

PLANNING BOARD  
Town of Esopus, New York

APPLICATION FOR SUBDIVISION PLAT APPROVAL

To be completed by Planning Board	
Application No. _____	Date Received _____
	Date Accepted _____
Classification: Minor _____	
Major _____	
Public Hearing Date: _____	
Date of Approval of Preliminary Plat (Major only) _____	
Date of Approval of Final Plat _____	
Date of Filing Modification from County Clerk _____	
Fee: \$ per lot x _____ lots = \$ _____	

Date: \_\_\_\_\_

**A. NAME OF SUBDIVISION:** \_\_\_\_\_

**B. NAME OF APPLICANT:** \_\_\_\_\_

Address: \_\_\_\_\_  
(Street No. and Name) (Post Office) (State) (Zip Code)

1. Name of Local Agent: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street No. and Name) (Post Office) (State) (Zip Code)

2. Owner of Record: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street No. and Name) (Post Office) (State) (Zip Code)

3. Engineer/Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street No. and Name) (Post Office) (State) (Zip Code)

4. Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street No. and Name) (Post Office) (State) (Zip Code)

**C. SUBDIVISION LOCATION:**

1. On the \_\_\_\_\_ side of \_\_\_\_\_ feet  
(Street/Road)

\_\_\_\_\_ of \_\_\_\_\_  
(Direction) (Street/Road)

2. Postal Delivery Area \_\_\_\_\_ School District \_\_\_\_\_

3. Tax Map Designation:  
(Attach tax map with site marked)

Map No. \_\_\_\_\_ Block No. \_\_\_\_\_ Parcel No. \_\_\_\_\_

**D. SITE DATA:**

1. Total Site Area: \_\_\_\_\_ acres

Zoning District \_\_\_\_\_

Proposed Number of Lots \_\_\_\_\_

	Yes	No
2. Is the site served by:		
Public Water Supply System	_____	_____
Public Sewage Disposal System	_____	_____
3. Is any portion of the site within a 100 year flood boundary as designated by the Federal Emergency Management Agency?	_____	_____
4. Is any portion of the site within a freshwater wetland delineated by the New York State Department of Environmental Conservation under Article 24 of the Environmental Conservation Law?	_____	_____
5. Does any "protected stream" as classified by the New York State Department of Environmental Conservation under Article 15 of the Environmental Conservation Law flow through the site?	_____	_____

**E. OTHER PLANNING DATA**

1. Describe any easements or other restrictions on the property which affect its use. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is any open space being offered as part of this subdivision application? \_\_\_\_\_  
\_\_\_\_\_  
If so, what amount? \_\_\_\_\_

3. Has the Zoning Board of Appeals granted any variance concerning this property? \_\_\_\_\_  
\_\_\_\_\_  
If so, list Case No. and Name \_\_\_\_\_  
\_\_\_\_\_

4. Are there any structures already existing on the property? \_\_\_\_\_  
If so, indicate on proposed subdivision map.

5. List all contiguous holdings in the same ownership (as defined in the Subdivision Regulations) and indicate on Location Map.  
Section \_\_\_\_\_ Lot(s) \_\_\_\_\_

An Environmental Assessment Form is attached and is hereby made a part of this Application.

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance to the present owner as recorded in the Ulster County Clerk's Office. This affidavit shall indicate the legal owner of the property, the contract owner of the property, and the date the contract of sale was executed.

**H. SIGNATURES:**

- 1. Owner of Record\*: \_\_\_\_\_
- 2. Applicant\*(if other than owner): \_\_\_\_\_
- 3. Agent of Applicant\*(if any): \_\_\_\_\_

\*If corporation, the signee must be a duly authorized officer of the corporation, including title.

## 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.

<b>Part 1 - Project and Sponsor Information</b>				
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.			<b>NO</b>	<b>YES</b>
			<input type="checkbox"/>	<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:			<b>NO</b>	<b>YES</b>
			<input type="checkbox"/>	<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				



<p>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)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

TOWN OF ESOPUS PLANNING BOARD  
CONDITIONAL USE /SITE PLAN/ SUBDIVISION CHECKLIST

Received: \_\_\_\_\_

Applicant: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Location: \_\_\_\_\_

Tax Map SBL# \_\_\_\_\_ Zone: \_\_\_\_\_ Property Size: \_\_\_\_\_

Name of Project if Applicable: \_\_\_\_\_

Agent, if any: \_\_\_\_\_

Professional Consultant: \_\_\_\_\_

Consultant's Address/Telephone: \_\_\_\_\_

Purpose of Project: \_\_\_\_\_

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*References:* Conditional Use Permit Codes and Site Plan Approval Codes can be found in the Code of the Town of Esopus, Part II, Article IX, Section 123-46 & 47 respectively. Map elements for these requests can be found under Section 123-47.D. Subdivision Code can be found in the Code of the Town of Esopus, Part II, Section 107 with map requirements under 107-27., 28. & 29. Waiver requests for subdivision regulations must be made in writing in accordance with Section 107-7 of the Town Code.

*Instructions:* Check each item when completed; use additional space or separate sheet for any lengthy explanations. Fill in all the spaces - mark as "n/a" if the item is not applicable.

1. QUALIFYING MAP FEATURES, FOR SUPPORT OF Main Map Features in Item #2 below:
- a.. Name and address of the owner of record on map \_\_\_\_\_
  - b. Professional seal of preparer \_\_\_\_\_
  - c. Identifying title of Site Plan/Subdivision and date \_\_\_\_\_
  - d. AS A BLOCK: (See samples attached)
    - (1) Owner's consent to file block \_\_\_\_\_
    - (2) Planning Board approval signature block \_\_\_\_\_
  - e. Area (location) map in a block (See sample attached) \_\_\_\_\_
  - f. Tax Map in a block with Section/Block/Lot # \_\_\_\_\_
  - g. Bulk Standards Chart of zone for project location \_\_\_\_\_  
(See sample attached) \_\_\_\_\_

PB Checklist/-2-

- h. As map note and complete separate document to be reviewed and accepted by Planning Board attorney and/or engineer, the proposed wording of:
    - (1) Any covenants
    - (2) Deed restrictions/association agreements/easements/right-of-ways
    - (3) Road dedication/reservation
    - (4) Area summary
    - (5) Drainage District
  - i. Name/addresses of adjacent owners (surrounding subject site: i.e., directly abutting and across the street; *will be cross-checked by office*)
  - j. Plats sheets shall not be larger than 34 inches by 44 inches. Horizontal scales of one inch equals no more than 100 feet and vertical scales of one inch equals no more than 20 feet shall be used.
2. MAIN MAP SECTION, depict:
- a. Entire parcel
  - b. Location of boundaries
  - c. All adjacent parcels
  - d. Existing lot lines to remain (as solid lines)
  - e. Proposed new lot lines (as solid lines)
  - f. Lot lines to be deleted (as dashed lines)
  - g. Existing roads
  - h. Proposed new roads
  - i. Rights of way, easements, other reservations (with map notes as applicable)
  - j. North arrow
  - k. Railroads
  - l. Community facilities
  - m. Utility trunklines
  - n. Existing school, zoning, special district boundaries within 500' of subject site
  - o. Nature/location of all other existing site features, such as:
    - (1) wetlands/water bodies/watercourses
    - (2) wooded areas
    - (3) rock outcrops
    - (4) single trees @ diameter breast height 12" or more
    - (5) Indicate site features to be retained/removed
  - p. Area of Disturbance (outline & total sq. ft. should be noted)



PB Checklist/-4-

- 6. LOCATION/DESIGN of all other proposed improvements:
  - a. signs
  - b. exterior lighting
  - c. recreational facilities
  - d. fences
  - e. walls
  - f. refuse enclosures
  - g. buffer screening
  - h. landscaping
  
- 7. CONTOURS AND BENCHMARKS:
  - a. Existing contours indicated at intervals of 10, five or two feet as determined by the Planning Board
  - b. Reference USGS/other approved benchmarks
  - c. Location of 100-year flood boundary
  
- 8. CONSTRUCTION PHASE: appropriate plans for protection of site's environment during course of construction, including:
  - a. erosion control
  - b. protection of existing vegetation
  - c. noise control
  - d. limits on hours of operation
  - e. access route/construction vehicles
  - f. other measures as may be appropriate; explain
  
- 9. SEQR form as applicable:
  - a. Short Form EAF, or
  - b. Long Form EAF
  - c. Plus, if applicable, because of site location within an RF District (See zoning map), completion of Coastal Assessment Form in compliance with Local Waterfront District/Local Waterfront Revitalization Program approved by the Town Board and NYS Dept. of State in July 1987)
  
- 10. Staging/Phasing Plan with Ultimate Development Potential depicted for entire parcel build-out, to address and resolve any segmentation issues

PB Checklist/-5-

- 11. Bonding for the following items may be requested by the Planning Board for the following:
  - a. Landscaping \_\_\_\_\_
  - b. Road Work \_\_\_\_\_
  - c. Erosion Control \_\_\_\_\_
  - d. Site Work for Commercial Sites, i.e. paving/curbing/lighting, etc. \_\_\_\_\_
  - e. Drainage Districts \_\_\_\_\_
  
- 12. SUMMARY OF MATERIALS SUBMISSION:
  - a. Ten (10) copies of plat, revision dates evident \_\_\_\_\_
  - b. Application form \_\_\_\_\_
  - c. Fee as per schedule (See attached) \_\_\_\_\_
  - d. Copy of Tax Map \_\_\_\_\_
  - e. Deed \_\_\_\_\_
  - f. Letter of Agent/Authorization \_\_\_\_\_
  - g. SEQR Form \_\_\_\_\_
  - h. This checklist completed \_\_\_\_\_
  - i. Cover letter to PB with brief summary of project, e.g. scope, purpose, plans for development \_\_\_\_\_
  - j. Any related documents \_\_\_\_\_
  - k. Any waiver requests \_\_\_\_\_

REFERENCE NOTE: following any Planning Board approval, if applicable, applicant must apply to Town of Esopus Building Dept. for a building permit for all construction and/or structural renovations. The Building Dept. will issue a C.O. (Certificate of Occupancy) upon satisfaction of conditions of approval and final inspection. It is necessary that the applicant follow this procedure to avoid future difficulties with code compliance, and with any title search deficiencies at the time of any sale or refinancing.

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IN-HOUSE USE ONLY:

- 1. Additional pertinent information from the ZBA: \_\_\_\_\_
- 2. Additional pertinent information from the Building Inspector/Zoning Enforcement Officer: (i.e., outstanding violations, etc.) \_\_\_\_\_
- 3. Comments of the PB reviewer/consultant: \_\_\_\_\_

PB Checklist/-6-

4. Results of records search:

a. History of the site \_\_\_\_\_

b. Referrals:

(1) Highway \_\_\_\_\_

(2) Engineer \_\_\_\_\_

(3) Planner \_\_\_\_\_

(4) Recreation \_\_\_\_\_

(5) Fire Dept. \_\_\_\_\_

(6) UCHD \_\_\_\_\_

(7) UCPB \_\_\_\_\_

(8) NYS DOT \_\_\_\_\_

(9) Water/Sewer \_\_\_\_\_

(10) Attorney \_\_\_\_\_

(11) WFAB \_\_\_\_\_

(12) Env. Bd. \_\_\_\_\_

(13) ZBA \_\_\_\_\_

5. Escrow Account Established (date/amount) \_\_\_\_\_

Documents reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

PLANNING BOARD  
Town of Esopus, New York

-1-

APPLICATION FOR LOT LINE ADJUSTMENT

To be completed by Planning Board	
Application No. _____	Date Received _____
	Date Accepted _____
Classification: Minor _____	
Major _____	
Public Hearing Date: _____	
Date of Approval of Preliminary Plat (Major only) _____	
Date of Approval of Final Plat _____	
Date of Filing Modification from County Clerk _____	
Fee: \$ per lot x _____ lots = \$ _____	

Date: \_\_\_\_\_

A. NAME OF LOT LINE ADJUSTMENT \_\_\_\_\_

B. NAME OF APPLICANT: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street No. and Name) (Post Office) (State) (Zip Code)

1. Name of Local Agent: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street No. and Name) (Post Office) (State) (Zip Code)

2. Owner of Record: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street No. and Name) (Post Office) (State) (Zip Code)

3. Engineer/Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street No. and Name) (Post Office) (State) (Zip Code)

4. Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street No. and Name) (Post Office) (State) (Zip Code)

C. LOT LINE ADJUSTMENT LOCATION:

1. On the \_\_\_\_\_ side of \_\_\_\_\_ feet  
(Street/Road)

\_\_\_\_\_ of \_\_\_\_\_  
(Direction) (Street/Road)

2. Postal Delivery Area \_\_\_\_\_ School District \_\_\_\_\_

3. Tax Map Designation:  
(Attach tax map with site marked)

Map No. \_\_\_\_\_ Block No. \_\_\_\_\_ Parcel No. \_\_\_\_\_

D. SITE DATA:

1. Total Site Area: \_\_\_\_\_ acres

Zoning District \_\_\_\_\_

Proposed Number of Lots \_\_\_\_\_

	Yes	No
2. Is the site served by:		
Public Water Supply System	___	___
Public Sewage Disposal System	___	___
3. Is any portion of the site within a 100 year flood boundary as Designated by the Federal Emergency Management Agency?	___	___
4. Is any portion of the site within a freshwater wetland delineated by the New York State Department of Environmental Conservation under Article 24 of the Environmental Conservation Law?	___	___
5. Does any "protected stream" as classified by the New York State Department of Environmental Conservation under Article 15 of the Environmental Conservation Law flow through the site?	___	___

**E. OTHER PLANNING DATA**

1. Describe any easements or other restrictions on the property which affect its use. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is any open space being offered as part of this application? \_\_\_\_\_  
\_\_\_\_\_  
If so, what amount? \_\_\_\_\_

3. Has the Zoning Board of Appeals granted any variance concerning this property? \_\_\_\_\_  
\_\_\_\_\_  
If so, list Case No. and Name \_\_\_\_\_

4. Are there any structures already existing on the property? \_\_\_\_\_  
If so, indicate on proposed map.

5. List all contiguous holdings in the same ownership (as defined in the Subdivision Regulations) and indicate on Location Map.  
Section \_\_\_\_\_ Lot(s) \_\_\_\_\_

F. An Environmental Assessment Form is attached and is hereby made a part of this Application.

G. Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance to the present owner as recorded in the Ulster County Clerk's Office. This affidavit shall indicate the legal owner of the property, the contract owner of the property, and the date the contract of sale was executed.

**H. SIGNATURES:**

- 1. Owner of Record\*: \_\_\_\_\_
- 2. Applicant\*(if other than owner): \_\_\_\_\_
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\*If corporation, the signee must be a duly authorized officer of the corporation, including title.

## 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.

<b>Part 1 - Project and Sponsor Information</b>				
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.			<b>NO</b>	<b>YES</b>
			<input type="checkbox"/>	<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:			<b>NO</b>	<b>YES</b>
			<input type="checkbox"/>	<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				



<p>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)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

TOWN OF ESOPUS PLANNING BOARD  
CONDITIONAL USE /SITE PLAN/ SUBDIVISION CHECKLIST

Received: \_\_\_\_\_

Applicant: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Location: \_\_\_\_\_

Tax Map SBL# \_\_\_\_\_ Zone: \_\_\_\_\_ Property Size: \_\_\_\_\_

Name of Project if Applicable: \_\_\_\_\_

Agent, if any: \_\_\_\_\_

Professional Consultant: \_\_\_\_\_

Consultant's Address/Telephone: \_\_\_\_\_

Purpose of Project: \_\_\_\_\_

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*References:* Conditional Use Permit Codes and Site Plan Approval Codes can be found in the Code of the Town of Esopus, Part II, Article IX, Section 123-46 & 47 respectively. Map elements for these requests can be found under Section 123-47.D. Subdivision Code can be found in the Code of the Town of Esopus, Part II, Section 107 with map requirements under 107-27., 28. & 29. Waiver requests for subdivision regulations must be made in writing in accordance with Section 107-7 of the Town Code.

*Instructions:* Check each item when completed; use additional space or separate sheet for any lengthy explanations. Fill in all the spaces - mark as "n/a" if the item is not applicable.

1. QUALIFYING MAP FEATURES, FOR SUPPORT OF Main Map Features in Item #2 below:

- a. Name and address of the owner of record on map \_\_\_\_\_
- b. Professional seal of preparer \_\_\_\_\_
- c. Identifying title of Site Plan/Subdivision and date \_\_\_\_\_
- d. AS A BLOCK: (See samples attached)
  - (1) Owner's consent to file block \_\_\_\_\_
  - (2) Planning Board approval signature block \_\_\_\_\_
- e. Area (location) map in a block (See sample attached) \_\_\_\_\_
- f. Tax Map in a block with Section/Block/Lot # \_\_\_\_\_
- g. Bulk Standards Chart of zone for project location \_\_\_\_\_  
(See sample attached) \_\_\_\_\_

PB Checklist/-2-

h. As map note and complete separate document to be reviewed and accepted by Planning Board attorney and/or engineer, the proposed wording of:

- (1) Any covenants
- (2) Deed restrictions/association agreements/easements/  
right-of-ways
- (3) Road dedication/reservation
- (4) Area summary
- (5) Drainage District

i. Name/addresses of adjacent owners (surrounding subject site: i.e., directly abutting and across the street; *will be cross-checked by office*)

j. Plats sheets shall not be larger than 34 inches by 44 inches. Horizontal scales of one inch equals no more than 100 feet and vertical scales of one inch equals no more than 20 feet shall be used.

2. MAIN MAP SECTION, depict:

- a. Entire parcel
- b. Location of boundaries
- c. All adjacent parcels
- d. Existing lot lines to remain (as solid lines)
- e. Proposed new lot lines (as solid lines)
- f. Lot lines to be deleted (as dashed lines)
- g. Existing roads
- h. Proposed new roads
- i. Rights of way, easements, other reservations (with map notes as applicable)
- j. North arrow
- k. Railroads
- l. Community facilities
- m. Utility trunklines
- n. Existing school, zoning, special district boundaries within 500' of subject site
- o. Nature/location of all other existing site features, such as:
  - (1) wetlands/water bodies/watercourses
  - (2) wooded areas
  - (3) rock outcrops
  - (4) single trees @ diameter breast height 12" or more
  - (5) Indicate site features to be retained/removed
- p. Area of Disturbance (outline & total sq. ft. should be noted)

PB Checklist/-3-

3. STRUCTURES:

- a. location of all existing buildings/structures
- b. other existing man-made features:
  - (1) on site
  - (2) on adjacent sites within 100 feet
  - (3) proposed nature/location of any uses not within building, e.g., outdoor storage and display areas
- c. Location and plans/elevations of proposed:
  - (1) buildings
  - (2) other structures
  - (3) accessory structures
  - (4) signs
- d. Tabular analysis of proposed use of all floor space by
  - (1) each floor level
  - (2) separate occupancy (multi-family)

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4. ACCESS/EGRESS/VEHICULAR CHANNELIZATION

- a. Location/design of all driveways; including profiles
- b. Parking
- c. Loading areas
- d. Improvements to adjoining streets for safe and convenient flow of traffic to/from/within the site
- e. Road Trees
- f. Road Signs

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5. UTILITIES/INFRASTRUCTURE

- a. Any existing/new construction or renovations involving street lighting fixtures, poles in developments installed in compliance with Central Hudson specifications
- b. fire hydrants
- c. Exact locations and size of:
  - (1) all water, gas, other underground utilities
  - (2) related structures
- d. Location/design of proposed water supply
- e. Location/design of sewer or septic system
- f. Location/design stormwater drainage systems
- g. Relate above to off-site facilities services, systems
- h. Impact of proposed site development on above

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PB Checklist/-4-

6. LOCATION/DESIGN of all other proposed improvements:

- a. signs
- b. exterior lighting
- c. recreational facilities
- d. fences
- e. walls
- f. refuse enclosures
- g. buffer screening
- h. landscaping

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7. CONTOURS AND BENCHMARKS:

- a. Existing contours indicated at intervals of 10, five or two feet as determined by the Planning Board
- b. Reference USGS/other approved benchmarks
- c. Location of 100-year flood boundary

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- a. erosion control
- b. protection of existing vegetation
- c. noise control
- d. limits on hours of operation
- e. access route/construction vehicles
- f. other measures as may be appropriate; explain

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9. SEQR form as applicable:

- a. Short Form EAF, or
- b. Long Form EAF
- c. Plus, if applicable, because of site location within an RF District (See zoning map), completion of Coastal Assessment Form in compliance with Local Waterfront District/Local Waterfront Revitalization Program approved by the Town Board and NYS Dept. of State in July 1987)

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10. Staging/Phasing Plan with Ultimate Development Potential depicted for entire parcel build-out, to address and resolve any segmentation issues

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PB Checklist/-5-

11. Bonding for the following items may be requested by the Planning Board for the following:

- a. Landscaping \_\_\_\_\_
- b. Road Work \_\_\_\_\_
- c. Erosion Control \_\_\_\_\_
- d. Site Work for Commercial Sites, i.e. paving/curbing/lighting, etc. \_\_\_\_\_
- e. Drainage Districts \_\_\_\_\_

12. SUMMARY OF MATERIALS SUBMISSION:

- a. Ten (10) copies of plat, revision dates evident \_\_\_\_\_
- b. Application form \_\_\_\_\_
- c. Fee as per schedule (See attached) \_\_\_\_\_
- d. Copy of Tax Map \_\_\_\_\_
- e. Deed \_\_\_\_\_
- f. Letter of Agent/Authorization \_\_\_\_\_
- g. SEQR Form \_\_\_\_\_
- h. This checklist completed \_\_\_\_\_
- i. Cover letter to PB with brief summary of project, e.g. scope, purpose, plans for development \_\_\_\_\_
- j. Any related documents \_\_\_\_\_
- k. Any waiver requests \_\_\_\_\_

REFERENCE NOTE: following any Planning Board approval, if applicable, applicant must apply to Town of Esopus Building Dept. for a building permit for all construction and/or structural renovations. The Building Dept. will issue a C.O. (Certificate of Occupancy) upon satisfaction of conditions of approval and final inspection. It is necessary that the applicant follow this procedure to avoid future difficulties with code compliance, and with any title search deficiencies at the time of any sale or refinancing.

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IN-HOUSE USE ONLY:

- 1. Additional pertinent information from the ZBA: \_\_\_\_\_
- 2. Additional pertinent information from the Building Inspector/Zoning Enforcement Officer: (i.e., outstanding violations, etc.) \_\_\_\_\_
- 3. Comments of the PB reviewer/consultant: \_\_\_\_\_

PB Checklist/-6-

4. Results of records search:

a. History of the site \_\_\_\_\_

b. Referrals: \_\_\_\_\_

(1) Highway \_\_\_\_\_

(2) Engineer \_\_\_\_\_

(3) Planner \_\_\_\_\_

(4) Recreation \_\_\_\_\_

(5) Fire Dept. \_\_\_\_\_

(6) UCHD \_\_\_\_\_

(7) UCPB \_\_\_\_\_

(8) NYS DOT \_\_\_\_\_

(9) Water/Sewer \_\_\_\_\_

(10) Attorney \_\_\_\_\_

(11) WFAB \_\_\_\_\_

(12) Env. Bd. \_\_\_\_\_

(13) ZBA \_\_\_\_\_

5. Escrow Account Established (date/amount) \_\_\_\_\_

Documents reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

PLANNING BOARD TOWN OF ESOPUS  
ULSTER COUNTY, NEW YORK

APPLICATION FOR A SPECIAL  
USE PERMIT \ SITE PLAN APPROVAL

(PURSUANT TO LOCAL LAW NO 19, TOWN OF ESOPUS, ULSTER COUNTY, NY)

**NOTE:** A site plan as set forth in Sections 123.46.B and 123.47.D must be accompany this application.

**A. Purpose of Application**

\_\_\_\_\_ Special Use Permit  
\_\_\_\_\_ Site Plan Approval

TO BE COMPLETED BY BOARD:

APPLICATION NO

DATE RECEIVED

PUBLIC HEARING  
APPROVED      DISAPPROVED

DATE OF FINAL ACTION

**B. Location of Property**

Street Address \_\_\_\_\_

Tax Map No: \_\_\_\_\_

(Section)

(Block)

(Lot)

**C. Owner of Record**

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**D. Applicant (if other than Owner of Record)**

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**E. Description of Proposed Use**

Type of Use (as listed in Article III, Use Regulations)

The proposed use will be located in: an existing building \_\_\_\_\_  
an addition to an existing building \_\_\_\_\_  
a new building \_\_\_\_\_

(continued)

Brief description of proposed development (size and number of buildings, number of employees, number of parking spaces and other development features).

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**F. FOR SPECIAL USE PERMIT ONLY**

Is the proposed use included under Article III. Which sets forth standards for certain uses subject to conditional use permits?

If yes, indicate which paragraph number \_\_\_\_\_

**G. SIGNATURES**

Owner of Record \_\_\_\_\_

Application (if other than owner) \_\_\_\_\_

Agent of Applicant (if any) \_\_\_\_\_

## 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				



<p>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)?          If Yes, explain purpose and size: _____          _____          _____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?          If Yes, describe: _____          _____          _____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?          If Yes, describe: _____          _____          _____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

**PRINT FORM**

TOWN OF ESOPUS PLANNING BOARD  
CONDITIONAL USE /SITE PLAN/ SUBDIVISION CHECKLIST

Received: \_\_\_\_\_

Applicant: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Location: \_\_\_\_\_

Tax Map SBL# \_\_\_\_\_ Zone: \_\_\_\_\_ Property Size: \_\_\_\_\_

Name of Project if Applicable: \_\_\_\_\_

Agent, if any: \_\_\_\_\_

Professional Consultant: \_\_\_\_\_

Consultant's Address/Telephone: \_\_\_\_\_

Purpose of Project: \_\_\_\_\_

*References:* Conditional Use Permit Codes and Site Plan Approval Codes can be found in the Code of the Town of Esopus, Part II, Article IX, Section 123-46 & 47 respectively. Map elements for these requests can be found under Section 123-47.D. Subdivision Code can be found in the Code of the Town of Esopus, Part II, Section 107 with map requirements under 107-27., 28. & 29. Waiver requests for subdivision regulations must be made in writing in accordance with Section 107-7 of the Town Code.

*Instructions:* Check each item when completed; use additional space or separate sheet for any lengthy explanations. Fill in all the spaces - mark as "n/a" if the item is not applicable.

1. QUALIFYING MAP FEATURES, FOR SUPPORT OF Main Map Features in Item #2 below:

- a. Name and address of the owner of record on map \_\_\_\_\_
- b. Professional seal of preparer \_\_\_\_\_
- c. Identifying title of Site Plan/Subdivision and date \_\_\_\_\_
- d. AS A BLOCK: (See samples attached)
  - (1) Owner's consent to file block \_\_\_\_\_
  - (2) Planning Board approval signature block \_\_\_\_\_
- e. Area (location) map in a block (See sample attached) \_\_\_\_\_
- f. Tax Map in a block with Section/Block/Lot # \_\_\_\_\_
- g. Bulk Standards Chart of zone for project location \_\_\_\_\_  
 (See sample attached) \_\_\_\_\_



3. STRUCTURES:

- a.. location of all existing buildings/structures
- b. other existing man-made features:
  - (1) on site
  - (2) on adjacent sites within 100 feet
  - (3) proposed nature/location of any uses not within building, e.g., outdoor storage and display areas
- c. Location and plans/elevations of proposed:
  - (1) buildings
  - (2) other structures
  - (3) accessory structures
  - (4) signs
- d. Tabular analysis of proposed use of all floor space by
  - (1) each floor level
  - (2) separate occupancy (multi-family)

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4. ACCESS/EGRESS/VEHICULAR CHANNELIZATION

- a. Location/design of all driveways; including profiles
- b. Parking
- c. Loading areas
- d. Improvements to adjoining streets for safe and convenient flow of traffic to/from/within the site
- e. Road Trees
- f. Road Signs

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5. UTILITIES/INFRASTRUCTURE

- a. Any existing/new construction or renovations involving street lighting fixtures, poles in developments installed in compliance with Central Hudson specifications
- b. fire hydrants
- c. Exact locations and size of:
  - (1) all water, gas, other underground utilities
  - (2) related structures
- d. Location/design of proposed water supply
- e. Location/design of sewer or septic system
- f. Location/design stormwater drainage systems
- g. Relate above to off-site facilities services, systems
- h. Impact of proposed site development on above

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PB Checklist/-4-

6. LOCATION/DESIGN of all other proposed improvements:

- a. signs
- b. exterior lighting
- c. recreational facilities
- d. fences
- e. walls
- f. refuse enclosures
- g. buffer screening
- h. landscaping

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\_\_\_\_\_  
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PB Checklist/-6-

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