not more than 34" X 44" in size.
5. A certificate of the licensed land surveyor showing the date of the completion of the survey by said land surveyor and/or the making of the map by said land surveyor. The subdivision shall be stamped with the seal of the surveyor and signed on the original map.
6. Each subdivision plat shall show proposed sewerage and water facilities for each lot designed to serve any dwelling unit to be located thereon, together with a certificate of an engineer licensed to practice in the State of New York, stating that such systems are designed in accordance with the standards and requirements promulgated by the New York State Departments of Health and Environmental Conservation for residential lots, and further that such design is based upon actual soil and site conditions found upon such lot at the design location at the time of such design.
7. The "Certificate of an engineer" shall be a stamped endorsement on the subdivision plat and shall include the engineer's signature. A licensed land surveyor may sign in substitution of an engineer, provided the surveyor was licensed as a land surveyor in this State before 1971 and submits proof to the County Clerk that he has filed with the State Board of Engineering and Land Surveying (518-474-3846) the requirements as indicated in Section 7208 (n) of the Education Law.
8. The signature required in #'s 5 & 7 above includes any mark or sign whether it is written, printed, stamped, photographed or engraved.

SUBDIVISION MAP FILING REQUIREMENTS (cont'd)

9. Orange County Department of Health approval is required if any map contains five (5) or more residential lots (i.e., five acres or less) and there is independent evidence that the fifth residential lot is being sold, rented, or offered for sale within a three (3) year period. (Public Health Law 1115-1118, as amended August 1, 1977.)
10. MUST have Town Planning Board or Village Planning Board final approval, or City Planning Board or City Council final approval (whichever is applicable) and MUST NOT be dated more than sixty (60) days,

if approved by the town, and not more than ninety (90) days if approved by the Village or City prior to being offered for filing. (Village Law section 7-728, Town Law section 278 and General City Law section 32.)

11. Every such map of subdivided land, whether intended as an original subdivision or as an alteration of prior subdivision, shall have endorsed thereon or annexed thereto at the time such map is offered to be filed a certificate of the Commissioner of Finance or of an abstract and title company AND a certificate of the tax collecting officer of any county, city, town, village and school district (when appropriate) wherein such property or nay part thereof is situate, stating that all taxes levied and unpaid and in addition, all taxes which are a lien prior to the time such original or subsequent map is offered to be filed, whether assessed against the entire tract of land or against any lot or other part of such land, have been paid, and the County Clerk shall not file any such map without such endorsements or certificates.

12. Map must be tendered to the Real Property Tax Services and a fee paid as follows:

1-3 Lot Subdivision: \$ 25.00

4-9 Lot Subdivision: \$ 50.00

10 or more Lot Subdivision: \$100.00

After paying said fee a certificate will be given by the Real Property Tax Service which is then presented to the County Clerk at the time of filing (Orange County Resolution #278 of 1991).

13. Fee for filing with Orange County Clerk: \$10.00 per page. If paid by check, payable to the "Orange County Clerk". Additional fee of \$1.00 per signature, over and above first signing will be charged for signing maps other than the original Mylar, the paper copy for tax maps, and one copy for the filer.

TOWN OF DEERPARK
PLANNING DEPARTMENT
Orange County New York

420 Route 209, P.O. Box 621
Huguenot, New York 12746

TOWN OF DEERPARK SUBDIVISION REGULATIONS

ARTICLE 7 ~ LOT LINE CHANGES

If a proposed lot line change or subdivision does not create any new or additional lots, nor creates or increases any zoning bulk or setback non-conformities of any involved parcel(s), nor crates any significant planning issues with respect to the existing or future use of any involved parcel(s), the Planning Board may exempt such lot line changes from any further review at it's discretion pursuant to these regulations and direct the Chairperson to sign such plans.

However, a review fee equal to the fee for processing a two-lot subdivision will be charged even if the Planning Board waives further review in order to defray the Planning Board's reasonable review and processing costs.

ARTICLE 8 ~ CONSOLIDATIONS

Application:

An applicant shall file an application on a form approved by the Board.

Attachments:

The application must be accompanied by copies of:

- Current recorded deeds;
- Most recent real property bill;
- Most recent school tax bill;
- A copy of the proposed deed for the consolidated lot;
- A metes and bounds description of the consolidated lot;
- (8) Eight paper copies of the consolidation map.
- (1) One Mylar copy of the consolidation map

Fees:

The applicant will pay a fee equal to the fee for a (2) two lot subdivision

Filing:

The approved consolidation maps and Mylar will be stamped by the Planning Board Chairperson and must be filed with the Orange County Clerk within (60) sixty days of Planning Board approval.

TOWN OF DEERPARK, ORANGE COUNTY, NEW YORK

Acknowledgment and receipt for Engineering Fees and Legal Fees Paid into a Trust and Agency Account

Name	Address	Telephone Number
Has filed an application with the Town of Deerpark Planning Board for		
(a) Site Plan	()	
(b) Subdivision	()	
(c) Approvals by Planning Board subject to matters within their jurisdiction	()	

The Engineers and Attorney(s) for the Town have estimated, following their review of the application and documentation, the estimated costs of engineering and legal fees to be billed to the Town and paid by the Applicant:

_____ (\$ _____) Dollars.

The Planning Board has determined the Applicant shall deposit the sum of:

_____ (\$ _____) Dollars.

pursuant to decision of the Engineer and Attorney(s) for the Town an estimated cost to be deposited in a Trust and Agency Account, administered by the Supervisor of the Town of Deerpark. The funds shall be placed in a non-interest bearing account in the name of the Town of Deerpark with a separate record of all deposited funds, including the name of the applicant/developer, and the name of the project for which the funds were deposited. All financial records shall be maintained by the Supervisor of the Town of the Chief Fiscal Officer of the Town of Deerpark.

The Undersigned, (Supervisor/Chief Fiscal Officer of the Town of Deerpark) acknowledges receipt of the funds of _____ (\$_____) Dollars from the Applicant pursuant to the estimate of the Engineers/ Attorney(s), and approved by resolution by the Town of Deerpark Planning Board.

Date of Approval by Planning Board _____

Supervisor, Chief Fiscal Officer
Town of Deerpark

Date

Receipt Number

ORANGE COUNTY DEPARTMENT OF PLANNING
APPLICATION FOR MANDATORY REVIEW
OF LOCAL PLANNING ACTION

(Variances, Zone Changes, Special Permits, Subdivisions, Site Plan)

LOCAL FILE NUMBER _____

1. Town of Deerpark, Public Hearing Date: _____

() City, () Town or Village Board, () Planning Board, () Zoning Board

2. Owner: Name _____

Address _____

3. Applicant (s) Name _____

Address _____

*(If Applicant is Owner leave blank.)

4. Location of Site _____

Street or Highway (include nearest intersection) _____

Tax Map Identification: Section _____ Block _____ Lot _____

Present Zoning District Designation _____ Size of Parcel _____

5. Type of Review:

Special Permit: _____

Variance: Use _____

Area _____

Zone Change: From _____ To _____

Zoning Amendment: To Section _____

Subdivision: Number Lots/Units _____

Site Plan: Use _____

Signature of Chairman

Date

ORANGE COUNTY DEPARTMENT OF PLANNING
APPLICATION FOR MANDATORY REVIEW
OF LOTS, SUBDIVISIONS BORDERING COUNTY ROAD R.O.W. OR REQUESTING ACCESS TO
SAME

APPLICATION: TO BE COMPLETED BY LOCAL BOARD HAVING JURISDICTION.
TO BE SIGNED BY LOCAL OFFICIAL.

1. Municipal Planning Board: _____ Public Hearing Date: _____

2. Applicant: Name: _____

Address: _____

Attorney, Engineer, Architect: _____

3. Location of Site: _____

Street – County Road Number

Tax Map Identification: Section _____ Block _____ Lot _____

4. Type of Review:

_____ Special Permit Use _____

_____ Site Development Use _____

Area _____

_____ Subdivision Major _____ Minor _____

Date

Signature and Title

ONE COPY OF MAPS MUST BE SUBMITTED FOR REVIEW, COMMENT AND/OR APPROVAL UNDER SECTION 239 – K OF THE GENERAL MUNICIPAL LAW.

