



# **TOWN OF SAUGERTIES**

## **Planning Board**

### **APPLICATION FOR PLANNING BOARD ACTION**

### **SUBDIVISION & LOT LINE CHANGES**

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# PLANNING BOARD FEE SCHEDULE

(Effective 2/24/22)

## General

Type	Amount	Due
Workshop Fee	\$75.00 for 30 minutes	Before appointment
Application Fee for all submissions	\$100.00	with application
Consultant Fees	All additional Engineering, Attorney and Consulting fees will be charged back to the applicant in addition to all Planning Board fees before site plan or subdivision plat is signed	
Escrow		
Site Plans	\$1,000.00 (to be replenished when balance with application falls below \$300.00)	
Subdivisions- Major (3 or more lots)	\$1,000.00 min + \$250.00 for each lot beyond the third e.g. 3 lots = \$1,000.00, 4 lots = \$1,250 etc.	
Performance Bonds	All bonding for improvements must be in place before the site plan or subdivision plat is signed	

## Subdivisions & Lot Line Revisions

Type	Amount	Due
Sketch Plan Review	\$150.00	with application
Preliminary Plan Review	\$300.00 + \$200.00 per lot or dwelling unit	with application
Emergency Fees (Major Subdivisions)	\$800.00 per lot or dwelling unit	prior to final approval
Recreation Fees (Major Subdivisions)	\$1,200.00 per lot or dwelling unit	prior to final approval
Inspection Fees	2% of required improvements	prior to final approval

## Site Plans

Type	Amount	Due
Site Plan Review	\$250.00	with application
New Structures	\$100.00 per 1,000 sq.ft up to 5,000 sq.ft \$ 50.00 for each additional 1,000 sq.ft.	prior to final approval
New Paved Area	\$.10 per sq. ft	prior to final approval
Recreation Fees	\$1,200.00 per lot or dwelling unit	prior to final approval
Emergency Fees	\$800.00 per lot or dwelling unit	prior to final approval

**Special Use Permits** \$100.00 + site plan fees with application

**Any additional Engineering, Attorney and Consulting fees will be charged back to the applicant in addition to all Planning Board fees.**

**ALL FEES ARE NON-REFUNDABLE**

# General Subdivision Application

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

Application #: \_\_\_\_\_

## Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Consultant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Owner (if not applicant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Address: \_\_\_\_\_

\_\_\_\_\_

Project Name (if applicable): \_\_\_\_\_

Tax Map Designation: Section # \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_

For Lot line Revisions: list any other properties that may be affected by the change

Section # \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_

Section # \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_

Area of Site: \_\_\_\_\_ (sq ft. or acres) Number of lots to be created: \_\_\_\_\_

Has the lot being proposed for subdivision resulted from a previous subdivision within the last three years? \_\_\_\_\_

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

Describe the existing character of the site in terms existing buildings, natural features, and access:

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**Describe how the proposed subdivision might affect the conditions described above:**

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**Indicate intended uses for the properties involved:**

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**Signatures**

I hereby give permission to the Town or the Town's legal representative to visit the site and conduct an on site inspection.

The applicant/owner or agent will be responsible for the fees as posted.

I agree to thoroughly read and understand the instructions for submission.

**Applicant Name (Please Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agent Name (Please Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

Place Stamp Here

My Commission Expires: \_\_\_\_\_

**\*\*If the applicant will be using an agent, a Representative Authorization Form must be notarized and submitted. Please see Page 9\*\***

*•Please note you or a representative needs to be present at the next regularly scheduled Planning Board meeting in order for the application to be considered complete*

# Subdivision General Procedure & Review Checklist

The following checklist reflects the Planning Board review process and the information required for **subdivision** applications to the Planning Board. When plans are submitted, they will be evaluated to ensure that these minimum requirements are depicted. When particular requirements can not be met, then waivers may be requested for individual items.

## General Procedure:

1. Pre- Application Workshop
2. Sketch Plat showing general concept
3. Preliminary/Final Plat showing proposal in detail
4. Public hearing
5. Review by non-town agencies
6. Planning Board approval by resolution
7. Submission of Preliminary/Final Plat
8. Signing of plat by board
9. Filing of plat in County's Clerk Office

## Workshop

- 1) \_\_\_\_ Payment of Workshop Fee
- 2) \_\_\_\_ A completed Workshop Application
- 3) \_\_\_\_ There are no particular plan requirements for the workshop. But the applicant should bring any material that will assist discussion of the project. These might include site photos, existing surveys, and conceptual drawings.

## Sketch Plat

- 1) \_\_\_\_ Completed General Subdivision Application  
**(1 original, 9 hard copies and a digital version of all documents being submitted)**
- 2) \_\_\_\_ Payment of Application Fee, Escrow Account, Sketch Plat Review Fee
- 3) \_\_\_\_ Completed and signed Short Environmental Assessment Form
- 4) \_\_\_\_ The Sketch Plat should be at a scale of no more than 100 feet to the inch and shall be submitted on uniform size sheets not larger than 36 by 48 in. However, 11 by 17 in. is preferred. Where more than one sheet is required, a scaled map showing the entire subdivision on one sheet shall be prepared. The Sketch Plat must contain the following details, but may also usefully contain elements required for the Preliminary Plat.
  - a) \_\_\_\_ Date of preparation, approximate true north point, title "Sketch Plat", and the graphic Scale
  - b) \_\_\_\_ The name and address of the owner or owners of the land to be subdivided, the name and address of the subdivider if other than the owner, the name of the land surveyor or licensed engineer or individual who prepared the sketch plan, the proposed name of the subdivision, the Town of Saugerties and the Ulster County
  - c) \_\_\_\_ A map location of the tract with respect to surrounding properties and community facilities such as roads, parks, schools. Such map should be at scale of either 2,000 to 800 feet to the inch and shall identify all property in the vicinity of the subdivision held by the subdivider.
  - d) \_\_\_\_ All existing restrictions on the use of land including easements, covenants, zoning lines, or street lines
  - e) \_\_\_\_ A sketch plan on a topographic survey of the area to be subdivided showing in simple form the proposed layout of roads, lots, and other features

- f) \_\_\_\_ A preliminary concept showing the locations and dimensions of principal and accessory structures, parking areas, and other planned features and any anticipated changes in existing topography and natural features

### **Preliminary Plan Approval**

- 1) \_\_\_\_ The Preliminary Plat shall show or be accompanied by the following information, except where requirements have been waived through Sketch Plat review:
- a) \_\_\_\_ All data required for the Sketch Plat, except that it shall be labeled, "Preliminary Plat"
  - b) \_\_\_\_ The location, bearings, and distances of the tract's boundaries by a licensed surveyor, including seal and number
  - c) \_\_\_\_ If topographic conditions are significant as determined by the Planning Board, contours shall be indicated at intervals of five (5) feet or as required by the Board
  - d) \_\_\_\_ The names of all adjoining property owners of record and the names of adjacent developments
  - e) \_\_\_\_ The location and dimensions of public properties, street lines, easements, zoning boundaries, or restrictions on the property
  - f) \_\_\_\_ Location of existing and proposed sewers, water mains, leaching fields, culverts, and storm drains including pipe size and type, grades, direction of flow, and ownership
  - g) \_\_\_\_ The location, width, and approximate grade of all proposed streets with the approximate elevations shown at the beginning and end of each street, at street intersections, and at all points where there is a decided change in slope or direction
  - h) \_\_\_\_ The area of the land included in the subdivision and the approximate location, dimensions, and area of all proposed or existing lots and land to be set aside for recreation and public purposes. The suggested location of buildings on lots will also be shown. All lots shall be numbered.
  - i) \_\_\_\_ Proposed provision of water supply, fire protection, sanitary waste disposal, storm water drainage, street trees, street lighting, fixtures, signs, sidewalks, and easements.
  - j) \_\_\_\_ The location of all existing structures such as buildings and stone walls and all pertinent natural features that may influence the design of the subdivision such as watercourses, swamps, rock outcroppings, wooded areas, and single large trees eight (8) or more inches in diameter measured three (3) feet above the base of the trunk within the subdivision and within 50 feet thereof. Where large trees occur in groupings or clusters, only the general outlines of said groups or clusters need to be shown.
  - k) \_\_\_\_ The location, dimensions and status of all covenants, deed restrictions, or easements proposed by the applicant
  - l) \_\_\_\_ Soil characteristics as determined by the United States Dept. Of Agriculture, where available
  - m) \_\_\_\_ Other data which may influence the design of the proposed subdivision and the health, safety, and welfare of future residents

## Waivers

If the proposed project can not meet the complete site plan checklist, then waivers may be requested. To request that the Planning Board grant a waiver, list the line item letter from above and explain the reasons for the request.

ITEM	EXPLANATION
_____	_____
	_____
	_____
_____	_____
	_____
	_____
_____	_____
	_____
	_____
_____	_____
	_____
	_____

## SEQR Requirement

When completing the Short Environmental Assessment form Part 1 (Pgs. 10-12 of the application packet) please use the following link to create using the NYSDEC EAF Mapper:

<https://gisservices.dec.ny.gov/eafmapper/>



**TOWN OF SAUGERTIES  
PLANNING BOARD**  
Saugerties, New York 12477

I, \_\_\_\_\_, the applicant or agent of this project do hereby agree that I have a copy of the Town of Saugerties Land Subdivision Regulations, which can be found at <https://ecode360.com/13645621>, or that I have read and understand the same Regulations as written.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name





## Letter of Authorization

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I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
to act as my agent in all aspects of my application that has been submitted to the  
Town of Saugerties Planning Board in reference to property located at \_\_\_\_\_  
\_\_\_\_\_.

I understand that my agent will attend all meetings on my behalf and act as a  
liaison between myself and the Planning Board.

\_\_\_\_\_  
Applicant/Owner's Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

-----  
Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

Place Stamp Here

My Commission Expires: \_\_\_\_\_

# ***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 government 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, are adjoining or near the proposed action:  <div style="display: flex; flex-wrap: wrap; padding: 0;"> <div style="width: 25%;"><input type="checkbox"/> Urban</div> <div style="width: 25%;"><input type="checkbox"/> Rural (non-agriculture)</div> <div style="width: 25%;"><input type="checkbox"/> Industrial</div> <div style="width: 25%;"><input type="checkbox"/> Commercial</div> <div style="width: 25%;"><input type="checkbox"/> Residential (suburban)</div> <div style="width: 25%;"><input type="checkbox"/> Forest</div> <div style="width: 25%;"><input type="checkbox"/> Agriculture</div> <div style="width: 25%;"><input type="checkbox"/> Aquatic</div> <div style="width: 25%;"><input type="checkbox"/> Other(Specify): _____</div> <div style="width: 25%;"><input type="checkbox"/> Parkland</div> </div>			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>	N/A  <input type="checkbox"/>  <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<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? If Yes, describe: _____ _____	NO	YES
	<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? If Yes, describe: _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE  Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		