

Patrice Chester - Chairman
Lou Kiefer - Member
Matthew Sush - Member
Michael Croissant - Member
Melinda Meddaugh - Member

Town of Thompson
Planning Board
4052 Route 42
Monticello, New York 12701-3221

Paula Kay – Attorney
Richard McGoey, P.E.–Consultant Eng.
Kathleen Brawley - Secretary
Logan Ottino - Zoning Officer

Phone: (845) 794-2500 Ext. 304
planning@townofthompson.com

SUBDIVISION / SITE PLAN APPLICATION

RETURN TO:

DATE RECEIVED: / /

FEES:

Planning Board
Town of Thompson
4052 Route 42
Monticello, NY 12701

Application Fee: \$.00 (Paid)(Due)
Preliminary Plan Review Fee: \$.00 (Paid)(Due)
Final Plan Review Fee: \$.00 (Paid)(Due)

1. Identifying title of Subdivision / Site Plan: _____

2. Owner of Lands to be reviewed:
Name _____
Address _____ Phone _____
3. Who will appear before the Planning Board:
Circle one : Owner, Agent, Representative of Owner, Contract Vendee
4. Who prepared Subdivision/ Site Plan:
Name _____
Address _____ Phone _____
Email address _____
5. Location of Lands to be reviewed:

Zoning District: _____
6. Tax Map: Section _____ Block _____ Lot _____
7. Purpose of review (describe briefly) :
Land to be subdivided: _____ Number of Lots: _____
Lot line change: _____
Site Plan Review: _____
Other: _____
8. Easements or other restrictions on property (Describe generally) :

9. The undersigned hereby requests approval by the Planning Board of the above identified application.

THE SIGNING OF THIS APPLICATION INDICATES YOUR KNOWLEDGE OF RESPONSIBILITY FOR PAYMENT OF ALL FEES AND PROFESSIONAL SERVICES INCURRED BY THE PLANNING BOARD IN REVIEW OF THIS APPLICATION. SUCH AS:
PLANNER/CONSULTANT, ENGINEER, LEGAL, PUBLIC HEARING, AND/OR SITE INSPECTION.

Signature _____ Title _____

Date: _____

Identifying Title of Subdivision / Site Plan _____

Applicant's Name _____

CHECKLIST FOR MAJOR/MINOR SUBDIVISION AND /OR SITE PLAN

1. The following items shall be submitted with a COMPLETED Application Form.

1. _____ Environmental Assessment Form (Short Form attached)
2. _____ Proxy Statement (Attached)
3. _____ Application Fees
4. _____ Completed Checklist (Attached)

2. The following checklist items shall be incorporated on the Subdivision Plat or Site Plan prior to consideration for being placed on the Planning Board Agenda. Non-submittal of the checklist could delay processing or result in Application rejection.

1. _____ Name and Address of Applicant
2. _____ Name and Address of Owner (if different from Applicant)
3. _____ Subdivision name and location
4. _____ Tax Data (section-block-lot)
5. _____ Location map at a scale of 1"- 2,000 ft. (maximum)
6. _____ Zoning table showing what is required in the particular zone and what applicant is proposing (i.e. Lot Area, Setbacks to property lines, etc.)
7. _____ Show zoning boundary if any portion of proposed subdivision or Site Plan is within or adjacent to a different zone
8. _____ Date of plat preparations and/or plat revisions
9. _____ Scale the plat is drawn to (Max. 1' = 100')
10. _____ North Arrow
11. _____ Surveyor's Certification
12. _____ Surveyor's Seal and Signature
13. _____ Name of adjoining owners
14. _____ Federal and/or NYSDEC Wetlands with 100 foot buffer zone(s)
15. _____ Flood plain boundaries
16. _____ Certified sewage systems design and placement by a licensed Engineer must be shown the plans.
17. _____ Final metes and bounds of all lots (including residual lot)
18. _____ Name and width of adjacent streets; the road boundary is to be a minimum of 25 ft. from the physical centerline of the street
19. _____ Show existing or proposed easements (note restrictions)
20. _____ Right - of - way width and rights of Access and Utility placement