TOWN OF DEERPARK PLANNING BOARD
APPLICATION
SEQR CHECKLIST

Applicant: _____ Tax Map Parcel: _____

Project Name: _____

Project Description (Type): _____

Special Use Permit Required: _____

Owner (if different from Applicant): _____

Variance(s) Required: YES () NO ()

If yes, date and type of variance received: _____

Informal Hearing Date: _____

Plans Submitted: _____

Agricultural Notes: _____

Ridge Preservation Notes: _____

SEQR Action YES () NO () Date: _____ Comments: _____

Short Form EAF: _____

Long Form EAF: _____

Unlisted Action: _____

Type One Action: _____

Declare Lead Agency: _____

Circulate EAF: _____

INVOLVED AGENCIES:

YES/NO DATE

COMMENTS

NYS DEC

NYS DOT
O.C. HEALTH DEPT.
U.S. ARMY CORPS OF ENG.
O.C. DEPT. OF PUBLIC WORKS
O.C. DEPT. OF PLANNING

APPLICANT:

Name: _____

Address: _____

Dear Mr. / Mrs. / Ms. _____

Set forth below is the decision rendered by the Planning Board of the Town of
Deerpark at their _____ meeting regarding your application and
date of meeting
request for approval of _____
description of desired use/change to property, affecting the property
located on _____
street address with Municipality
described as: Section _____ Block _____ Lot _____
on the Tax Map of the Town of Deerpark, Orange County, New York.

Motion by _____ Seconded by _____

Number Voting: Aye _____ Opposed _____ Abstained _____ Absent _____

Defeated _____ Carried _____

The above decision has been certified and is on file in the Office of the Town Clerk
420 Route 209, Huguenot, New York 12846.

Very Truly Yours,
Chairperson:
C.c. Town of Deerpark

Planning Board

Town Clerk
Building Inspector
Assessor
Certified Return Receipt Number: _____

STATE ENVIRONMENTAL QUALITY REVIEW
NEGATIVE DECLARATION
NOTICE OF DETERMINATION OF NON-SIGNIFICANCE

DATE OF ADOPTION _____

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Town of Deerpark Planning Board, as Lead Agency, has determined that the proposed action described below will not have a significant adverse effect on the environment and a Draft Environmental Impact Statement will not be prepared.

NAME OF ACTION _____

SEQR STATUS _____ TYPE OF ACTION
LISTED/UNLISTED

CONDITIONED NEGATIVE DECLARATION: YES () NO ()

DESCRIPTION OF ACTION _____

NOTE: referenced plans are on file with lead agency

Location: _____
Street Address

Tax Map Parcel: _____

Drawing Entitled: _____

Prepared by: _____

Drawing reviewed: _____ Last revised: _____

Adopted by Resolution of the Town of Deerpark Planning Board on:

Motion by: _____

Seconded by: _____

In Favor: _____ Absent: _____ Abstain: _____ Opposed: _____

Chairperson: _____ Date: _____

For Further Information:

Contact Person:	_____ Chairperson
Address:	Town of Deerpark Planning Board PO Box 621 Huguenot, NY 12746
Telephone:	(845)-856-2210 Ext. 9

A Copy of this Notice is filed with:

Town of Deerpark Planning Board
PO Box 621
Huguenot, NY 12746
(845)-856-2210 Ext. 9

DATE _____

Once these conditions have been met, maps may be submitted for signature.

Thank You for your attention to these matters.

Sincerely Yours,

Planning Board Chairperson

Cc: Town Clerk
Building Inspector
Assessor
Certified Return Receipt # _____

TOWN OF DEERPARK
PLANNING BOARD
SUBDIVISION SUBMISSION CHECKLIST

SKETCH PLAN SUBMISSION

1. Section, Block, Lot Number _____
2. Name and Address of Record Owner _____
3. Location Map of Property (1" = 2000') _____
4. North Arrow _____
5. Scale of Map _____
6. Property Boundaries (Deed plot to scale-minimum) _____
7. Adjacent Roads _____

- 8. Existing Property Zone _____
- 9. Approximate Location of Streams and Water Bodies _____
- 10. Approximate Location of Existing Structures _____
- 11. Approximate Proposed Subdivision Property _____
- 12. Soils and Soils Formula _____

TOWN OF DEERPARK
 PLANNING BOARD
 SUBDIVISION SUBMISSION CHECKLIST

PRELIMINARY PLAN SUBMISSION

- 1. All information required for sketch plan _____
- 2. Metes and bounds of the proposed subdivision _____
- 3. Adjoining property locations and ownership _____
- 4. Location, Widths, purpose and grantee of all easements and rights-of-way on the property _____
- 5. Topography – 2’ contour interval unless otherwise allowed by the Planning Board _____
- 6. Location of all areas subject to flooding or ponding from FEMA Maps _____
- 7. Location and limits of all “designated wetland” areas and delineate proposed 100’ buffer strip around Wetlands _____
- 8. Subdivision name and location _____
- 9. Location of all water courses _____
- 10. Location and use of all structures and improvements (wells and septic system, sewer, storm drainage, roads drives, etc...) on the property including location and use of all structures within 100’ of the property _____
- 11. Zoning Table showing what is required in the particular zone and what the applicant is proposing in each category of the bulk table required _____
- 12. Zoning Boundaries, if within the area of the proposed subdivision _____
- 13. Date of plat preparation and/or plat revisions _____
- 14. Preliminary design and details of Sanitary Sewage Disposal Systems _____
- 15. A note requiring the design of septic disposal systems by licensed Engineer and requirement that they must be constructed in accordance with this design under review by the Engineer in accordance with the Orange County

- Laws, Rules and Regulations. _____
- 16. Name and width of adjacent street _____
- 17. Proposed road profiles and cross sections _____
- 18. Proposed lot areas _____
- 19. Numbering on proposed lots _____
- 20. 3”X5” Approval Block _____
- 21. Additional information as requested by the Planning Board _____

TOWN OF DEERPARK
 PLANNING BOARD
 SUBDIVISION SUBMISSION CHECKLIST

- 22. Preliminary design of all proposed drainage systems
 Note: at the request of the Planning Board, a complete drainage engineering report shall be submitted for approval by the Planning Board prior to preliminary approval _____
- 23. Proposed locations of new structures _____
- 24. Percolation test and deep soils evaluation test results are to be submitted _____
- 25. Locations and proposed grade and cross-section of driveways to each individual proposed lot _____
- 26. If the subdivision application is being made by other than the record owner of the property, a statement shall be submitted signed by the record owner indicating that the applicant has authorization to act on the owner’s behalf. _____
- 27. Prior to the commencement of the required Public Hearing, furnish evidence that the necessary informational mailings have been made to all applicable property owners, as required by the Zoning Ordinance _____
- 28. All necessary application fees to the Town must be paid prior to preliminary approval by the Planning Board _____
- 29. Environmental Assessment Statement (Long or Short Form as delineated by the Planning Board) _____
- 30. Seal and signature of design professional preparing plan _____

TOWN OF DEERPARK
PLANNING BOARD
SUBDIVISION SUBMISSION CHECKLIST

FINAL PLAN SUBMISSION

1. All information required for sketch plans and preliminary approval _____
2. Completed deeds of dedication for all proposed roads which are proposed to be dedicated to the Town _____
3. Complete construction plans and specifications, if applicable for all infrastructure improvements, including but not limited to streets, curbs, sidewalks, drainage systems, water systems, sewer systems _____
4. Final design and details of sanitary sewage disposal system _____
5. A statement from the Utility Company indicating that they have reviewed the subdivision plan and agree to extend all necessary utilities to all lots of the proposed subdivision _____
6. Prior to final approval, evidence shall be submitted to the Planning Board that the plans have received final approval from the Orange County Department of Health, the New York State Department of Health, the New York State Department of Environmental Conservation and any other necessary review agencies have jurisdiction _____
7. Monumentation of all major corners of subdivision _____

