

TOWN OF SHAWANGUNK PLANNING BOARD SUBMITTAL OF COMPLETE APPLICATION
Meetings are held on the FIRST / LAST Tuesday of the Month – limited to five (5) appearances

Submit twelve (12) copies of the following:

Application Form – **MUST** have “Original Signatures signed by **ALL** owner(s) and applicant(s)
Copy of All Deeds of all properties involved
Copy of Tax Map – if applies submit copy of NYSDEC Map, Flood Map, Federal Wetland Map
EAF short form / Full EAF for if required / requested [LINK: www.dec.ny.gov/eafmapper/](http://www.dec.ny.gov/eafmapper/)
Survey / Site Plan maps
Fee – for various applications please see Town Board fee schedule *Stormwater Fee may be required at final

“The Planning Board reserves the right to request additional information / materials
if warranted or make special concessions on a case by case basis.”

An application shall not be deemed complete until such time that the following data are submitted.
An application shall be deemed complete by the Planning Board prior to moving forward for a Public Hearing.

Any waivers from the data required to be submitted in conjunction with a site plan and / or subdivision plan shall be made in writing to the Planning Board and approved by same.

And the following items are to be on the survey / site plan:

- No subdivision or site plan shall be considered complete until all on-site freshwater wetlands have been delineated, surveyed, and depicted on the plan; it will not be considered complete until verified by the Town wetland consultant, NYS DEC or the ACOE has signed off.
- All on-site wetlands, detention basins and floodplain shall be delineated for purposes of determining the development yield in accordance with Local Law No. 8 of 2004, which requires that 100-year FEMA floodplains, NYSDEC and ACOE freshwater wetlands be excluded from the minimum lot area calculation. Unless the wetland delineation is submitted to ACOE for jurisdiction determination, the Town shall assume that all on-site wetlands are ACOE-regulated.
- The Town requires the subdivision / site plan disclose the name of the person who has delineated the wetland and the date of the delineation, field data sheets are to be submitted with the application. The subdivision / site plan shall include a note or notes as follows:
 - *“I, (name), hereby certify that I delineated the freshwater wetlands shown herein on (date). Wetlands have been delineated in accordance with the 1987 Corps of Engineers Wetland Delineation Manual, as may be amended from time to time”.*
 - *I, (name) hereby certify that I delineated the freshwater wetlands on (date), which meet the definition provided in section 24-0107(1) of the NYS Freshwater Wetland Act.”*
- Boundary survey with bearings and dimensions; north arrow, scale, date; noted easements and deed restrictions; adjoining property owners; names, locations and widths of adjacent street.
- Zoning District in which the parcel is located; proposed use; and bulk table indicating all requirements of the zoning district; a Legend and Location Map.
- Location of existing site features, including wetlands, flood plain, topography (two-foot contour) and existing manmade improvements.
- Proposed lot layout, showing proposed improvements, including house, well, septic and driveway location(s), detail(s) and grading plan.
- Building setbacks to be shown proposed / existing, including a building envelope and all requirements for house relocation note.
- Standard erosion and sediment control details, including limits of disturbances with calculations of area.
- Typical notes to be shown, such as the note indicating that lands within 25’ of the centerline of a town/county road to be deeded or dedicated to the Town / County for highway purposes.
- Permission for Town Engineer, Consultants, Open Space Committee & Planning Board for Site Visits.

Town of Shawangunk Planning Board, P.O. Box 247, Wallkill, NY 12589
(845) 895-3356 / 895-2162 Fax

SPECIAL USE BEING SOUGHT (recite applicable provision of zoning law): _____

Name of Applicant _____ Phone _____

Mailing Address _____

Name of Property Owner (if different from Applicant) _____

Mailing Address _____

Name of Applicant's Agent: _____ Phone _____

Mailing Address _____

All correspondence will be sent to the Applicant's Agent as listed above.

Property Information: _____

Tax Map Number(s) _____ Zoning District _____

Property Address _____ Gross Acreage _____

Existing Road Frontage (in feet) _____ Circle all that apply: Town/County/State/Private Road

Fire District _____ School District _____

Is property in an Agricultural District (certified as per Agriculture and Market Law)? _____

Are Federal Wetlands located on site? _____ If yes, provide acreage _____

Are NYSDEC Wetlands located on site? _____ If yes, provide acreage _____

Is project in a 100-year floodplain? _____ If yes, indicate Flood Zone Panel No. _____

Does project site contain water bodies? _____ If yes, provide acreage _____

Is project in any Critical Environmental Area? _____ If yes, indicate name of CEA _____

Indicate Proposed Method of Water Supply (e.g., individual well, public water): _____

Indicate Proposed Method of Wastewater Treatment (e.g., septic, public sewer): _____

PERMISSION for site visit on property _____ Yes _____ No (check one)
(FOR BOARD MEMBERS / TOWN CONSULTANTS / OPEN SPACE COMMITTEE)

Signature of Applicant(s) _____ Date _____

Signature of Property Owner(s) of Record _____ Date _____

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Attachments:

The following attachments must accompany this application:

1. Site Plan.
2. A written narrative. Provide description of proposed special use and any information required as per the applicable special use permit standards of the zoning law (e.g., hours of operation, parking spaces).
3. Applicable property deed(s) and list Conditions and Restrictions Indicated on Map / Deed _____
4. Short or Long Form EAF, Part 1 --<http://www.dec.ny.gov/eafmapper/>

(For Office Use Only)

Date Application
Received _____

Date Application Deemed
Complete: _____

SEQR Type Action (Planning Board to check one): Type I Type II Unlisted

(Revised 11/08/05)

Town of Shawangunk Planning Board, P.O. Box 247, Wallkill, NY 12589
(845) 895-3356 / 895-2162 Fax

SITE PLAN Being Sought (recite applicable provision of zoning law): _____

Residential Site Plan, the number of proposed dwelling units is _____

For a Commercial Site Plan, the number of proposed square feet is _____

Number of parking spaces required for the above listed site plan is _____ Off Street # _____

Name of Applicant _____ Phone _____

Address _____

Name of Primary Consultant with address, phone & fax _____

Name of Owner(s) _____ Address _____ Phone _____

Tax Map Number(s) _____ Zoning District _____

Property Location _____ Total Acreage _____

Existing Road Frontage _____ Town/County/State/Private Road _____
(circle all that apply)

Fire District _____ School District _____

Federal Wetlands-Yes / No (circle one) if Yes amount of acreage _____ Flood Zone Panel#(if applicable) _____

NYSDEC Wetlands- Yes / No (circle one) if Yes amount of acreage _____

Provision of water supply and disposal of sewerage is by _____

SEQR Classification _____ (To be completed by Planning Board)

Attached written/typed narrative of proposals (i.e. hr. of operation, buildings, parking spaces, etc..)

Critical Environmental Area --Yes / No (circle one) _____ Water Bodies – If existing describe _____

Attach Deed(s) and list Conditions and Restrictions Indicated on Map / Deed _____

PERMISSION for site visit on property-Yes / No (circle one) _____

(FOR BOARD MEMBERS / TOWN CONSULTANTS / OPEN SPACE COMMITTEE upon 24 hours telephone notice. If permission not granted circle "NO")

Signature of Applicant(s) _____ Date _____

Signature of all Owner(s) of Property(s) _____ Date _____
(If different than applicant)

(For Office Use Only)

Date Application Received _____

Date Application Deemed Complete: _____

(Revised 11/08/05)

Town of Shawangunk

Building Field Report

Name: _____ Phone: _____

Address: _____

Tax Map Parcel: _____

Location / Directions: _____

To be completed by Building Inspector:

Permit Requested For: _____

Zoning District / Overlays: _____ Lot Size: _____

Lot Size Meets Zoning Requirements: YES _____ NO _____

Front, Side, Rear Setbacks Meet Requirements: YES _____ NO _____

Driveway Permit Required: YES _____ NO _____

State Highway: _____ County Highway: _____ Town Highway _____

Flood Zone: YES _____ NO _____ Flood Panel #: _____

Wetland Designation: State Quadrangle _____ Federal _____

Critical Environmental Area: YES _____ NO _____ Ridge _____ Aquifer _____

Recreation River Corridor: YES _____ NO _____

Permit Issued: YES _____ NO _____

Reason for Denial: _____

Inspector's Comments: _____

Date: George Sawyer, Code Enforcement / Building Inspector

Town of Shawangunk Planning Board
PO Box 247 14 Central Avenue
Walkill, NY 12589 (845) 895-3356

Agricultural Data Statement

In accordance with Section 283-a of the New York State Town Law, the Town of Shawangunk will use this statement to assist in evaluating impacts of proposed project on agricultural farm operations in agricultural districts. **Applicant must fill out this form when submitting an application to the Planning Board.**

A. GENERAL APPLICATION INFORMATION

Name of Applicant: _____

Address of Applicant: _____

Description of Proposed Project: _____

Location of Proposed Project: Tax Map Number(s): _____

Location (street address) _____ Project Acreage: _____

B. AGRICULTURAL DATA FOR PROJECT SITE

Is any portion of the site being used for agricultural purposes? Please check yes or no.

() **YES. Please provide detail:**

How many acres? _____

Type of agricultural product. _____

Indicate the person or entity farming the land _____

Is the land () owned or () rented/leased? (Please check one)

What are the intentions for the use of the remainder of the agricultural land that is part of the proposal?

Who will maintain the remainder of the agricultural land not being used for this development?

() **NO. Indicate the last year used for an agricultural purpose, if applicable** _____

C. ADJOINING AGRICULTURAL USES

Identify any farming operations within 500 feet of the project site. Include: Tax Map Number(s) and Owner(s)
Name: _____

For Town Use Only – General Municipal Law Referral

Has the Agricultural Data Statement been referred to County Planning as per GML 239-m or 239-n?

() Yes Date of Referral: _____ Referral Number: _____

() No Reason: _____

Name/Title: _____ Date: _____ (Form: rev.2/28/13)

New York State
Department of Environmental Conservation
SEQRA Forms: Short EAF / Long EAF

The application process now requires completing the SEQRA Forms on line and submitted with your application. Please fill out the Short EAF, the Planning Board will advise if a Long EAF is to be filled out.

Please follow this link:

<http://www.dec.ny.gov/eafmapper/>

If you require assistance – please call or come in to speak with the Planning Board Secretary