21. _____ Road profile and typical section (minimum traveled surface, excluding shoulders, is to be 20 ft. wide)
22. _____ Lot area (in square feet for each lot less than 2 acres)
23. _____ Name of lots including residual lot
24. _____ Show any existing waterways
25. _____ Applicable note pertaining to owners review and concurrence with plat together with owner's signature
26. _____ Show any improvements, i.e. drainage systems, water lines, sewer lines, etc.
27. _____ Show all existing houses, accessory structures, wells and septic systems on and within 200 ft. of the parcel to be subdivided.
28. _____ Show contours at 2' - intervals.
29. _____ Indicate any reference to a previous subdivision, i.e. filed map number, date and previous lot number
30. _____ Number of acres to be cleared or timber harvested
31. _____ Estimated or known cubic yards of material to be excavated.
32. _____ Estimated or known cubic yards of fill required.
33. _____ The amount of grading expected or known to be required to bring the site to readiness.
34. _____ Type and amount of site preparation which falls within the 100 foot buffer strip of wetlands or within Federal Wetlands. Please explain in square feet or cubic yards.
35. _____ Amount of site preparation within a 100 year flood plain or any water course on the site. Please explain in square feet or cubic yards.

The plat for the proposed subdivision or site plan has been prepared in accordance with this checklist.

By: _____
 Licensed Professional

Date: _____

(Seal)

This list is designed to be a guide ONLY. The Town of Thompson Planning Board may require additional notes or revisions prior to granting approval.

TO: TOWN OF THOMPSON PLANNING BOARD

RE: OWNERS' PROXY

(Owner) _____deposes and says he/she resides at
_____ in the county of _____
and State of _____ and that he/she is the owner of the premises
described in the foregoing application and that he/she has authorized
_____to make the
foregoing application as described therein.

Date: _____

Owner's Signature

Witness' Signature

TOWN OF THOMPSON

TOWN HALL - 4052 ROUTE 42

MONTICELLO, NEW YORK 12701-3221

(845) 794-2500 Ext. 304

planning@townofthompson.com

Disclosure Required by Article 18, Section 809 of the General Municipal Law.

Section 809 Disclosure applications

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

- APPLICATION BEFORE : Planning Board
- Zoning Board of Appeals
- Town Board
- County Planning Board

- FOR : Variance Site Plan Sub-division Special Use
- Change of Zone Other _____

NAME	RESIDENCE	NATURE AND EXTENT OF INTEREST
_____	_____	_____
_____	_____	_____
_____	_____	_____

The above individuals have interest requiring disclosure in accordance with section 809 of the General Municipal Law. (If none so state)

Date: _____

Applicant: _____

(Signature)

TOWN OF THOMPSON PLANNING BOARD

4052 Route 42
Monticello, New York 12701
Phone: (845) 794-2500 Ext. 304
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ESCROW POLICY

Actions requiring technical review by the Town of Thompson Planning Board shall be subject to the establishment of escrow account deposits in the following (minimum) amounts, as established by Local Law #2 of 1993.

Said deposits are to be made at the time of application and/or the first meeting for which the applicant is scheduled on the agenda and are to be drawn upon, as necessary, to compensate the Board's consultant engineer and such other experts as the Board may deem necessary for the proper review of a given application.

If at any time during the review process, the account balance falls below 25% of the original escrow amount, the Board may, at its discretion, require additional deposits of up to 50% of the original escrow amount. Upon granting of final approval, any unused balance shall be returned to the applicant within sixty (60) days.

- | | |
|---|---|
| 1) Lot Improvement: | Application/sketch plan submission - \$50.00
Final submission - \$50.00 |
| 2) Minor subdivision:
(2-4 lots) | Application/sketch plan submission - \$50.00
Final submission - \$100.00 plus \$50.00 per lot |
| 3) Major subdivision:
(5 or more lots) | Application/ sketch plan submission - \$100.00
Preliminary submission - \$200.00 plus \$50.00 per lot
Final submission - \$200.00 plus \$50.00 per lot |
| 4) Site plan (residential): | Application/sketch plan submission - \$100.00
Preliminary submission - \$100.00 plus \$50.00 per lot
Final submission - \$100.00 plus \$50.00 per lot |
| 5) Site plan (commercial): | Application/sketch plan submission - \$100.00
Preliminary submission : \$100.00 plus \$25.00 per 1,000 square feet
Final submission - \$100.00 plus \$25.00 per 1,000 square feet |

Additional fees, pursuant to local law # 2 of 1993, which maybe charged are as follows:

- 6) Special Meeting (requested by an applicant): \$75.00 per meeting.
- 7) Publication costs (in the event a Public Hearing is required): Actual cost of publication.
- 8) Consultant costs: Estimated costs for review by the consultant engineer and other consultants the Board deems necessary will be provided to the applicant. Appropriate deposits are to be made "on demand".

COMPLETION OF THE ATTACHED SHORT ENVIRONMENTAL ASSESSMENT FORM (EAF) IS REQUIRED FOR MOST APPLICATIONS. PLEASE READ THE FOLLOWING FOR MORE INFORMATION:

APPLICATIONS FOR COMMERCIAL PROPERTIES (including multi-family residential dwellings): A Short Environmental Assessment Form (EAF) is required to be completed and returned with the completed application. The EAF is attached.

APPLICATIONS FOR ONE-FAMILY RESIDENCES: Applications in connection with one-family residences are generally exempt from completing the EAF.

It is recommended that all applicants review the following section of the NYS Environmental Law to ensure that the same is not required for their particular project and application.

If you have any questions concerning your requirement of completing this form, please contact Town Attorney Paula Elaine Kay, Esq. at (845) 796-1343.

STATE ENVIRONMENTAL QUALITY REVIEW §617.5 - TYPE II ACTIONS

(a) Actions or classes of actions identified in subdivision (c) of this section are not subject to review under this Part. These actions have been determined not to have a significant impact on the environment or are otherwise precluded from environmental review under Environmental Conservation Law, article 8. The actions identified in subdivision (c) of this section apply to all agencies.

(c) The following actions are not subject to review under this Part [NO EAF REQUIRED]:

- (1) maintenance or repair involving no substantial changes in an existing structure or facility;*
- (2) replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 of this Part;*
- (3) agricultural farm management practices, including construction, maintenance and repair of farm buildings and structures, and land use changes consistent with generally accepted principles of farming;*
- (4) repaving of existing highways not involving the addition of new travel lanes;*
- (5) street openings and right-of-way openings for the purpose of repair or maintenance of existing utility facilities;*
- (6) maintenance of existing landscaping or natural growth;*
- (7) construction or expansion of a primary or accessory/appurtenant, non-residential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls, but not radio communication or microwave transmission facilities;*
- (8) routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area and school closings, but not changes in use related to such closings;*

(9) construction or expansion of a single-family, a two-family or a three-family residence on an approved lot including provision of necessary utility connections as provided in paragraph (11) and the installation, maintenance and/or upgrade of a drinking water well and a septic system;

(10) construction, expansion or placement of minor accessory/appurtenant residential structures, including garages, carports, patios, decks, swimming pools, tennis courts, satellite dishes, fences, barns, storage sheds or other buildings not changing land use or density;

(11) extension of utility distribution facilities, including gas, electric, telephone, cable, water and sewer connections to render service in approved subdivisions or in connection with any action on this list;

(12) granting of individual setback and lot line variances;

(13) granting of an area variance(s) for a single-family, two-family or three-family residence;

(14) public or private best forest management (silvicultural) practices on less than 10 acres of land, but not including waste disposal, land clearing not directly related to forest management, clear-cutting or the application of herbicides or pesticides;

(15) minor temporary uses of land having negligible or no permanent impact on the environment;

(19) official acts of a ministerial nature involving no exercise of discretion, including building permits and historic preservation permits where issuance is predicated solely on the applicant's compliance or noncompliance with the relevant local building or preservation code(s);

(26) license, lease and permit renewals, or transfers of ownership thereof, where there will be no material change in permit conditions or the scope of permitted activities;

(27) adoption of regulations, policies, procedures and local legislative decisions in connection with any action on this list;

(32) designation of local landmarks or their inclusion within historic districts.

A complete copy of §617.5 of the NY State Environmental Quality Review can be reviewed on the NYS Department of Environmental Conservation's website as follows:

<http://www.dec.ny.gov/regs/4490.html#18105>

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.

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

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