

TOWN OF SHAWANGUNK PLANNING BOARD SUBMITTAL OF COMPLETE APPLICATION

Appearances to be received on the **FIRST DAY** of the Month and will be reviewed on the **LAST TUESDAY** of the Month - limited to five (5) appearances

Submit **12 PACKAGED copies** of the following:

- Application Form- "Original Signatures required" signed by owner(s) and applicant(s)
- Copy of Deed(s) of ALL properties involved
- Copy of Tax Map – this can be obtained at the Assessor's Office
- EAF short form / Full EAF form if required / requested <https://gisservices.dec.ny.gov.eafmapper/>
- Survey maps submit **12 copies** of Subdivision Plan / engineering / architectural drawings
- Fee – for various applications please see Town fee schedule

"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 map:

- 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 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 jurisdictional 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 a bulk table indicating 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.
- 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 road to be deeded to the Town of Shawangunk for highway purposes.
- Permission for Town Engineer, Consultants, Open Space Committee & Planning Board for Site Visits.

TOWN OF SHAWANGUNK
SUBDIVISION CHECKLIST

**AN APPLICATION SHALL BE DEEMED INCOMPLETE UNTIL SUCH TIME THAT
THE PLANNING BOARD FORMALLY DECLARES AN APPLICATION IS COMPLETE**

General Procedures: (Seven Copies of Maps submitted)

1. The applicant for a subdivision shall submit a subdivision application, long form EAF-Part 1, a conservation area map and a conventional subdivision plan. The conservation area map shall be submitted simultaneously with, or prior to, the submission of a cluster subdivision plan. The Planning Board is not required to review the cluster plan until such time that the conventional subdivision plan has been reviewed and a lot count determined.
2. At the request of the applicant, the Planning Board may waive the submission of a conservation area map for a minor subdivision or a subdivision involving a lot line change only. However, relevant environmental data must still be shown for purposes of determining the minimum lot area and ensuring that the plan meets applicable Town regulations.
3. The Planning Board may forward the conservation area map to the Environmental Management Council (EMC) for a determination as to the conservation values of the property utilizing the 11 characteristics identified in 177-18.B.(f) of the cluster provisions. The EMC will report its findings to the Planning Board.
4. The Planning Board will determine whether to waive the submission of a cluster plan in accordance with 177-18.B.(2).
5. The Planning Board will review the conventional subdivision plan and will determine the maximum lot yield.
6. The Planning Board will review the cluster plan upon a determination of the lot yield.
7. Once the Planning Board is satisfied with the conceptual layout of the cluster plan, the conventional subdivision and cluster subdivision plans will be forwarded to the Town Board so that the Town Board may exercise its authority to reject or modify the cluster subdivision plan.
8. Upon the Town Board's recommendations, the Planning Board will advise the applicant of the preferred layout, i.e., the conventional layout or the cluster layout, which shall be designed to meet the requirements of a preliminary subdivision plan prior to setting a public hearing on the plan. The Planning Board may circulate the preliminary plan prior to a public hearing in order to solicit other agency comments.
9. Simultaneously with the public hearing, the Planning Board shall circulate the preliminary plan to reviewing agencies for their comment.
10. The Planning Board shall also adhere to the requirements of the New York State Environmental Quality Review Act, and may request additional information and studies to ensure that the project complies with the intent of same.

The following lists the information to be provided on each plan.

Conservation Area Map

Basic Project Data

1. Vicinity Map at a scale of 1" = 800' or 1" = 2,000'. Existing zoning districts to be shown within 500 feet of the project site and road names clearly shown.
2. Name of Subdivision. Indicate the plan is a Conservation Area Map.
3. Location, bearing, distances of parcel boundary.
4. Direction of True North.
5. Engineering Scale no smaller than 1" = 100'.
6. Outline of all existing structures, wells and septic systems on the site and within 200 feet of the project site.

Environmental Data

1. Existing topographic contours at two-foot (2') intervals with reference to a datum.
2. Location of all surveyed wetlands that meet ACOE definition. ACOE or Town consultant to confirm location of wetlands. In absence of an ACOE jurisdictional determination, all wetlands shall be considered ACOE-regulated.
3. Location of all NYSDEC wetlands and 100-foot buffer with NYSDEC stamp certifying to the location of the wetland and wetland buffer boundaries.

4. Location of all streams, including intermittent streams. Identify stream ID and water quality classification.
5. Locations of all wooded areas, hedgerows.
6. 100-year floodplain.
7. Lands covered by natural and/or constructed water bodies.
8. Slopes over 15 percent on 25 percent or more of the property.
9. Properties listed on the National and/or State Register.
10. Cemeteries, family burial plots.
11. Identify if the property is currently farmed, or located within an agricultural district.
12. Significant viewsheds.
13. Recreational resources.
14. Ecological species (provide NYSDEC and USFWS) letter.
15. Bedrock outcrops or unusual land or geologic formations.
16. Map any area of site within a Critical Environmental Area.

Basic Project Data

1. Vicinity Map at a scale of 1" = 800' or 1" = 2,000'. Existing zoning districts to be shown within 500 feet of the project site and road names clearly shown.
2. Name of Subdivision and indication that this is a Preliminary Sketch Conventional Subdivision Plan
3. Location, bearing, distances of parcel boundary.
4. Direction of True North.
5. Engineering Scale no smaller than 1" = 100'.
6. Outline of all existing structures, approximate location of existing wells and septic systems within 200 feet of the project site.
7. Identify zoning districts, including overlay districts, within which the site is located. Proposed lots must conform to the zoning district(s) in which the site is located.
8. Existing and proposed streets in the subdivision (if applicable), in close proximity and providing access to the subdivision, including the right-of-way and roadway locations and widths, type of roadway surface, street name, and indication of either state, county, town or private road.
9. Names of all adjoining property owners and/or the names of adjacent developments.
10. Name, address and seal of licensed surveyor or engineer with original signatures.
11. Standard notes. (refer to the list at the end of this checklist)

Environmental Data

1. Topographic contours at two-foot (2') intervals with reference to a datum.
2. Location of all ACOE regulated wetlands. ACOE or Town consultant to confirm location of wetlands.
3. Location of all NYSDEC wetlands and 100-foot buffer with NYSDEC stamp.
4. Location of all streams, including intermittent streams. Identify stream ID and water quality classification.
5. Locations of all wooded areas, and locations of all individual trees that exceed 10 inches in diameter that are located within areas to be disturbed.
6. 100-year floodplain.
7. Lands covered by natural and/or constructed water bodies.
8. Identify if the property is currently farmed, or located within an agricultural district.
9. Map any area of site within a Critical Environmental Area.
10. Public and private easements that may limit use of the parcel.

Proposed Layout

1. Identify zoning districts, including overlay districts, within which the site is located. Proposed lots must conform to the zoning district(s) in which the site is located.
2. Lots that meet minimum lot area requirements, including subtraction for environmental conditions. Provide lot lines, gross and net lot acreage and building setback lines.
3. Proposed home and driveway locations.
4. Roads that conform to Town specifications without waivers. Roads shall conform to maximum grade and length requirements.
5. Conceptual locations of wells, septic systems, community wells, community wastewater treatment plant, conforming to all wellhead protection distances and separation requirements.
6. Location of proposed retention/detention basins.
7. Any other information as may be requested by the Planning Board, Town officials, or its designated representatives, if deemed necessary for the complete review of any proposed subdivision/lot line change or site plan review.

Cluster Subdivision Plan

The cluster subdivision plan shall seek to maximize preservation of any sensitive environmental features identified in the Conservation Area Map.

1. All of the items listed in Conservation Area Map listed above, except that the plan shall provide the name of the subdivision and indicate that this is a Preliminary Cluster Subdivision Plan.
2. Locations of all wooded areas, and locations of all individual trees that exceed 10 inches in diameter that are located within areas to be disturbed.
3. Lots that meet minimum lot area requirements as per the cluster regulations. Illustrate proposed lot lines, gross and net lot acreage and building setback lines.
4. Proposed home and driveway locations.
5. Location of proposed open space. A minimum of 50 percent of gross area of the project site shall be set aside as open space, unless waived by the Planning Board.
6. Existing and proposed streets in the subdivision, in close proximity and providing access to the subdivision, including the right-of-way and roadway locations and widths, type of roadway surface, street name, and indication of either state, county, town or private road.
7. Locations of wells, septic systems, community wells, community wastewater treatment plant, conforming to all distance and separation requirements.
8. Location of proposed retention/detention basins.
9. Any other information as may be requested by the Planning Board, Town officials, or its designated representatives, if deemed necessary for the complete review of any proposed subdivision/lot line change or site plan review.

Preliminary Conventional and/or Cluster Plan (preferred alternative)

The following additional information shall be provided for the preferred layout, as determined by the Planning Board:

1. Drainage plan, including drainage calculations necessary to support the sizing of proposed drainage structures. A draft Stormwater Pollution Prevention Plan shall be provided where a NYSDEC SPDES permit is required.
2. Proposed road and utility grading plan. Proposed individual lot grading may be required where developable portions of lots include slopes in excess of 15 percent.
3. Road profiles.
4. Existing and proposed utilities. Location and types, sizes and slopes, where pertinent, of existing and proposed water lines, valves and hydrants, storm and sanitary sewer lines, electric lines, telephone lines, lighting, gas and other utility lines.
5. Location of spot grades at top and bottom of retaining walls, where proposed.
6. Erosion and sediment control plan and notes.
7. Detail sheets.
8. Street trees, pedestrian paths, street lights, recreational facilities, as may be required by the Planning Board.
9. Any other information as may be requested by the Planning Board, Town officials or its designated representatives, if deemed necessary for the complete review of any proposed subdivision/lot line change or site plan review.

Standard Notes:

1. The project site is identified on the Town of Shawangunk tax maps as Map____, Block ____Lot_____.
2. Area of tract:
3. Zoning District(s) with all Bulk Requirements:
4. Proposed use:
5. Record owner and mailing address:
6. Applicant and mailing address:
7. School district:
8. Fire district:
9. Water supply by:
10. Sewer service by:
11. Datum:
12. All utilities shall be underground.
13. (if variances approved): The Zoning Board of Appeals, on (provide date), as case number (provide number) granted the following variances: (list variances)
14. (if freshwater wetlands located on-site): Freshwater wetlands have been delineated by (provide name of professional who performed wetland delineation) on (provide date).
15. (if a cluster subdivision): The total number of lots allowed in this cluster subdivision is (provide number) based on the Planning Board's review of a conventional subdivision. No further subdivision is permitted.
16. (if partially or wholly in an agricultural district): It is the policy of this state and this community to conserve, protect, and encourage the development and improvement of agricultural land for the production of food, and other products, and also for its natural and ecological value. This disclosure notice is to inform prospective residents that the property they are about to acquire lies partially or wholly within an agricultural district and that farming activities occur within the district. Such farming activities may include, but not be limited to, activities that cause noise, dust, and odors. Prospective residents are also informed that the location of property within an agricultural district may impact the ability to access water and/or sewer services for such property under certain circumstances.
17. Other notes, as determined by the Planning Board.
18. Plans are based on field engineering data and certified hereto by (name and signature of New York Licensed Professional Engineer or Land Surveyor).

SUBDIVISION APPLICATION

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.

Subdivision Name _____ Number of Proposed Lots _____
If the subdivision proposes a lot line change, with no new lots created, check here. _____

Tax Map Number(s) _____ Zoning District _____

Property Address _____ Gross Acreage _____

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

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

Proposed Public Street Dedication – Yes / No (circle one) If yes, approx. number of linear feet _____

Fire District _____ School District _____

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 – Town shall provide 24 hours advance notice)

Signature of Applicant(s) _____ Date _____

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

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

Attachments: The following attachments must accompany this application:

1. Conservation Area Map.
2. Conventional Subdivision Plan.
3. Applicable property deed(s) and list Conditions and Restrictions Indicated on Map / Deed.
4. Was Property previously subdivided in the last 10 years? If so, provide all Ulster County Clerk Map filing information _____.
5. Short Form (for minor subdivision) or Long Form EAF, Part 1 (for major subdivision).
<https://gisservices.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

Permit #: _____

Date: _____

Section _____ Block _____ Lot _____ Zoning District _____

Reviewed by: _____ Date: _____ Approved Revisions Required

Comments: _____

**** This section to be completed by Building Department ****

Building Field Report

Applicants' Name: _____ Phone #: () _____

Applicant Type (Owner, Contractor, Design Professional, Agent): _____

Applicants' email address: _____

Mailing address: _____

City _____ State _____ Zip _____ Phone #: () _____

Location of project (# and street address) _____

Permit requested for: _____

Subdivision: no yes _____ Corner Lot: yes no

Lot size meets zoning requirement: yes no

Driveway permit required: yes no Highway: State County Town

Front, side, rear setbacks meet requirement: yes no Variance required: yes no

Flood zone no yes Map # _____ Wetland designation _____ Map# _____

Critical environmental area: yes no Ridge Aquifer Recreational river corridor

Code Enforcement Official

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:

<https://gisservices.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

Agricultural Data Statement

Project Identification No. _____

In accordance with Section 283-a of the New York State Town Law, the Town of Shawangunk will use the data in this statement to assist in evaluating the impacts of proposed development projects on farm operations in Agricultural Districts.

A. Name of Applicant: _____

Address of Applicant: _____

B. Description of the Proposed Project: _____

C. Project Location: _____

Tax Map Designation: _____

Section Block Lot

D. Number of total acres involved with this project: _____

E. Number of total acres included in above Tax Map Lot: _____

F. Is any portion of the subject site currently being used to produce an agricultural product?

(Check one)

Yes No If yes, how much? _____ Acres

G. Please identify the types of agricultural production being conducted on the premises _____

H. If no farming is conducted on the site at this time, please estimate the last year any of the site was used for agricultural production _____

I. Please identify the person or entity who is farming the subject site. _____

J. Does this person or entity own or rent the land? *(Check One)*

K. Please indicate what the intentions are for use of the remainder of the Tax Map Lot that is not proposed to be developed _____

L. Who will maintain the remainder of the property not being used for this development? _____

M. *Other Project Information* – Please include information about the existing land cover of the site, the slopes, if any, any known impacts on existing stormwater drainage (including field tiles) or other significant plant material _____

N. Please make a copy of the overall (original) parcel and surrounding parcels within five hundred (500) feet from the Town's Tax Maps. Identify the site of this application by placing an "X" on it. Include the tax map with this completed Agricultural Data Statement.

O. The Town Law requires that this Data Statement be mailed by the Board Clerk to all owners of land that is farmed within five hundred (500) feet of the boundaries of the subject parcel provided such lands are within an Ulster County Agricultural District. Therefore, please list the name, address, and section, block and lot of all such lands:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

(For Additional Space – Use Reverse Side)

P. Although not required under the Town Law, the Board requests that additionally you list here all farmers or producers occupying or using the lands listed in paragraph "O" above that are not owners, if any:

1. _____

2. _____

3. _____

4. _____

5. _____

For Town Use Only

Has this Agricultural Data Statement been referred to the County Planning Agency?

(Check One) Yes No

If YES – Please give date of referral _____

If YES – Please give County Referral Number _____

If NO – Please state reason _____

(Form: rev. RH 7/17/19)

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.

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

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.