Shawangunk Planning Board

Office hours: 12:00 – 4:00 pm

(845) 895-3356 extension 1

planning@shawangunk.org

Town of Shawangunk Planning Board Site Plan Review Checklist

1.	Name of project, boundaries, date, north arrow, scale and date(s) of the plan. Name and address of the owner of record, developer and seal of the engineer, architect or landscape architect. If the applicant is not the record owner, a letter of authorization shall be required from the owner.
2.	An existing conditions map, showing existing buildings, roads, utilities and other man-made features, as well as topography and all existing natural land features that may influence the design of the proposed use such as rock outcrops, landscaped areas, single trees eight or more inches in diameter located within any area where clearing will occur, forest cover, soils (including prime and statewide important agricultural soils), ponds, lakes, wetlands and watercourses, aquifers, floodplains and drainage retention areas.
3.	A Site Plan, drawn at a scale and on a sheet size appropriate to the project. Zoning Districts shall be identified on the Site Plan as well as any Overlay Districts that apply to the property.
4.	Existing and/or proposed buildings:
a.	Setbacks (front/side/rear yards) according to zoning districts.
b.	Building height, number of floors, proposed use for building, all exterior entrances
c.	Square footage of existing/proposed structures.
d.	Projected number of employees, residential units or seating for parking requirements
e.	Location of all present and proposed public and private ways, off-street parking areas, driveways, outdoor storage areas, sidewalks, ramps, curbs, paths, landscaping, walls and fences. Location, type and screening devices for all waste disposal containers shall also be shown.
f.	Days and hours of operation
g.	Elevations of building, showing design elements, materials and colors. Photos of existing buildings
5.	For new construction or alterations to any structure, a table containing the following information shall be included:
a.	Estimated area of structure currently used and intended to be used for particular use such as retail, office, storage etc.
b.	Estimated maximum number of current and future employees, where applicable
c.	Maximum seating capacity, where applicable
d.	Number of parking spaces existing and required; number of parking spaces provided, designated handicapped spaces for the intended use. (Show computations indicating how the number of spaces was determined)
6.	Grading and drainage plan showing existing and proposed contours, on site and extending 50 feet into properties adjoining the site including, where applicable, existing storm sewer system and proposed storm sewer improvements.
7.	Limits of clearing and grading
8.	The location of all present and proposed utility systems including:
a.	Sewage or septic system <i>NOTE: If a private sewage system is proposed, plans for system shall be stamped approved by Ulster County Health Department prior to issuance of building permit</i>
b.	Water supply system
c.	Telephone, cable and electrical systems
d.	Storm drainage system including existing and proposed drain lines, culverts, catch basins, headwalls, endwalls, hydrants, manholes, outfalls and drainage swales.
9.	Access to any streets or nearest intersections, and location of driveways of adjacent properties
10.	Proposed parking, circulation layout and display areas. Show locations and dimensions, loading/stacking facilities and access points for motor vehicles and pedestrians.
11.	Existing and/or proposed easements
12.	Proposed landscaping plan
13.	Location of existing/proposed exterior lighting. Photometric plan and cut sheets for lighting fixtures

Town of Shawangunk Planning Board
Site Plan Review Checklist *continued*

14.	Proposed wall, freestanding or ground sign locations. Provide sign detail showing size, letter style, colors, materials, proposed lighting and height above grade.
15.	Photographs of site
16.	Environmental Assessment Form (Short form required initially)
17.	Is this property listed on the State or National Register of Historic Places? YES _____ NO _____
18.	Is this property located in an archeologically sensitive area? YES _____ NO _____
20.	Other information that may be deemed necessary by the Planning Board.

At the November 28, 2006 Planning Board meeting the Board reaffirmed their Policy as noted within the July 5, 2006 Planning Board Minutes for the House Relocation Note.

A motion was made by Mark Watkins, seconded by Carol Scofield to maintain and keep as Planning Board Policy the House Relocation Note as read into record by the Planning Board Secretary as stated in the July 5, 2006 Planning Board Minutes. Applications that have not received a Negative Declaration, Finding Statement or Preliminary Approval as of November 28, 2006 are required to adhere to the House Relocation Note and required to put on all Site Plan and Subdivision Plats. Vote: All Ayes. Absent: None.

Board Policy: Tim Miller Associates dated 5/1/06 previously entered into record. Ms. Franson submitted a standard note used by the Town of Montgomery for house location, supplied to Ms. Franson by Richard Hoyt, Esq. for the Board to review.

Ms. Franson suggested that the Board consider using a 100' radius circle for a building envelope.

The Board discussed the House Relocation Note and the 100' radius circle opposed to the current building envelope. The Board said item (a.) relocation dwelling percentage should be changed and agreed that the relocation of a dwelling remains on 20% of the area of the originally approved dwelling location and meets all set back lines.

The following House Relocation Note has been set to Planning Board Policy as described below:

House Relocation Note: "The owner / builder of each lot shall be allowed to relocate the dwelling shown on the approved final plan without further Planning Board approval provided that the following requirements are met. If all of these requirements cannot be met, the matter must be referred back to the Planning Board for further review and approval.

- a. The relocated dwelling remains on twenty percent (20%) of the area of the originally approved dwelling location and meets set back lines.
- b. The relocated house is within required setback lines.
- c. The well shall not be relocated and the sewage disposal system shall not be relocated off the area where approved percolation tests were recorded. If the project was approved by the Ulster County Department of Health, relocation of wells and sewage disposal systems are subject to all of the terms and conditions of such approval, including the prohibition of any such relocations, if so stated.
- d. The driveway meets maximum grade requirements.
- e. The sewage from the dwelling will discharge by gravity to the sewage disposal field unless a lift or pump station has already been approved for the lot.
- f. Drainage patterns on the lot may not be changed so as to adversely impact adjacent properties.
- g. Driveway curb cut or lot access may not be relocated.
- h. House location shall not be shifted onto an environmentally sensitive site feature such as a Federal or State Wetland or Buffer.
- i. House location shall not be shifted into a previously approved agricultural buffer.
- j. House shall not be shifted in a location in which is otherwise in contravention of a requirement of the subdivision regulations, Zoning Law, as may be amended, or of the Findings or Determination under the SEQRA for the subdivision of which the house lot is a part.
- k. There shall be a mapped distance from property line to 3 sides of the dwelling.

The Board hereby declared set as policy for the Planning Board that the above house relocation note will be required to appear on the Site Plan, Special Use and Subdivision and a copy of the Note will be recorded in the Ulster County Clerk's Office so as to appear in the chain of Title.

These notes are for Special Use/Site Plan

FEDERAL WETLAND NOTE:

Federally-regulated wetlands are present on this property. Any activity which results in the dredging or filling of federally-regulated wetlands shall require coverage under a nationwide general permit or individual wetland permit from the U.S. Army Corps of Engineers. Prior to disturbance, the property owner shall contact the U.S. Army Corps of Engineers New York District Office to ensure compliance with Section 404 of the Clean Water Act.

Agricultural Note:

Property near this site may be in active agricultural operation and productions and residents must be aware that such property may be protected by New York State "Right to Farm Laws" as regulated by the Dept. of Agriculture and Markets. From time to time during and prior to the normal growing season land and crops may be sprayed from the ground or by air. Manure may be applied, and periodic noise and dust may occur from machinery operation and crop drying facilities at various times throughout the year. Occupants of this site should be aware of this action by other area property owners.

These notes are for Subdivision Plans:

FEDERAL WETLAND NOTE:

Federally-regulated wetlands are present on this property. Any activity which results in the dredging or filling of federally-regulated wetlands shall require coverage under a nationwide general permit or individual wetland permit from the U.S. Army Corps of Engineers. Prior to disturbance, the property owner shall contact the U.S. Army Corps of Engineers New York District Office to ensure compliance with Section 404 of the Clean Water Act.

Agricultural Note:

Property near this property may be in active agricultural operation and productions and residents must be aware that such property may be protected by New York State "Right to Farm Laws" as regulated by the Dept. of Agriculture and Markets. From time to time during and prior to the normal growing season land and crops may be sprayed from the ground or by air. Manure may be applied, and periodic noise and dust may occur from machinery operation and crop drying facilities at various times throughout the year. Occupants of this property should be aware of this action by other area property owners.

(Revised 7/5/13 RH and BF 8/15/13)

TOWN STAMP: Plotted on Site Plans and Survey Plans

Approved by resolution of the Planning Board of the Town of Shawangunk, Ulster County, New York, on the _____ day of _____, 20____ subject to all requirements and conditions of said resolution. Any changes, erasure, Modification or revision of the Plat as approved, shall void this approval. Signed this _____ day of _____, 20____.

Chairman

Secretary

Town of Shawangunk Highway Department

16 Kings Lane PO Box 247

Wallkill, NY 12589

Telephone: (845) 895-3620

Fax: (845) 895-9723

Office of the
Superintendent

Monday – Friday 7:00 – 3:00 p.m.

Joe Lo Cicero

TO OBTAIN AN ACCESS PERMIT ON A TOWN ROAD

SUBMIT THE FOLLOWING WITH THIS FORM TO THE ADDRESS ABOVE:

- Send a check in the amount of \$150.00 payable to the Town of Shawangunk (revised 1/10/18 TB fee schedule)
- **A Plot Plan showing the location of the proposed driveway location and/or approved driveway from the approved subdivision map**
- Name of the road
- The Section Block & Lot Number of the parcel
- Name, mailing address and telephone number(s)

“THE APPROVED SUBDIVISION MAP FOR LOCATION OF DRIVEWAY MUST BE ATTACHED”

**DRIVE A STAKE IN THE CENTER OF THE PROPOSED DRIVEWAY
PUT YOUR NAME CLEARLY ON THE STAKE
THEN CALL THE HIGHWAY DEPARTMENT FOR VERIFICATION FOR SITE LOCATION**

The Superintendent and/or Town Engineer will check the site for approval THEN your 911 # will be issued by the Assessor's Office, it will be noted on your driveway permit you receive in the mail. If the stake is not in place with your information, there will be a **DELAY** in receiving our permit.

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

SECTION-BLOCK-LOT # _____

ROAD NAME FOR DRIVEWAY LOCATION _____

Town of Shawangunk
Schedule I
Zoning District Bulk Requirements⁶

Bulk Regulation / District Reference Subsection	RS-1 §177-6.B.	RS-2 §177-6.C.	R-Ag 1 §177-7.D.	R-Ag 2 §177-7.E.	R-Ag 3 §177-7.F.	R-Ag 4 §177-7.G.	H-1 §177-7.H.	SB §177-7.I.	HGW §177-6.J.	MB-C §177-6.K.	A-I §177-6.L.
Minimum lot area ⁷											
Without public water & sewer	7 ac.	3 ac.	2 ac.	2 ac.	2 ac.	2 ac.	3 ac.	1 ac.	1 ac.		1 ac.
With public sewer	7 ac.	3 ac.	15,000 sf	1 ac.	2 ac.	2 ac.	20,000 sf	10,000 sf	30,000 sf		1 ac.
With public water & sewer	7 ac.	3 ac.	10,000 sf	1 ac.	2 ac.	2 ac.	15,000 sf	5,000 sf	20,000 sf	50 ac.	1 ac.
Maximum yards											
Front (feet)							30		25		25
Minimum yards											
Front (feet)	50	50	35	35	50	75	20	30	5		50
Rear (feet)	100	100	50	50	100	100	25	50	20		30
Side											
One (feet)	50	50	35	35	50	50	10	25	10		25
Both (feet)	100	100	70	70	100	100	25	25	10		50
Minimum lot width (feet) ⁸	250	250	150	200	250	250	80	150	50		200
Minimum lot depth (feet)	200	200	150	200	200	200	100	150	100		200
Maximum impervious coverage (%) ⁹	15	15	15	15	15	15	30	30	60	35	50
Maximum height											
Stories	3	3	3	3	3	3	3	3	3		3 ¹⁰
Height (feet)	35	35	35	35	35	35	35	35	35		35

sf = Square feet; ac. = acre

⁶ See §177-84 regarding grandfathering provisions. See also applicable provisions for the BH-O and AQ-O districts which may vary from the requirements set forth in this Schedule I.

⁷ See subsection 177-36 for the minimum lot size applicable to cluster subdivisions.

⁸ Minimum lot width measured at setback line for zone district as specified by front yard dimensions on this schedule; minimum lot width of flag lots shall be measured between the side lot lines at the front line.

⁹ Within the aquifer protection overlay, the maximum impervious coverage is limited to 30%. Where the base zoning district impervious coverage limitation varies from the AQ-O district limitation, the more restrictive impervious coverage limitation shall apply.

¹⁰ See additional height limitations set forth in §177-13.B.