



Town of Deerpark Planning Board Application

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 (2nd) and Fourth (4th) 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) 856-2210, Ext 9.

Please bring a hand drawn sketch or other illustration of your project to the pre-submission meeting, 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) ten (10) 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 fourteen (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. Receipts will be issued and returned by mail or at the meeting.

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 filed with the Building Inspector's office fifteen (15) days prior to formal presentation before the Planning Board.

Subdivision and site plans located within five hundred (500) feet of County roads or property will require two (2) 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.

420 U.S. ROUTE 209 – PO BOX 621, HUGUENOT, NEW YORK 12746

PHONE – 845-856-2210, Ext. 9

FAX – 845-856-0935

EMAIL agorr2015@gmail.com



Town of Deerpark Planning Board Application

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

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

- ~ The amount of the Escrow Account will be determined by the Town Engineer and Town Attorney at the pre-submission conference or first appearance.
- ~ An Escrow Agreement Form will be filled out at the pre-submission conference or the first appearance before the Board and signed by all parties.
- ~ No further activity will occur after the Pre-application conference until escrow fees have been submitted to the Town of Deerpark's Escrow Manager.

The applicant must submit twelve (12) sets of site plans for the planning department review during the process: Ten (10) sets for planning and two (2) sets for the county if required. PLANS SHALL BE FOLDED WITH TITLE BLOCK AND STAMP OF APPROVAL EXPOSED. A digital copy of the full application including a Site Plan should be included in the submission.

The applicant must submit a minimum of two (2) sets of site plans to the Planning Board for final stamping once the application is approved

- ~ The town requires two (2) 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.



Town of Deerpark Planning Board Application

1. IDENTIFY TITLE OF PROJECT _____

2. OWNER OF PROJECT TO BE REVIEWED:

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ EMAIL: _____

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

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

OTHER () PLEASE IDENTIFY:

PRINT NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ EMAIL: _____

4. WHO PREPARED SUBDIVISION PLAT OR SITE PLAN:

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ EMAIL: _____

5. LOCATION OF PROJECT TO BE REVIEWED: _____

6. ZONE DESIGNATION: _____

7. TAX MAP:

SECTION: _____ BLOCK: _____ LOT(S): _____

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 APPLICATION BY THE TOWN OF DEERPARK PLANNING BOARD.

SIGNATURE OF APPLICANT _____

PRINT NAME OF APPLICANT _____

DATE OF APPLICATION _____



Town of Deerpark Planning Board Application

OWNER'S ENDORSEMENT

COUNTY OF ORANGE)
STATE OF NEW YORK)

SS:

_____ being duly sworn, deposes and says that

(Property Owner)

he/she is owner of the property located at _____

in the County of _____ and State of _____ and that he is (the owner in fee)

or _____ of the Corporation which is the owner in fee of the premises

(Official title)

described in the foregoing application and that he has authorized

_____ to make the foregoing

(Representative for Applicant)

application for approval as described herein.

Sworn to before me this _____ day of

_____, _____.

(owner's signature)

(County Clerk or Notary Public)



Town of Deerpark Planning Board Application

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(s) _____
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 Application

Notice of Adjoiner's List for a Public Hearing

Dear Town of Deerpark Assessor:

The following Application is before the Planning Board and has a scheduled public hearing date. Please provide the adjoiner's list for the property address provided below.

Applicant Name: _____

Owner Name: _____

Property Address: _____

Section: _____ Block: _____ Lot(s): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Fax Number: _____

Thank You,

*Scheduled Public Hearing Date: _____

(All certified mailings must be date stamped
10 days prior to the public hearing.)

(Applicant's Signature)

***Please fill out all information, public hearing date will be filled in by Board Secretary.**

***Public Hearing date will be set by Planning Board after application is submitted.**



Town of Deerpark Planning Board Application

REQUEST FOR APPROVAL OF FIRE CHIEF OF DISTRICT OF PROJECT LOCATION

Applicant: _____

Location: _____

Tax Map Parcel: Section: _____, Block: _____, Lot(s): _____

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 Application

PRE-APPLICATION CONFERENCE INFORMATION & FEES

Engineer Fee Schedule, Hourly Rates:

Principal	\$190.00 per hour
Senior Project Engineer	\$125.00 per hour
Project Manager	\$115.00 per hour
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

Expenses

Mileage	\$0.405/mile
Printing	Cost +5%
Approved out of pocket	Cost +5%

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

Project Name

Signature:

Date:



Town of Deerpark Planning Board Application

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. Owners must provide proof of mailing/service at or prior to the public hearing.

_____ If the property affected lies within five hundred (500) feet of the Town's boundary the adjoining municipalities clerk shall be notified; referrals to other 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 and/or Orange County Department of Public Works, and/or New York State Department of Transportation may be required.



Town of Deerpark Planning Board Application

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. Owners must provide proof of mailing/service at or prior to the public hearing.

_____ If the property affected lies within five hundred (500) feet of the Town's boundary the adjoining municipalities clerk shall be notified; referrals to other 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 and/or Orange County Department of Public Works, and/or New York State Department of Transportation may be required.



Town of Deerpark Planning Board Application

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) owner(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 certification by a 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 paragraph numbers 5 & 7 above includes any mark or sign whether it is written, printed, stamped, photographed or engraved.
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.)



Town of Deerpark Planning Board Application

SUBDIVISION MAP FILING REQUIREMENTS (cont'd)

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 any 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

420 Route 209

P.O. Box 621

Huguenot, New York 12746



Town of Deerpark Planning Board Application

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 creates 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 its 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.



Town of Deerpark Planning Board Application

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

(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: _____

Subdivision: Number Lots/Units _____

Site Plan: Use _____

Signature of Chairman

Date



Town of Deerpark Planning Board Application

ORANGE COUNTY DEPARTMENT OF PLANNING APPLICATION

FOR MANDATORY REVIEW OF LOTS, SUBDIVISIONS BORDERING COUNTY ROAD RIGHT OF WAY
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: _____

Tax Map Identification: Section _____ Block _____ Lot _____

4. Type of Review: _____ Special Permit Use _____

_____ Site Development _____

_____ Subdivision Major _____ Minor _____

Signature and Title

Date

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

SEQRA CHECKLIST

Applicant:

Name: _____

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

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: _____

SEQRA 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			



Town of Deerpark Planning Board Application

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, Planning Board

C.c. Town of Deerpark Town Clerk
Building Inspector
Assessor

Certified Return Receipt Number: _____



Town of Deerpark Planning Board Application

STATE ENVIRONMENTAL QUALITY REVIEW ACT 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: _____

SEQRA 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: Section: _____ Block: _____ Lot(s): _____

Drawing Entitled: _____

Prepared by: _____

Drawing reviewed: _____

Last revised: _____

Reasons Supporting this Determination:



Town of Deerpark Planning Board Application

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

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

Motion by: _____ Seconded by: _____

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

Defeated _____ Carried _____

Chairperson: _____

Date: _____



Town of Deerpark Planning Board Application

DATE: _____

NAME OF APPLICANT: _____

ADDRESS: _____
City, State, Zip Code

RE: PLANNING BOARD DECISION: _____

Name of Project: _____

Dear: _____
Name of Applicant

At the Planning Board Meeting conducted on _____, your application
and request for _____ affecting the property requested relief located at

Street address, including Town and Zip Code

Identified as Parcel: Section: _____ Block: _____ Lot(s): _____ was granted
conditional final approval. The condition to be fulfilled as follows: Payment of any outstanding fees,
(Number remaining conditions as set forth by the Planning Board and continue down page as
necessary.)

1. _____
2. _____
3. _____

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
Town Attorney

Certified Return Receipt # _____



Town of Deerpark Planning Board Application

SUBDIVISION SUBMISSION CHECKLIST

SKETCH PLAN SUBMISSION:

- 1. Section, Block, Lot Number(s) _____
- 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 Application

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(s) 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 _____



Town of Deerpark Planning Board Application

SUBDIVISION SUBMISSION CHECKLIST

PRELIMINARY PLAN SUBMISSION: (continued)

- 18. Proposed lot areas _____
- 19. Numbering on proposed lots _____
- 20. 3"X5" Approval Block _____
- 21. Additional information as requested by the Planning Board _____
- 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 Application

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 and rights of way, 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 that have jurisdiction _____
7. Monumentation of all major corners of subdivision _____



Town of Deerpark Planning Board Application

SITE PLAN CHECKLIST

ITEMS:

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



Town of Deerpark Planning Board Application

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 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, 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.