TOWN OF DEERPARK PLANNING BOARD
SITE PLAN CHECKLIST

ITEMS

- | | |
|---|--|
| 1. _____ Site Plan Title | 26. _____ Access and Egress |
| 2. _____ Applicants Name | 27. _____ Parking Areas |
| 3. _____ Applicants Address | 28. _____ Loading Areas |
| 4. _____ Site Plan Preparers Name | 29. _____ Paving Details |
| 5. _____ Site Plan Preparers Address | 30. _____ Curbing Locations |
| 6. _____ Drawing and Revision Dates | 31. _____ Curbing Details Section |
| 7. _____ 3" x 5" Box for Approval
Stamp (lower right hand
corner above title block) | 32. _____ Catch Basin Locations |
| 8. _____ Area Map Inset
including discharge | 33. _____ Storm Drainage |
| 9. _____ Site Designation | 34. _____ Refuse Storage |
| 10. _____ Properties within 500 feet
of site | 35. _____ Other outdoor storage areas |
| 11. _____ Property Owners | 36. _____ Area Lighting |
| 12. _____ Plot Plan Prepared by and
Certified and Sealed by
Licensed Land Surveyor,
Civil Engineer, or Architect | 37. _____ Sanitary Disposal System |
| 13. _____ Scale (1" = 50 ft. or less) | 38. _____ Water Supply/Fire Hydrants |
| 14. _____ Metes and bounds | 39. _____ Building Locations |
| 15. _____ Zoning Designations | 40. _____ Building Setbacks |
| 16. _____ North Arrow | 41. _____ Front Building Elevations |
| 17. _____ Abutting Property Owners | 42. _____ Divisions of Occupancy |
| 18. _____ Existing Building Locations | 43. _____ Sign Details |
| 19. _____ Existing Paved Areas | 44. _____ Bulk Table Inset |
| 20. _____ Existing Vegetation
square feet | 45. _____ Property Area to nearest 100 |
| 21. _____ Existing Access and Egress
(square feet) | 46. _____ Building Coverage |
| 22. _____ Existing Wetlands | 47. _____ Building Coverage
(percent of total area) |

PROPOSED IMPROVEMENTS

- | | |
|----------------------------------|---|
| 23. _____ Landscaping | 48. _____ # of parking spaces proposed |
| 24. _____ Exterior Site Lighting | 49. _____ # of parking spaces required |
| 25. _____ Screening | 50. _____ Additional information as
required by the Planning Board |

ALL FOLDED PLANS SHALL BE FOLDED WITH TITLE BLOCK AND STAMP OF APPROVAL EXPOSED

TOWN OF DEERPARK SUBDIVISION REGULATIONS

Section 3.7 – LOT LINE CHANGES (LOT IMPROVEMENTS)

Lot line changes shall be exempt from the requirements contained herein provided seven (7) copies of a plan prepared by a licensed Land Surveyor or Professional Engineer have been submitted describing the conveyances involved by metes and bounds and in sufficient detail to determine the situation fits the criteria below. To qualify as a lot improvement, the parcels shall:

3.7.1 Involve the addition of land to an existing parcel so as to:

- (1) Improve ability of that parcel to comply with setback or other building standards; or
- (2) Increase suitability of the parcel for building development; or
- (3) Add to the availability of open space; or
- (4) Resolve a boundary line dispute or produce a corrected deed, if a map reflecting the same is desired for recording purposes.

3.7.2 Not substantially reduce the ability of the lot, from which the lot improvement parcel is taken, to comply with the applicable standards of this Law.

3.7.3 Include a map restriction to the effect the improvement parcel will never be considered a separate building lot apart from the tract to which it is being added.

The Planning Board shall, within thirty-one (31) days of the receipt of the lot improvement plans, determine whether they comply with the exemption criteria found above. Should it fail to act in the provided time or find the plans do not meet the criteria, such plans shall be processed as a minor or major subdivision. If it finds they do qualify as a lot improvement, the Board shall sign the plans with the following notation: “These plans are acknowledged by the Town of Deerpark, and for recording purposes only, to represent an exempt lot improvement in accord with Section 3.7 of the Town of Deerpark Subdivision Regulations. No subdivision approval is required or given.” No person shall record plans for any lot improvement without so first obtaining the Planning Board’s clearance.

Approved by Town of Deerpark Town Board:
May 1, 2006

TOWN OF DEERPARK
PLANNING BOARD

Pre-application conference information & Fees FEES

Engineer Fee Schedule, Hourly Rates:		Expenses	
Principal	\$190.00 per hour	Mileage	\$0.405/mile
Senior Project Engineer	\$125.00 per hour	Printing	Cost +5%
Project Manager	\$115.00 per hour	Approved out of pocket	Cost +5%
Senior Project Engineer	\$ 90.00 per hour		
Project Engineer	\$ 85.00 per hour		
Staff Engineer	\$ 80.00 per hour		
Jr. Staff Engineer	\$ 60.00 per hour		
Land Surveyor / Sr. Technician	\$ 86.00 per hour		
Senior Technician CADD Draftsman	\$ 86.00 per hour		
CADD Draftsman	\$ 70.00 per hour		
Field Technician / Jr. Technician	\$ 65.00 per hour		
Administrative Assistant	\$ 62.00 per hour		

I have received a copy of the Town of Deerpark Engineer Fee information

Project Name:

Signature:

Date: