



**Land Development Application**

City of Newburgh, New York, Planning Board

123 Grand Street, Newburgh, New York 12550

Phone: (845) 569-7400

Fax: (845) 569-0096

www.cityofnewburgh-ny.gov

Check all that apply:

**Site Plan**

- Pre- Application
- Primary Application
- Modification
- Extension of Time

**Subdivision**

- Primary Application
- Modification
- Extension of Time
- Resubdivision

**Special Use Permit**

**All Applications Require:**

**State Environmental Quality Review Act (SEQRA)**

- Short Environmental Assessment Form.
- Full Environmental Assessment Form. (Note: This is required of all properties in the East End or Colonial Terraces Historic Districts)

Submissions will not be accepted without use of the NYS DEC EAF mapper, available at <http://www.dec.ny.gov/eafmapper/>

Environmental Assessment Forms available from City of Newburgh Planning Board or online at <http://www.dec.state.ny.us/website/dcs/seqr/seqrldd.html>

**To Be Determined By Staff:**

**Chapter 269 Coastal Consistency Determination**

Coastal Assessment Form

**GML 239 Determination**

Submission required

**Other:** \_\_\_\_\_

**Other:** \_\_\_\_\_

<b>For Internal Use Only:</b>	
Application Receipt Date:	Index No.:
	Special Permit No.:
	Rect. No.:
	Meeting Date:
	Public Hearing:
	Action Date:
	P.B. Fee Paid:
	Escrow Fee Paid:



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### **A. OVERVIEW**

The Land Development Application is reviewed by the Planning Board and must be completed for site plan, subdivision, and special use permit approvals. The applicant shall be directed to apply from an Informational Request obtained from the Zoning Enforcement Officer in the Building Department.

These applications require a substantial amount of information in order to comply with New York State and City of Newburgh laws. Compiling and preparing this information takes time and often requires the assistance of a licensed professional. In order to efficiently process every application and, if necessary, have it reviewed by the appropriate Boards and Departments, it is important to strictly adhere to all deadlines. Please give yourself enough time to complete all of the required information before you make any submission.

*Administrative staff will not accept incomplete or late applications.*

### **B. LAND DEVELOPMENT APPLICATION PROCESS/ INSTRUCTIONS**

- 1. Site Plan Application Instructions: Pages 3-4**
- 2. Subdivision Application Instructions: Pages 5-6**
- 3. Special Use Permit Instructions: Pages 7-8**
- 4. Application Referral Instructions: Pages 9-10**



## Land Development Application Instructions Site Plan Application Instructions

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### 1. Site Plan Applications

#### a. Pre-Application Planning Board Meeting(optional)

Prior to a formal appearance before the City Planning Board, the applicant may attend an optional Pre-Application Planning Board Workshop to discuss the applicant's site development proposals informally with the Planning Board. The Planning Board provides the applicant with their general impressions of the proposed site plan application, their suggestions, and advice, which may be incorporated into the formal submission.

To attend a Pre-Application Planning Board meeting, the applicant must complete and submit to the Land Use Board Secretary the following: (1) a *Land Development Application* (see below), (2) a schematic showing sufficient information for the City Planning Board to provide informal comments and direction to the applicant, and (3) a request for placement on the next City Planning Board Meeting agenda. The submission deadline for an upcoming Planning Board Meeting is 12:00 PM on the first Friday of the month.

#### Planning Board Meeting

Third Tuesday of the month at 7:30 PM  
Activity Center, 401 Washington Street

#### b. Post-Application Technical Workshop

The applicant must attend a mandatory post-application Technical Workshop to obtain the City staff's technical expertise for the required submission materials, as well as a roadmap through the review and approvals process. To be placed on the Technical Workshop agenda, the applicant must complete and submit all required items listed on the *Primary Checklist* below to the Land Use Board Secretary. The deadline for submitting an application package for an upcoming Post-Application Technical Workshop is 12:00 PM on the third Friday of the month.

#### Technical Workshop Session

First Wednesday of the month at 10:00 AM  
Department of Code Compliance, 123 Grand Street

At the Technical Workshop, the applicant will meet with the City Engineer, City Attorney, City Building Inspector, Department of Planning and Development, City Department of Fire Prevention and City Planning Board Chairperson (or designated representative) to discuss the proposed site plan and to determine which site plan requirements may be necessary in developing and submitting the required plan. City staff will alert the applicant to all permits and approvals the project requires and provide detailed, technical advice to



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help complete the required plan. The applicant must follow this technical assistance to complete the plan prior the official Planning Board meeting.

### c. Formal Application for Site Plan Approval

The applicant must submit a formal *Land Development Application* using instructions and advice from the following the Technical Workshop. If approved for inclusion, the application is placed on the agenda for the next Planning Board Meeting, and the applicant must submit all required items listed on the *Final Checklist* below. The deadline for submitting a final application for an upcoming Planning Board Meeting is 12:00 PM on the Friday AFTER the First Tuesday of the month.

#### Planning Board Meeting

Third Tuesday of the month at 7:30 PM  
Activity Center, 401 Washington Street

After receiving a complete site plan application, the Planning Board, *at its discretion*, may hold a public hearing within 62 days of the application's submission. At the applicant's expense, notice of the hearing must be mailed to adjacent neighbors and published in the newspaper. The applicant must obtain a list of all properties within 500 feet of the subject property from the Assessor and obtain a copy of the public hearing notice from the Planning Board Secretary. Then, the applicant must stamp, address, and stuff envelopes and return them with sufficient time for the Planning Board Secretary to mail the notices. At least ten days prior to the hearing, the Planning Board Secretary will publish the public notice in the newspaper, mail the notices by regular mail, and prepare affidavits of the publication and mailing, which the applicant must retrieve and submit to the Planning Board at the Department of Code Compliance. These affidavits then become part of the application.

Unless the Planning Board and applicant agree otherwise, the Planning Board will make a decision regarding the site plan application within 62 days after the public hearing concludes, or if no hearing is held, within 62 days of the complete application's submission. A copy of the decision will be filed in the City Clerk's office and mailed to the applicant within five days of the decision. Within six months of a site plan approval, the applicant must submit multiple copies of the approved site plan to the Planning Board at the Department of Code Compliance for stamping and signing. Following this, the Planning Board will forward a copy of the approved site plan to the Building Inspector and applicant, after which the Building Inspector may issue a building permit and certificate of occupancy. Site plan approval expires if the applicant fails to obtain necessary permits or comply with required conditions within one year of its issuance.



## **Land Development Application Instructions Subdivision Application Instructions**

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### **2. Subdivision Applications**

#### **a. Sketch Plan Meeting/ Preliminary Workshop**

Prior to submitting a formal subdivision application, the applicant may attend an optional meeting with the Planning Board to informally review and discuss a sketch plan of the proposed street layout. To schedule a Sketch Plan Meeting with the Planning Board, the applicant must complete and submit the following to the Land Use Board Secretary: (1) a *Land Development Application* (see below), (2) a sketch plan containing all items listed the sketch plan checklist in Part III of the application, and (3) a request for placement on the next City Planning Board Meeting agenda. If the submission is sufficient, it is placed on the agenda for the next Planning Board Workshop. The deadline for submitting a sketch plan is 12:00 PM on the third Friday of the month.

#### **Technical Workshop Session**

First Wednesday of the month at 10:00 AM  
Department of Code Compliance, 123 Grand Street

#### **b. Preliminary Plat Application**

After the optional Sketch Plan Meeting, the applicant must submit to the Land Use Board Secretary all required items listed on the *Primary Checklist* below, including the completed preliminary plat. Additionally, the applicant must deliver written notice via certified mail or hand delivery to the City Clerk stating the date of submission and including a copy of the completed application. If approved for inclusion, the application is placed on the agenda for the next Planning Board Meeting. The deadline for submitting a preliminary plat for an upcoming Planning Board Meeting is 12:00 PM on the Friday AFTER the First Tuesday of the month.

#### **Planning Board Meeting**

Third Tuesday of the month at 7:30 PM  
Activity Center, 401 Washington Street

Within 62 days of receiving the preliminary plat application, the Planning Board will submit the plat and the applicant's preliminary cost estimate for any performance bond to the City Engineer for review and approval, respectively. Also within this timeframe, the Planning Board will hold a public hearing on the preliminary plat. At the applicant's expense, notice of the hearing with a description of the project must be mailed to adjacent neighbors and published in the newspaper. The applicant must obtain a list of all properties within 300 feet of the subject property from the Assessor and obtain a copy of the public hearing notice from the Land Use Board Secretary. Then, the applicant must stamp, address, and stuff envelopes and return them with sufficient time for the Land Use Board Secretary to mail the notices. At least ten days prior to the hearing, the Land Use Board



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Secretary will publish the public notice in the newspaper, mail the notices by regular mail, and prepare affidavits of the publication and mailing, which the applicant must retrieve and submit to the Land Use Board Secretary. These affidavits then become part of the application.

After the public hearing and within 62 days of the application's submission, the Planning Board will approve, conditionally approve, or disapprove the preliminary plat and provide the applicant with a written statement describing terms for conditional approval, reasons for disapproval, and required public improvements that are waived upon request. If approved, the Planning Board will endorse the original and photographic Mylar, as well as any conditions, and return the photographic Mylar to the applicant. Following this, the applicant should submit one print each of the approved plat to the City Engineer, the City Clerk, and the Assessor.

### **c. Final Plat Submission**

Within six months of receiving written notice of the Planning Board's final decision regarding the preliminary plat, the applicant must submit by certified mail to the Land Use Board Secretary all required items listed on the *Final Checklist* below, including the final plat. Additionally, the applicant must deliver, via certified mail or hand delivery, written notice stating the date of submission with a copy of the completed application to the City Clerk. If approved for inclusion, the application is placed on the agenda for the next Planning Board Meeting. The deadline for submitting a final plat for an upcoming Planning Board Meeting is 12:00 PM on the first Friday of the month.

#### **Planning Board Meeting**

Third Tuesday of the month at 7:30 PM  
Activity Center, 401 Washington Street

Within 62 days from the date of submission of the final plat application, the Planning Board will approve, conditionally approve, or disapprove the plat. If approved, the Planning Board will endorse the original and photographic Mylar, as well as any conditions, and return the photographic Mylar to the applicant. Then, the applicant should submit one print each of the approved plat to the City Engineer, the City Clerk, and the Assessor. Prior to final subdivision plat approval, either appropriate public improvements must be installed and approved, or the applicant must submit an acceptable performance bond.



## Land Development Application Instructions Special Use Permit Application Instructions

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### 3. Special Use Permit Applications

#### a. Preliminary Workshop-

The applicant must attend a Preliminary Workshop with the Building Inspector to discuss the nature of the proposed use and to determine what information to include in a site plan, if necessary. To schedule a Preliminary Workshop, the applicant must complete and submit all required items listed on the *Primary Checklist* below, including a *Land Development Application*, to the Land Use Board Secretary. If the submission is complete and sufficient, it is placed on the agenda for the next Planning Board Workshop. The deadline for submitting a sketch plan is 12:00 PM on the third Friday of the month.

#### Technical Workshop Session

First Wednesday of the month at 10:00 AM  
Department of Code Compliance, 123 Grand Street

#### b. Formal Application for Special Use Permit

Following the Preliminary Conference, the applicant must submit to the Land Use Board Secretary a formal *Land Development Application* using instructions and advice from the conference. If approved for inclusion, the application is placed on the agenda for the next Planning Board Meeting, and the applicant must submit all required items listed on the *Final Checklist* below. The deadline for submitting a final application for an upcoming Planning Board Meeting is 12:00 PM on the Friday AFTER the First Tuesday of the month.

#### Planning Board Meeting

Third Tuesday of the month at 7:30 PM  
Activity Center, 401 Washington Street

After receiving a complete special use permit application, the Planning Board must hold a public hearing within 62 days of the application's submission. At the applicant's expense, notice of the hearing with a brief description of the proposed special use must be mailed to adjacent neighbors and published in the newspaper. The applicant must obtain a list of all properties within 300 feet of the subject property from the Assessor and obtain a copy of the public hearing notice from the Land Use Board Secretary. Then, the applicant must stamp, address, and stuff envelopes and return them with sufficient time for the Planning Board Secretary to mail the notices. At least ten days prior to the hearing, the Land Use Board Secretary will publish the public notice in the newspaper, mail the notices by regular mail, and prepare affidavits of the publication and mailing, which the applicant must submit to the Land Use Board Secretary. These affidavits then become part of the application. Additionally, the applicant may be required post a notice on a sign purchased from the Building Department. The sign must be posted in public view in a conspicuous location



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within three days after the Planning Board schedules the hearing and must remain there until the day after the hearing is closed.

Unless the Planning Board and applicant agree otherwise, the Planning Board will make a decision regarding the special use permit application within 62 days after the public hearing concludes. The Planning Board may approve, modify, or deny the application, and if the Board approves the application, it may attach conditions necessary to accomplish the Zoning Ordinance's objectives. These conditions may include a time limitation, erection of a solid board fence entirely around the site to a height of six feet before the use requested is initiated, or another condition that the Planning Board deems necessary. Additionally, special use permit applicants must comply with all building code and other ordinance requirements.

A copy of the decision will be filed in the City Clerk's office and mailed to the applicant within five days of the decision. Once granted, the special use permit expires without further action if the permittee fails to exercise the special use permit approval, obtain other necessary permits, or comply with required conditions within one year of its issuance without renewal or if the special permit use ceases for more than 24 consecutive months. If a permittee fails to comply with special use permit conditions, the permittee will receive notice of the City's intention to revoke the permit at least ten (10) days prior to a Planning Board hearing thereon. After it reviews the matter at the hearing, the Planning Board may revoke the special use permit.



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### **4. Application Referrals**

For all land development applications, the Planning Board will make the following application referrals.

#### ***SEQRA Review***

Upon receipt of a complete application, the Planning Board initiates the SEQRA process by circulating the application and EAF to all involved agencies or by issuing a positive or negative declaration within 20 days. If the proposed project will have a significant effect on the environment, the Planning Board will issue a positive declaration, requiring the submission of a draft environmental impact statement (DEIS). Time periods for decision-making do not begin to run until the Planning Board accepts a DEIS or issues a negative declaration.

#### ***County Review***

The Planning Board will refer a site plan or special use permit application to the Orange County Department of Planning if the site plan or proposed special use falls within 500 feet of:

1. The municipal boundaries,
2. Any existing county or state park or recreational area,
3. Any existing or proposed county or state roadway,
4. Any existing or proposed right-of-way for a streams and drainage channel owned by the County for which the County has established channel lines, or
5. Any existing or proposed county- or state-owned land on which a public building or institution is situated.

The County may issue recommendations to the Planning Board a minimum of 30 days of receiving the application and a maximum of up to two (2) days prior to a regularly scheduled meeting where a board will be taking action. The County and City may agree to an extension beyond this time period.

For subdivision applications, the Planning Board, in its discretion, may submit the preliminary plat to the Orange County Department of Planning for review. If the proposed subdivision is five lots or more, the preliminary plat is submitted to and approved by the Orange County Department of Health.

#### ***Conservation Advisory Council Review***

At its discretion, the Planning Board may refer any site plan or special use permit application to the City's Conservation Advisory Council (CAC) for review and recommendations. The 30-day CAC review time period runs concurrently with the Planning Board's required 62-day review timeframe.



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When the Planning Board receives a land development application for a property within the City's Waterfront Revitalization Area Boundary, it must refer the applicant's completed coastal assessment form (CAF), along with the completed land development application and Short or Full EAF, to the CAC within ten days of receipt. The CAC may require the applicant to submit any other information deemed necessary and must submit a written coastal consistency recommendation to the Planning Board within 30 days of the referral, unless extended by mutual agreement between the advisory agency and applicant. Following this, the Planning Board must release a consistency determination based on the CAF and the CAC's recommendation. If the CAC does not submit its recommendation within 30 days, the Planning Board will make its determination without the recommendation.

#### ***Architectural Review Commission Review***

If a land development application affects a parcel within the East End Historic District or Colonial Terraces Architectural Design District, the Planning Board will refer the application package, including the applicant's completed certificate of appropriateness (COA) application, to the Architectural Review Commission (ARC) for review and recommendations. The ARC may issue recommendations to the Planning Board within 30 days of receiving the application.



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### C. PRIMARY CHECKLIST

The applicant must submit to the Land Use Board Secretary an application package containing the following *Primary Checklist* items prior to officially appearing before the Planning Board.

**The deadline for submitting an application package for an upcoming Technical Workshop is 12:00 PM on the third Friday of the month.**

**The deadline for submitting an application package for an upcoming Planning Board Meeting is 12:00 PM on the Friday AFTER the first Tuesday of the month.**

**Application packages not received by these deadlines will not be placed on the agendas. NO EXCEPTIONS.**

<input type="checkbox"/>	<b>Completed Informational from the Zoning Enforcement Officer in the Building Department.</b>
<input type="checkbox"/>	<b>Completed Land Development Application</b>
<input type="checkbox"/>	<b>Fees.</b> All applications must include the appropriate fee, by check, made payable to "City of Newburgh".
<input type="checkbox"/>	<b>Subdivision Fee</b> Parks, open space, and minor subdivisions: \$0.10 per square foot of subdivided area Lot line change and two-lot subdivision with existing residential structure: \$200 Minor subdivision of 4 lots or fewer: \$200 Major subdivision of 5 lots or more: \$200, plus \$50 per lot Public hearing: \$150, plus \$50 for obtaining a public hearing notification list from the City Assessor
<input type="checkbox"/>	<b>Site Plan</b> Residential (4 or fewer dwelling units): \$300 Residential (5 or more dwelling units): \$300, plus \$150 per unit Commercial: \$1,000, plus \$200 per 1,000 square feet of floor area
<input type="checkbox"/>	<b>Recreation fee in lieu of land (at Board's discretion)</b> For residential site plans (3 and greater): \$1,000 for per unit
<input type="checkbox"/>	<b>Special Use Permit</b> Residential: \$150 Commercial: \$250
<input type="checkbox"/>	<b>Public Hearing Fee, If Required</b> \$50 for address list + postage + newspaper fee
<input type="checkbox"/>	<b>Escrow Fee for professional services required in review process, If Required</b> Residential subdivision: \$500. Commercial subdivision: \$1,000. Multifamily residential site plans and special permits: \$100 per dwelling unit. Commercial or other nonresidential site plans and special permits: \$1,000, plus \$200 per 1,000 square feet of building floor area or part thereof.



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<input type="checkbox"/>	<p><b>Affidavit of Public Hearing Notice, If Required</b> Submit affidavit showing notice mailed to adjacent property owners and published in newspaper. See <i>Land Development Application</i> Process above for specific details.</p>
<input type="checkbox"/>	<p><b>For Site Plans/ Special Use Permits Requiring Site Plans: Submit Two (2) Hardcopies of the Site Plan and One (1) Digital Copy at 600 dpi/ppi or greater</b> The applicant must complete the separate site plan checklist in the <i>Land Development Application</i> below and include that information in the submitted site plan.</p>
<input type="checkbox"/>	<p><b>For Subdivision Plats: Submit one (1) Original Mylar, One (1) Photographic Mylar, and one (1) Contact Prints of Preliminary Plat</b> The applicant must complete the appropriate subdivision checklist in the <i>Land Development Application</i> below and include that information in the submitted plat. All applicants must submit with their application one (1) original mylar, one (1) photographic mylar at the same scale, and one (1) contact print of the preliminary or final plat at a standard sheet size of 22" by 34" by 44".</p>
<p><b>Short or Full Environmental Assessment Form.</b> Applicants must complete a SEQRA Form and submit it with their application package. The appropriate SEQRA Form depends on the project's location, type, and size. Applications in the East End or Colonial Terraces Historic District MUST submit a Full Environmental Assessment Form. The City requires that you use the DEC's EAF Mapper Application (<a href="http://www.dec.ny.gov/eafmapper/">www.dec.ny.gov/eafmapper/</a>) that will generate partially completed EAFs with data in NYS databases.</p>	
<input type="checkbox"/>	<p><u>Short Environmental Assessment Forms (Short EAF):</u> Use the Short EAF For Type II Actions listed in 6 NYCRR Section 617.4-5, or Unlisted Actions. Not acceptable for properties in Historic Districts.</p>
<input type="checkbox"/>	<p><u>Full Environmental Assessment Form (Full EAF):</u> Use the Full EAF for applications that exceed any Type I threshold in Part 617.4. Required for properties in Historic Districts.</p>
<input type="checkbox"/>	<p><b>Coastal Assessment Form (CAF).</b> A completed CAF is required for properties located inside the City's Waterfront Revitalization Area Boundary. Consult the following document to determine whether subject property falls within this boundary: <a href="http://docs.dos.ny.gov/opd-lwrp/LWRP/Newburgh_C/Index.html">http://docs.dos.ny.gov/opd-lwrp/LWRP/Newburgh_C/Index.html</a></p> <p>If a CAF is required, the applicant must review Code Chapter 159 at <a href="http://ecode360.com/28160802">http://ecode360.com/28160802</a>, complete the CAF, available at <a href="http://www.dos.ny.gov/opd/programs/pdfs/Consistency/FCAF_fillable.pdf">http://www.dos.ny.gov/opd/programs/pdfs/Consistency/FCAF_fillable.pdf</a></p>



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### **PART I – General Information:**

**A. Project Name:** \_\_\_\_\_

**B. Project Descriptions  
(Brief):**

\_\_\_\_\_

**C. Applicant:**

Name:					
Address:					
City:		State:		Zip:	
Phone:					
Fax:					
Email:					

**Property Interest of Applicant (check one):**

- Owner. If the Property is held by a Corporation, must complete a Corporation Authorization Statement.
- Purchaser or holder of an option to purchase. Applicant must attach a copy of contract.
- Holder of a lease on the property. (Applicant must attach copy of lease.)
- A verified agent of one (1) of the above.

**D. Property Owner of Record (if different from Applicant):**

Name:					
Address:					
City:		State:		Zip:	
Phone:					
Fax:					
Email:					

- If the Applicant is other than the Owner, the Owner must submit an Owner's Proxy Statement. If the Property is held by a Corporation, the Owner must also complete a Corporation Authorization Statement.



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### E. Person Preparing Plan or Plat:

Name:					
Firm:					
Address:					
City:		State:		Zip:	
Phone:					
Fax:					
Email:					

### F. Property Information:

Street Address:					
City:	Newburgh	State:	NY	Zip:	12550
Location:	On the _____ side of _____ (Street) _____ feet _____ (Direction) of _____. (Street)				
Tax Map Designation:	Section:		Block:		Lot(s):
	Section:		Block:		Lot(s):
	Section:		Block:		Lot(s):
Tax Map No.:					
Zoning District:					

### G.. List all contiguous holdings in the same ownership:

Section:		Block:		Lot(s):	
Section:		Block:		Lot(s):	
Section:		Block:		Lot(s):	



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### H. Regulatory Compliance – Application Checklist for Permits

To facilitate the approval process, the City of Newburgh requests that applicants indicate below all permit applications that are **pending**, have been **approved** or have been **rejected** for the subject property. The following checklist will help familiarize City authorities with the project that is the subject of the current application. Please indicate all applications submitted for the property in question, including those that were prepared for projects separate from the current one. Intentionally omitting any items from this checklist is cause for delay or rejection of the application(s) being considered.

Board, Commission or Inspector	Date(s) of Prior Approval(s)	City Identifier Reference(s)	Previous Action(s) on Application(s)	New Permit(s) Applied for
Zoning Board of Appeals				<input type="checkbox"/>
Architectural Review Commission				<input type="checkbox"/>
Building Inspector				<input type="checkbox"/>
City Engineer				<input type="checkbox"/>
Public Works				<input type="checkbox"/>
Orange County				<input type="checkbox"/>
Other:				<input type="checkbox"/>



## Land Development Application – Site Plan

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### **PART II – Site Plan Submission Requirements**

*A site plan application must include sufficient plans and descriptive information. Site plans must be prepared by a licensed professional engineer, architect, or landscape architect and must include at a minimum, information from the following checklist:*

- Requirement**
- VICINITY MAP ( $\geq$  1,000 feet to the inch)
  - EXISTING CONDITIONS MAP
  - FIELD SURVEY OF BOUNDARY LINES (certified by licensed surveyor)
  - SITE PLAN (drawn to scale on appropriate-sized sheet of paper; include the following information on the site plan and all sheets submitted in site plan application):
    - PROJECT NAME
    - SECTION, BLOCK, LOT NUMBER
    - STREET NAMES
    - PROJECT SITE BOUNDARIES
    - FIRE LANES
    - DATE OF PLAN
    - NORTH ARROW
    - SCALE OF PLAN
    - OWNER'S NAME AND ADDRESS
    - DEVELOPER'S NAME AND ADDRESS
    - SEAL OF ENGINEER/ARCHITECT/LANDSCAPE ARCHITECT
    - OWNER'S LETTER OF AUTHORIZATION (if applicant is not the owner)
    - NAMES OF ALL ADJACENT PROPERTY OWNERS WITHIN 500 FT OF PERIMETER
    - ZONING/SCHOOL/OVERLAY/SPECIAL DISTRICT BOUNDARIES WITHIN 500 FT OF PERIMETER
    - PROPERTY BOUNDARIES
    - BUILDING/SETBACK BOUNDARIES IF DIFFERENT FROM ZONING REQUIREMENTS
    - EXISTING STREET AND LOT LINES FROM CITY'S OFFICIAL/TAX MAP
    - EASEMENTS
    - AREAS DEDICATED TO PUBLIC USE
  - LOCATION, USE & DIMENSIONS OF EXISTING AND PROPOSED STRUCTURES
  - LOCATION, HEIGHT, SIZE, MATERIALS & DESIGN OF ALL PROPOSED SIGNS
  - TRAFFIC FLOW PATTERNS, ENTRANCES, EXITS, LOADING/UNLOADING AREAS, CURB CUTS ON AND WITHIN 100 FT OF SITE



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- LOCATION, SIZE, DIMENSIONS, ACCESS, EGRESS, CIRCULATION PATTERNS, DESIGN, HANDICAPPED ACCESS & SIGNS FOR OFF STREET PARKING AREAS
- LOCATION OF PRESENT/PROPOSED SEWAGE LINES, SEPTIC SYSTEMS
- LOCATION OF PRESENT & PROPOSED WATER SUPPLY SYSTEM
- LOCATION OF PRESENT & PROPOSED TELEPHONE, CABLE, ELECTRICAL SYSTEMS
- LOCATION OF PRESENT & PROPOSED STORM DRAINAGE SYSTEM
- LOCATION OF ALL OTHER PRESENT & PROPOSED OVERHEAD/UNDERGROUND UTILITY SYSTEMS
- EROSION AND SEDIMENTATION CONTROL PLAN
- EXISTING & PROPOSED TOPOGRAPHY
- FEMA FLOODPLAIN BOUNDARY LOCATIONS (include additional information if parcel is within one-hundred-year floodplain)
- LIGHTING PLAN
- LANDSCAPING/PLANTING/GRADING PLAN
- NEW CONSTRUCTION/STRUCTURE ALTERATIONS TABLE (containing the following information):
  - USES INTENDED FOR STRUCTURE (give estimated structure area for each use)
  - ESTIMATED NUMBER OF EMPLOYEES
  - MAXIMUM SEATING CAPACITY
  - NUMBER OF PARKING SPACES EXISTING AND REQUIRED FOR USE
- ELEVATIONS (scale: 1/4 inch = 1 ft) & DESIGN FEATURES OF PROPOSED/ALTERED/EXPANDED EXTERIOR FAÇADES
- SOIL LOGS/PERCOLATION TEST RESULTS/STORMWATER RUNOFF CALCULATIONS (if requested)
- DISPOSITION PLANS FOR CONSTRUCTION/DEMO WASTE
- SEQRA SHORT EAF OR DRAFT EIS
- CULTURAL RESOURCE SURVEY (if appropriate)
- COMPLETE PROPOSED DEVELOPMENT (if applicant wishes to develop in stages)
- HAZARDOUS MATERIALS ASSOCIATED WITH PROPOSED INDUSTRIAL USE
- USE, STORAGE, TREATMENT & DISPOSAL OF HAZARDOUS MATERIALS
- VIEWSHED ANALYSES (only for WG, PWD, and part of DN Districts, as well as additional locations the Planning Board identifies during site plan review process)
- OTHER MATERIALS REQUESTED BY PLANNING BOARD



**Land Development Application – Site Plan**

City of Newburgh, New York, Planning Board

123 Grand Street, Newburgh, New York 12550

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- Plan shall include a table, similar to the one below, showing the relationship indicated for relevant zoning limits and requirements:

Zoning Limit	Variance Required?	Variance Submitted?	Variance Type Required? (If Any)
Number of Parking Spaces	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lot Area/Dwelling	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lot Size	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Buffer Strip	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Height	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Front Yard	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Side Yard	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

- The site plan submitted to the Planning Board for its approval shall carry the following endorsement and acknowledgement:

Approved by Resolution \_\_\_\_\_ of the Planning Board of the City of Newburgh, New York, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, subject to all requirements and conditions of said Resolution. Any change, erasure, modification or revision of this plan, as approved, shall void this approval.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

**SITE PLAN PREPARER’S ACKNOWLEDGEMENT:**

**This site plan has been prepared in accordance with this checklist and the City of Newburgh Laws, to the best of my knowledge.**

**By: \_\_\_\_\_ (Licensed Professional)**

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

**ALL FOLDED PLANS SHALL BE FOLDED WITH THE TITLE BLOCK AND STAMP OF APPROVAL EXPOSED**



## Land Development Application – Subdivision

City of Newburgh, New York, Planning Board

123 Grand Street, Newburgh, New York 12550

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### **PART III – Subdivision Submission Requirements**

*The following checklist provides the specifications for a sketch plan and preliminary and final subdivision plats. This list is provided as a guide only is for the convenience of the applicant. The City of Newburgh Planning Board may require other material or revisions prior to granting approval.*

#### **A. SKETCH PLAN SUBMISSION**

Prior to submitting a preliminary plat and application for approval of a subdivision, the subdivider may choose to submit a sketch plan of the proposed street layout to the City Planning Board for informal discussion and review. The sketch plan must include the following:

#### **Check**

#### **Box      Requirement**

- SECTION, BLOCK, LOT NUMBER
- NAME AND ADDRESS OF RECORD OWNER
- LOCATION MAP OF PROPERTY
- NORTH ARROW
- SCALE OF MAP
- PROPERTY BOUNDARIES (DEED PLOT TO SCALE-MINIMUM)
- ADJACENT ROADS
- EXISTING PROPERTY ZONING
- APPROXIMATE LOCATION OF STREAMS AND WATER BODIES
- APPROXIMATE LOCATION OF EXISTING STRUCTURES
- APPROXIMATE PROPOSED SUBDIVISION PROPERTY LINES
- SEWER AVAILABILITY (PUBLIC)
- WATER AVAILABILITY (PUBLIC)

#### **B. PRELIMINARY PLAT SUBMISSION**

A professional engineer and land surveyor must prepare the preliminary plat legibly and clearly in pencil or ink. The plat must have a horizontal scale of 1" to 50 feet and a vertical scale of 1" to 5 feet. If more than one sheet is required, the plat must include a key map on each sheet indicating relationship to streets. Along with the preliminary plat, the applicant should prepare and submit a cost estimate for any performance bond. The preliminary plat must include the following:



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### Requirement

- All information required for sketch plan.
- Approximate metes & bounds of prepared subdivision.
- Adjoining property locations & ownership.
- Location, widths, purpose, and grantee of all easements and rights-of-way on the property.
- Topography-2' contour interval unless otherwise allowed by the Planning Board.
- Location of all areas subject to flooding or ponding.
- Location & limits of all “designated wetland” areas; delineate proposed 100' buffer strip around wetland.
- Subdivision name and location.
- Location of all water courses.
- Location and uses of all structures and improvements (water, sewer, storm drainage, roads, drives, etc.) on the property including location and use of all structures within 100' of the property.
- Zoning table showing what is required in the particular zone and what the applicant in each category of the bulk table required.
- Zoning boundaries, if within the area of the proposed subdivision.
- Date of the plat preparation and/or plat revisions.
- Preliminary design and details of Sanitary Sewage Disposal Systems.
- A note requiring the design of a septic disposal system (if no public sewer is available within 100') by a licensed engineer and requirement that it/they must be constructed in accordance with this design under review by the engineer in accordance with Orange County Laws, Rules & Regulations.
- Name and width of adjacent streets.
- Proposed road profiles and cross sections in accordance with the City of Newburgh specifications.



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- Proposed lot areas.
- Numbering on proposed lots.
- Preliminary design of all proposed drainage systems.  
Note: At the request of the Planning Board, a complete drainage Engineering report shall be submitted for approval by the Planning Board.
- Proposed locations of new structures.
- Locations and proposed grade and cross section of driveways to each individual proposed lot.
- If the subdivision application is being made by other than the record owner of the property, a statement shall be submitted signed by the record owner indicating that the applicant has authorization to act on the owners behalf. This letter shall be signed by the record owner of the property.
- Prior to the commencement of the required Public Hearing, furnish evidence that the necessary informational mails have been made to all applicable property owners as required.
- All necessary application fees to the City of Newburgh must be paid prior to preliminary approval by the City of Newburgh Planning Board.
- Environmental Assessment Statement- (Long or Short Form as delineated by the City of Newburgh Planning Board).
- Seal and signature of design professional preparing plan.
- A notarized affidavit from the record owner that he is the owner of the land proposed for subdivision and, if the subdivider is not the record owner, that the subdivider may act for him (See subsection G below).

### C. FINAL PLAN SUBMISSION

A professional engineer and land surveyor must prepare the final plat legibly and clearly in pencil or waterproof ink. The plat must have a horizontal scale of 1" to 50 feet and a vertical scale of 1" to 5 feet. If more than one sheet is required, the plat must include a key map on each sheet indicating relationship to streets. The final plat must include the following:



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### **Requirement**

- All information required for sketch plan and preliminary approval.
- Completed deeds of dedication for all proposed roads which are to be dedicated to the City of Newburgh at the completion of the project.
- Complete construction plans and specifications, if applicable for all infrastructure improvements, including but not necessarily limited to streets, curbs, sidewalks, drainage, water supply, sewer systems, fire alarms.
- Final design and details of sanitary sewage disposal systems.
- Prior to final approval, evidence shall be submitted to the City of Newburgh Planning that the plans have received final approval from Orange County Department of Health, the New York State Department of Health, the New York Department of Environmental Conservation and any other Necessary review agencies having jurisdiction.
- Monumentation of all major corners of subdivision.

### **D. FOR ALL PLAT SUBMISSIONS**

Subdivision plat shall be accompanied by separate sheets of construction plans (if required) and shall be submitted to the Planning Board for approval as follows:

#### **Check**

#### **Box Requirement**

- A copy of this checklist with indications by the designer preparing the plans that all applicable requirements of this checklist have been met.
- All mylars & maps must have sufficient space for Planning Board stamp (3"x5") above or to the left of the project information located at the bottom right hand corner of the maps. Maps will not be accepted for signing without sufficient space.
- All plans folded shall be folded with the title block & stamp of approval exposed.



**Land Development Application – Subdivision**

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**E. ENDORSEMENT**

Every plat submitted for Planning Board approval must carry the following endorsement:

Approved by Resolution \_\_\_\_\_ of the Planning Board of the City of Newburgh, New York on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, subject to all requirements and conditions of said resolution. Any change, erasure, modification or revision of this plat, as approved, shall void this approval. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
City Engineer

**F. SITE PLAN PREPARER’S ACKNOWLEDGEMENT**

Every plat submitted for Planning Board approval must carry the following preparer’s acknowledgement:

**The plat for the proposed subdivision has been prepared in accordance with the City of Newburgh Planning Board checklist.**

**Applicant’s Name:** \_\_\_\_\_

**Preparer’s Signature:** \_\_\_\_\_

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

**G. AFFIDAVIT OF OWNERSHIP**

An affidavit of ownership or permission from the owner must be submitted with this application. If the property owner is a business organization, such as a corporation or limited liability company (LLC), additional requirements apply. An owner who is a business organization must submit either the papers of incorporation demonstrating the applicant is an officer of the company or manager/member, a Power of Attorney, or a corporate resolution permitting the application to be made on behalf of the business organization.

Please submit either the Owner’s Affidavit or Owner’s Proxy Statement and appropriate accompanying documentation if the owner is a business entity.

\_\_\_\_\_



**Land Development Application – Special Use Permit**  
City of Newburgh, New York, Planning Board  
123 Grand Street, Newburgh, New York 12550  
Phone: (845) 569-7400 Fax: (845) 569-0096  
www.cityofnewburgh-ny.gov

**PART IV – Specific Information for Special Use Permit Applications**

*Newburgh Code Sections 300 provide numerous policies, factors, and specific standards for special uses. Special use permit applicants should review these sections in detail, include in the application any required information outlined in Section 300 ARTICLE XII, and ensure the application refers to any relevant standards for special uses. The applicant may submit one application for multiple special uses on the same parcel(s). Additionally, applications must include any legal descriptions, maps, plot plans, drawings, photographs, or other information that the Planning Board requires, and the Board may request that the applicant reproduce this information for distribution to Planning Board members. The Planning Board will not accept and process the application until it is complete and correct and the proper fee is paid. If a question in Part IV is not applicable, the applicant should write “N/A” or “Not Applicable” in response.*

- (1) Describe the special use you desire to make of the property.

- (2) Describe the nature and condition of surrounding and adjacent structures and uses.

- (3) What is the property being used for at the present time?



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- (4) Will the proposed use increase traffic congestion, impact pedestrian safety, or impact current roads? Describe how. If not, why won't it?

--

- (5) Will off-street parking be provided for customers/ employees /occupants?  Yes  No  
If yes:

How many spaces? _____	Size of each space? _____ Ft. x _____ Ft.
------------------------	-------------------------------------------

- (6) List any churches, schools, theaters, public buildings, parks, playgrounds and recreational facilities that are located within 500 feet of the exterior property lines of the property on which the proposed use is to be located:

--

- (7) How many persons will be employed by the use?

Full-time employees?	Part-time employees?
----------------------	----------------------

- (8) State the maximum number of customers, clients, patients or patrons expected to be on the premises at any one time:

--



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- (9) State the size of the lot on which the use will be located both in square footage and dimensions of front, side, and rear lot lines:

Square Footage: \_\_\_\_\_ Ft.  
Front Lot Line: \_\_\_\_\_ Ft. Side Lot Line: \_\_\_\_\_ Ft. Rear Lot Line: \_\_\_\_\_ Ft.

- (10) State the dimensions of the building or structure to be used in the project. If more than one building or structure is to be used, list each individually:

Building No.: \_\_\_\_\_ Size: \_\_\_\_\_ Ft. x \_\_\_\_\_ Ft. No. of Stories: \_\_\_\_\_  
Building No.: \_\_\_\_\_ Size: \_\_\_\_\_ Ft. x \_\_\_\_\_ Ft. No. of Stories: \_\_\_\_\_  
Building No.: \_\_\_\_\_ Size: \_\_\_\_\_ Ft. x \_\_\_\_\_ Ft. No. of Stories: \_\_\_\_\_

- (11) How many square feet of usable space is in each building?

Building No.: \_\_\_\_\_ Usable Sq. Ft.: \_\_\_\_\_ Sq. Ft. devoted to proposed use: \_\_\_\_\_  
Building No.: \_\_\_\_\_ Usable Sq. Ft.: \_\_\_\_\_ Sq. Ft. devoted to proposed use: \_\_\_\_\_  
Building No.: \_\_\_\_\_ Usable Sq. Ft.: \_\_\_\_\_ Sq. Ft. devoted to proposed use: \_\_\_\_\_

- (12) State the distance of the building(s) in which the project will be located from all front, rear and side property lines. If more than one building or structure is to be used, list each individually:

Building No.: \_\_\_\_\_  
Distance from the property lines: Front: \_\_\_\_\_ Ft. Rear: \_\_\_\_\_ Ft. Side: \_\_\_\_\_ Ft. Side: \_\_\_\_\_ Ft.

Building No.: \_\_\_\_\_  
Distance from the property lines: Front: \_\_\_\_\_ Ft. Rear: \_\_\_\_\_ Ft. Side: \_\_\_\_\_ Ft. Side: \_\_\_\_\_ Ft.

Building No.: \_\_\_\_\_  
Distance from the property lines: Front: \_\_\_\_\_ Ft. Rear: \_\_\_\_\_ Ft. Side: \_\_\_\_\_ Ft. Side: \_\_\_\_\_ Ft.

- (13) What products, commodities, or merchandise will be sold on the premises?



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(14) What services will be provided on the premises?

(15) Will vehicles be repaired on the premises?  Yes  No

(16) Will auto painting or bodywork be done on the premises?  Yes  No

(17) Where will vehicles be stored while waiting to be repaired?

(18) Will vehicles parked overnight on the premises be stored inside or outside?

(19) Will vehicles be sold on the premises?  Yes  No

(20) Will tools be used on the premises?  Yes  No

If yes, explain what type, quantities, and impact:

(21) Will the crafting of parts be done on the premises?  Yes  No

If yes, explain:



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- (22) Is the premises connected to a public sewer?  Yes  No
- (23) Will facilities other than the public sewer be provided for disposing of oil based waste products and effluents? If so, describe.

- (24) Describe the proposed use's impact on the public water, drainage, and sewer systems, as well as any other municipal facility.

- (25) What is the *maximum* noise level and vibration level that will be produced by machines to be employed in the project at any given time?

Noise Level?	Vibration Level?
--------------	------------------

- (26) Will solid, liquid, or gaseous waste products be produced by the project?  Yes  No  
If yes, describe:

- (27) Will odors be created by the project?  Yes  No  
If yes, describe:



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- (28) Will dust be created by the use?  Yes  No

If yes, describe:

- (29) Will glare be produced by the project?  Yes  No

If yes, describe:

- (30) Will electrical interference or discharges be produced by the project?  Yes  No

If yes, describe:

- (31) Will radioactivity be created by the use?  Yes  No

If yes, describe:



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- (32) What fire prevention and safety devices will be installed? I.e. exit doors, fire escapes, sprinkler systems, standpipe system, paint spray booth, fire extinguishers, etc.

- (33) Describe how premises is accessible to fire, police, and other emergency vehicles.



**Land Development Application**

**Applicant Affidavit**

City of Newburgh, New York, Planning Board

123 Grand Street, Newburgh, New York 12550

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**PART V -- To Be Completed by Applicant**

On this the \_\_ day of \_\_\_\_\_, 20\_\_, before me, \_\_\_\_\_ (name of notary), the undersigned officer, personally appeared \_\_\_\_\_ (name of affiant), known to me (or satisfactorily proven) to be the person(s) whose name(s) (is or are) subscribed to the within instrument and acknowledged that (he, she or they), first being duly sworn, deposes and swears that:

I am the owner of the property located at:

I am authorized to act on behalf of the owner of the property located at:

Street Address: \_\_\_\_\_  
City: Newburgh State: NY Zip: 12550

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

Subscribed and sworn to before me this \_\_ day of \_\_\_\_\_, 20\_\_.

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

\_\_\_\_\_  
Printed Name of Notary

Date Commission Expires:

\_\_\_\_\_

STATE OF \_\_\_\_\_ )  
\_\_\_\_\_) ss. (city/town)  
COUNTY OF \_\_\_\_\_ )



# Land Development Application

## Owner's Proxy Statement

City of Newburgh, New York, Planning Board

123 Grand Street, Newburgh, New York 12550

Phone: (845) 569-7400

Fax: (845) 569-0096

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COMPLETE THIS FORM ONLY IF APPLICANT IS OTHER THAN OWNER.  
THE FOLLOWING STATEMENT MUST BE SIGNED AND NOTARIZED

### A. Property Information:

Street Address:					
City:	Newburgh	State:	NY	Zip:	12550
Tax Map Designation:	Section:	Block:	Lot(s):		

### B. Property Owner:

Name:					
Address:					
City:		State:		Zip:	
Phone:					

### C. Applicant: (Party making application on owner's behalf)

Name:					
Address:					
City:		State:		Zip:	
Phone:					

### D. