



Village Of South Blooming Grove

Incorporated on July 14, 2006

P.O. Box 295

Blooming Grove, New York 10914

PLANNING BOARD APPLICATION FOR SITE DEVELOPMENT PLAN

The planning board meetings are held on the 3rd Thursday of each month. Work sessions are held on the 1st Thursday of each month. All meetings commence at 7:00 PM.

Prior to submitting an application to the planning board, it is suggested that the applicant meet with the Village Community Design Review Committee (CDRC). The CDRC is composed of planning board and village board members and is designed to provide applicants with an opportunity to present their proposed development ideas with the village's representatives and professional advisors in an informal setting.

To appear on the agenda for any given month, new applications, applicable fees and all required documentation must be submitted to the Village Clerk's office no later than the 20th day of the month preceding the scheduled meeting. Subsequent to the initial filing, the planning board will establish the submittal dates.

The information in this packet is to be used as a guide; you should familiarize yourself with the appropriate sections of the Municipal Code of the Village of South Blooming Grove.

If you have any questions please contact the Village Clerk's office via: Telephone (845)

782-2600

or

Fax (845) 782-2601

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED



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Application Submission Checklist

- ☐ 1. Review Village Code for your own knowledge.
- ☐ 2. Meet with the Community Design Review Committee (CDRC) prior to submitting application. *OPTIONAL*
- ☐ 3. Fill in entire application. Mark "N/A" when necessary.
- ☐ 4. Make checks payable to "Village of South Blooming Grove" (escrow check and application fee should be on separate checks for processing).
- ☐ 5. Submit entire application and applicable fees to Village Clerk by the 20th of the month to be placed on the next Planning Board Agenda.
- ☐ 6. 12 Copies of entire application
- ☐ 7. 12 Copies of site plan
- ☐ 8. Certified Mailing List Request Form for public hearing (will be refunded if not required).

I _____ (Applicant) have read the Village Code as it pertains to the property and application. The entire application has been completed and is ready for submission to the Village Clerk along with the escrow check.

Applicant (s) Signature

.....
OFFICE USE ONLY

- | | |
|---|---|
| ☐ Review each page of the application for completeness | Date: _____ |
| ☐ Confirm that escrow check matches fee schedule requirements | Signature of Official Taking application: _____ |
| ☐ Confirm that all necessary copies of documents, maps, etc., are with application | _____ included |
| | Title: _____ |



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PROJECT DESCRIPTION

NAME OF PROJECT: _____

STREET ADDRESS: _____

SECTION: _____ BLOCK: _____ LOT: _____

(For main parcel, if other SBL's are involved, please add to the project narrative.)

DEED RECORDING: Liber: _____ Page No.: _____

LOCATION: On the _____ side of _____, _____ feet
of _____.

ACREAGE OF PARCEL: _____ ZONING DISTRICT: _____

ZONING OVERLAY DISTRICT:

- ☐ Scenic Gateways ☐ Scenic Roads ☐ Surface Water ☐ Ridgeline/Significant Biological
☐ Scenic Viewshed/Significant Biological

SCHOOL DISTRICT: ☐ Washingtonville ☐ Monroe-Woodbury ☐ Chester

IS THE PROJECT LOCATED WITHIN THE BOUNDARIES OF THE VILLAGE'S:

WATER DISTRICT ☐ Y ☐ N SEWER DISTRICT ☐ Y ☐ N

PROJECT DESCRIPTION: (If additional space is required, please attach a narrative summary.)



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This property is within 500 feet of:
(Check all that apply)

IF ANY ITEM IS CHECKED, A REVIEW MUST BE DONE BY THE **ORANGE COUNTY COMMISSIONER OF PLANNING** UNDER THE STATE GENERAL MUNICIPAL LAW, SECTIONS 239 K, L, M, AND N.

- | | |
|---|--|
| ☐ State Road / Highway | ☐ _____ County Road _____ |
| ☐ State or County Park | ☐ _____ County Stream _____ |
| ☐ Municipal Boundary | ☐ _____ County Facility _____ |
| ☐ Municipal Facility | ☐ _____ State Facility _____ |

Provide details of above:.

Applicant (s) Signature and Certification

State of New York

) County of

Orange

) SS.:

I, _____, hereby depose and say that all the above statements contained in the papers submitted herewith are true.

Mailing Address: _____

SWORN before me this

_____ day of _____, 20__

August 17, 2014



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Notary Public

PLEASE SELECT **ONE** OF THE FOLLOWING AS PRIMARY CONTACT FOR THE PROJECT. IF A PRIMARY CONTACT IS NOT SELECTED THEN THE APPLICANT WILL BE CONSIDERED THE PRIMARY CONTACT FOR THE PROJECT.

APPLICANT ☐ **PRIMARY CONTACT**

NAME:		PHONE:	
ADDRESS:		FAX:	
		EMAIL:	

OWNER ☐ **PRIMARY CONTACT**

NAME:		PHONE:	
ADDRESS:		FAX:	
		EMAIL:	

ENGINEER ☐ **PRIMARY CONTACT**

NAME:		PHONE:	
ADDRESS:		FAX:	
		EMAIL:	

ARCHITECT ☐ **PRIMARY CONTACT**

NAME:		PHONE:	
ADDRESS:		FAX:	
		EMAIL:	

SURVEYOR ☐ **PRIMARY CONTACT**

NAME:		PHONE:	
ADDRESS:		FAX:	
		EMAIL:	

ATTORNEY ☐ **PRIMARY CONTACT**

NAME:		PHONE:	
ADDRESS:		FAX:	
		EMAIL:	

OTHER ☐ **PRIMARY CONTACT**

NAME:		PHONE:	
ADDRESS:		FAX:	



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	EMAIL:	
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CONSENT OF PROPERTY OWNER(S)

DATE: _____

RE: NAME OF PROJECT: _____

SECTION: _____ BLOCK: _____ LOT: _____

I (we) _____,

OWNER(S) of the above noted parcel(s) of land authorize

_____ to act as
my/our agent with regard to this application and all related proceedings.

OWNER 1: _____

SIGNATURE

PRINT

ADDRESS: _____

TELEPHONE: _____

OWNER 2: _____

SIGNATURE

PRINT

ADDRESS: _____

TELEPHONE: _____

Sworn before me this _____ day of
_____, 20____

Notary Public

** If owner is a corporation, fill in the office held by deponent, name of corporation, and provide a list of all directors, officers and stockholders owning more than 5% of any class of stock.*



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CERTIFIED MAILING LIST REQUEST FORM

Applicant: _____

Tax Map: Section _____ Block _____ Lot _____

Date Requested: _____

Fee: _____ Check #: _____

Certified Mailing List Fees:

SEE FEE SCHEDULE



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SITE DEVELOPMENT CHECKLIST

§ 235-55 C. Site plan contents. Site plans shall be prepared by a qualified professional licensed in the State of New York.

A site plan shall contain the following information:

- ☐ (a) A detailed development plan showing the applicant's entire property, lot area, adjacent properties and owners thereof and streets, at a convenient scale;
- ☐ (b) Location, width and purpose of all existing and proposed easements, restrictions, covenants, reservations and setbacks;
- ☐ (c) The proposed location, use and exterior design of all buildings and structures, together with relevant floor areas and elevations;
- ☐ (d) Any proposed division of buildings or structures into units of separate occupancies;
- ☐ (e) Existing topography and proposed grade elevations, watercourses, marshes, areas subject to flooding, designated wetlands, wooded areas, large trees, rock outcrops and any other existing natural site features;
- ☐ (f) For plans containing residential units, the proposed location of land for park, playground or other recreational purposes;
- ☐ (g) Number, location and nature of all parking and truck loading areas with access and egress drives and curb cuts, together with appropriate profiles;
- ☐ (h) Location of outdoor storage areas, if any; including snow storage.
- ☐ (i) Location of all existing and proposed site improvements, including drains, culverts, retaining walls, fences and sidewalks;
- ☐ (j) Description of the method of sewage disposal and water supply, location of such facilities and impact on community sewage and water systems;
- ☐ (k) Location, size and illumination of signs;
- ☐ (l) Location and design of lighting facilities;
- ☐ (m) Location and proposed development of landscaping, screening and buffer areas;
- ☐ (n) Tree preservation plans to ensure that land stripping techniques are not used to develop the site;
- ☐ (o) Erosion control plans and storm water management plans;
- ☐ (p) If the site plan shows only a first stage of development, a supplementary plan shall indicate ultimate development; and
- ☐ (q) Any other pertinent information deemed necessary by the Planning Board to determine conformity of the site plan with the intentions of this chapter.



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PROPERTY OWNER'S GUARANTEE OF FEES

I, the undersigned owner of the property described in the foregoing application, in providing my consent to the application submitted by _____ (Applicant) to the Village of South Blooming Grove Planning Board, do hereby guarantee the payment of any and all Planning Board fees incurred by the applicant.

I further acknowledge my awareness of section 240-3 of the Village of South Blooming Grove Municipal Code. See the following page.



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TAXPAYER PROTECTION

§ 240-3. Application of Law.

Any and all such specific and non-general costs or expenses incurred by the Village in reviewing any application or petition for any zone change, special permit, license, franchise agreement, site plan, subdivision, variance, amendments to any approved map or tax map or text of the Village Code, as well as any other submissions to the Village Board of Trustees, the Village Zoning Board of Appeals or Village Planning Board or CDRC or otherwise enforcing the rights of the Village regarding a specific applicant or property owner which require the use or employment of Village Counsel, Special Legal Counsel, Bond Counsel, Transactional Counsel or other legal advice or representation, planning consultants, zoning consultants, engineers, experts, accountants, appraisers or other professionals or persons that may be deemed reasonably necessary by the Village to review, act upon or otherwise provide advice on any such matter shall be charged to and paid solely by the applicant or petitioner as well as property owner involved or other person seeking relief or otherwise responsible to the Village that makes such specific and non-general action or review by the Village appropriate or necessary. Any such costs paid or incurred by the Village that are reasonable and customary in the County of Orange regarding the foregoing shall be charged to and paid by the applicant as well as property owner involved provided the applicant as well as property owner involved is seeking a benefit or other relief or approval from the Village and said costs are necessary expenditures, and not expenditures for the convenience of a Board in fulfillment of its own decision-making responsibilities. Said legal cost shall be reasonable in amount and shall not exceed five (5%) percent of the cost of the fair market value of the estimated cost of construction or the infrastructure and other site improvements involved in said application. The payment of such costs shall be deducted from an escrow account to be established for such application in amount determined by the Village in accordance with the Village's fee schedule or as determined by Village Board of Trustees Resolution. Such escrow account must be maintained in an amount sufficient to pay such fees or costs at the time they are incurred and must be replenished as directed by the Village.

OWNER'S SIGNATURE

PRINT NAME

Sworn before me this _____
day of _____, 20____

Notary Public



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AUTHORIZATION TO INSPECT PROPERTY

The owner, by submitting an application to the Village of South Blooming Grove Planning Board and by signing this authorization, consents to inspection by Village personnel, staff or consultants of the project site or facility for which an approval is sought and, to the extent necessary, the property owned by the applicant adjacent to the project site or facility. This authorization allows Village representatives to enter upon and pass through such property in order to inspect the project site or facility, without prior notice, between the hours of 8:00 a.m. and 8:00 p.m.

Inspections may take place as part of the application process prior to any decision to grant or deny the approvals sought. By signing this authorization, the owner agrees that this authorization shall remain in effect as long as the application is pending, and is effective regardless of whether the landowner or agent are physically present at the time of the inspection. In the event that the project site or facility is posted with any form of "posted" or "keep out" notice, or fenced in with an unlocked gate, this permission authorizes Village Representatives to disregard such notices or unlocked gates at the time of inspection.

The owner further agrees that during an inspection in connection with this application, among other things, Village representatives may take measurements, may take soil samples and photographs, and may analyze physical characteristics of the site including, but not limited to, soils and vegetation and may make drawings and take photographs.

OWNER'S SIGNATURE

PRINT NAME

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day of _____, 20____

Notary Public



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Affidavit Pursuant to Section 809 of the General Municipal Law

State of New York
Orange

) County of
) SS.:

I, _____, being duly sworn, hereby depose and say that all the following statements and the statements contained in the papers submitted in this application for site development plan 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: _____

_____ certifies that he is owner or agent of all that certain lot, piece or parcel of land and/or building described in this application as Section _____ Block _____ and Lot _____; **and if not the owner that he has been duly and properly authorized to make this application and to assume responsibility for the owner in connection with this application.**

2. There is no state officer, Orange 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.



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Affidavit Pursuant to Section 809 of the General Municipal Law (continued)

3. That 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 persons described above:

(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 ownership: A list of all directors, officers and stockholders of each corporation owning more than five (5%) percent of any class of stock, must be attached. For any officers or individuals described in Section 2 above.
- 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.

Mailing Address: _____

SWORN before me this

_____ day of _____, 20__

Notary Public

August 17, 2014