

**MAJOR/MINOR SUBDIVISION/SITE PLAN REVIEW/SPECIAL USE PERMIT
TOWN OF LUMBERLAND PLANNING BOARD**

INSTRUCTIONS FOR APPLICATIONS

1. Submit ten (10) copies of complete application to the Clerk 10 days prior to meeting, which must include:
 - a. EAF form
 - b. Application fee payable to Town of Lumberland and escrow fee payable to Town of Lumberland Planning Escrow
 - c. Special Use Permit only *must include detailed narrative
2. Submit (10) copies of maps or plans. FOLDED, NOT ROLLED
3. Submit a certified list of the names and address of current property owners that adjoin project property. The Assessor's Office (845-856-8600 X211) will guide you in creating this list and certify it for you.
4. All fees must be paid upon submission of the application. No application will be accepted as complete unless all fees are paid.
5. Follow the instructions for publishing Notice of Public Hearing (separate packet) (if applicable)
6. It is the Applicant's responsibility to deliver, either in person, or by postal mailing, an additional sets of the Application packet (plans, Application and any other pertinent documentation) to both the Town's Engineer and the Town Attorney's office **10 working days** prior to the scheduled meeting.

Joseph Gottlieb PE PC

18 Anawanna Lake Road

Monticello, NY 12701

Mailing Address Joseph Gottlieb PE PC

PO Box 76

Monticello, NY 12701-0076

Ricciani and Jose LLP

17 St. John St.

Monticello, NY 12701

Phone: 845-796-9093

Planning Board Application Fees:

Application for Site Plan Review and/or Special Use Permit

- | | |
|---------------------------------------|-------|
| a. Requiring a public hearing | \$100 |
| b. Without requiring a public hearing | \$ 50 |

Sub-division Application

- | | |
|--|-------|
| a. Minor subdivision which is four (4) or fewer lots on an existing road | \$100 |
| Plus \$50 for each lot | |
| b. Major subdivision which is more than four (4) lots | \$300 |
| Plus \$50 for each lot | |

A fee of \$25 will be attached, per each parcel, to all sub-divisions as a surcharge to benefit the Town of Lumberland Recreational Circle Park.

TOWN OF LUMBERLAND PLANNING BOARD APPLICATION

TYPE OF PROJECT: Check all that apply

SUBDIVISION _____ No of lots _____ SITE PLAN REVIEW _____ SPECIAL USE PERMIT _____

OWNER: (Authorized agent info request in part 2)

Address: _____

Phone: _____ Fax: _____ email _____

APPLICANT:

Address: _____

Phone: _____ Fax: _____ email _____

LICENSED ENGINEER:

Address: _____

Phone: _____ Fax: _____ email _____

LAND SURVEYOR:

Address: _____

Phone: _____ Fax: _____ email _____

ATTORNEY:

Address: _____

Phone: _____ Fax: _____ email _____

1. PHYSICAL ADDRESS OF PROPERTY:

SECTION _____ BLOCK _____ LOT _____

ZONING DISTRICT _____

THE PLANNING BOARD SUGGESTS THAT THE APPLICANT FAMILIARIZE THEMSELVES WITH THE ZONING CODE FOR THE PROPOSED ACTION.

2. EASMENTS OR OTHER RESTRICTIONS ON PROPERTY: _____

3. SEQRA: Short Form _____ Long Form _____

4. REQUESTED EXCEPTIONS: The Planning Board is hereby requested to authorize the following exceptions to or waivers of its regulations governing subdivision (attach list of such exception)

_____ None

_____ See attached list

5. DESCRIPTION OF PROJECT: _____

APPLICANT/OWNER AFFIRMATION

I, THE UNDERSIGNED, DO HEREBY AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND I FURTHER UNDERSTAND THAT INTENTIONALLY PROVIDING FALSE OR MISLEADING INFORMATION IS GROUNDS FOR IMMEDIATE DENIAL OF MY APPLICATION.

FURTHERMORE, I UNDERSTAND THAT I (OR A DESIGNATED REPRESENTATIVE) MUST BE PRESENT AT THE MEETING TO REPRESENT THE APPLICATION AND RESPOND TO ANY QUESTIONS FROM THE PLANNING BOARD MEMBERS.

Signature (Applicant)

Date

IF APPLICANT IS NOT THE OWNER OF RECORD FOR SUBJECT PARCEL:

I, THE UNDERSIGNED, HEREBY AFFIRM THAT I AM THE OWNER OF RECORD FOR THE SUBJECT PARCEL AT THE TIME OF APPLICATION. FURTHERMORE, I AM FAMILIAR WITH THE REQUEST BY THE APPLICANT AND AUTHORIZE SAID APPLICANT TO REPRESENT THE INTEREST OF THE OWNER(S) IN FURTHERANCE OF THE REQUEST.

Signature (Owner)

Date

PART 2

OWNERS PROXY

_____ BEING DULY SWORN, DEPOSES AND SAYS THAT HE/SHE RESIDES
AT _____, IN THE COUNTY OF _____, AND STATE OF _____
_____ AND THAT HE/SHE IS (THE OWNER IN FEE) OR
_____ (OFFICIAL TITLE) OF THE _____ CORPORATIONS
WHICH IS (THE OWNER IN FEE) OF THE PREMISES DESCRIBED IN THE FOREGOING APPLICATION AND THAT/HE
SHE HAS AUTHORIZED _____ TO MAKE THE
FOREGOING APPLICATION FOR SITE PLAN APPROVAL AS DESCRIBED HEREIN AND THAT HE/SHE AGREES TO BE
BOUND BY ALL STATEMENTS, CONDITIONS AND REPRESENTATIONS CONTAINED THEREIN AS IF HE/SHE HAD
SO PETITIONED.

OWNER'S SIGNATURE

STATE OF NEW YORK)

SS:

COUNTY OF SULLIVAN)

SWORN TO BEFORE ME THIS

_____ DAY OF _____, 2_____

NOTARY PUBLIC – STATE OF NEW YORK

PART 3

SITE INSPECTION AUTHORIZATION

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

SIGNATURE OF OWNER OF PROPERTY

DATE

PRINT NAME OF OWNER OF PROPERTY

PART 4

ESCROW ACCOUNT FOR CONSULTANT REVIEW

DATE: _____

APPLICANT: _____

ADDRESS & PHONE: _____

PROJECT NAME: _____

PROJECT REFERENCE #: _____

LOCATION: _____ S. _____ B _____ L _____

DESCRIPTION OF PROJECT: _____

AMOUNT REQUIRED: _____ DATE RECEIVED _____

In order for the Town of Lumberland Planning Board to review your application the Board requires that you place in escrow sufficient funds to be used to reimburse costs incurred by the Town for all consultant review required throughout the entire Planning Board process as per Town of Lumberland Code 250-84. The final plans will not be signed by the Planning Board Chairman until all fees are paid as requested by the Planning Board Clerk.

The escrow account does not provide for other scheduled applications and filing fees set forth in Chapter 250 and elsewhere, for which the applicant must also make timely payment to the Town. When your escrow account has a remaining balance of \$250, you are required to remit additional funds for your account, which is a prerequisite to the continued review of your application.

For your records, copies of invoices detailing services rendered will be forwarded to you by the Planning Board Clerk upon request.

Upon completion of the review process, all conditions are met and the plans are signed by the Planning Board Chairman, the unused escrow will be refunded.

The Applicant agrees to the terms and conditions herein:

Applicant Name (Print)

Applicant (Signature)

Date

ESCROW FEE SCHEDULE

Site Plan review only	\$1,500.00
Site Plan review and Special Use permit	\$3,000.00
Subdivision of 4 lots or less	\$1,000.00
Subdivision of 5 lots or more	\$3,000.00

PART 5

GENERAL MUNICIPAL LAW 809 DISCLOSURE FORM

SECTION 809 OF THE GENERAL MUNICIPAL LAW PROVIDES AS FOLLOWS:

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, address and the nature and extent of the interest of any state officer and 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 applications, petition or request (hereinafter the "Applicant") to the extent known to such Applicant.
2. For the purpose of this section, an officer or employee shall be deemed to have an interest in the Applicant when he/she, his/her spouse, or his/her brothers, sisters, parents, children, grandchildren or the spouse of any of them
 - a. Is the Applicant, or
 - b. is an officer, director, partner or employee of the Applicant, or
 - c. legally or beneficially owns or controls stock of a corporate Applicant or is a member of a partnership or association Applicant, or
 - d. Is a party to an agreement with such an Applicant, express or implied, whereby (he/she) may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
3. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

In connection with said application, petition or request, the undersigned hereby states, pursuant to the provision of Section 809 of the General Municipal Law, the name, residence and the nature and extent of the interest of any state officer or employee of the Town of Lumberland, and/or the County of Sullivan, in they person, partnership or association making the application, petition or request (the Applicant)

- () None
 () Names: Address: Relationship or interest (financial or otherwise)

This disclosure addendum

statement is annexed to and made a part of the petition, application and request made by the undersigned applicant to the following Board of Officer or Political Subdivision of the Municipality

() Planning Board of the Town of Lumberland

Applicant Signature

Date

LUMBERLAND PLANNING BOARD

TOWN OF LUMBERLAND

1054 PROCTOR ROAD

GLEN SPEY, NY 12737

APPLICATION FOR SPECIAL USE PERMIT

Statement of Ownership and Interest:

The applicant(s) _____ is/are the owners of property situated at _____ Section _____ Block _____ Lot _____. The above described property was acquired by the applicant on _____.

Request:

The applicant request a Special Use Permit for the above described property under the provision of Section _____ of the Zoning Ordinance for the following purposes

Reason for Request:

The applicant alleges that the approval of said Special Use Permit would be in harmony with the intent and purpose of said ordinance and would not be detrimental to property or persons in the neighborhood for the following reasons: _____

Special Features:

In addition to meeting the standards prescribed by the Zoning Ordinance, the applicant will provide _____ in order that the public convenience and welfare will be further served.

Signature _____

Printed name _____

Mailing address _____
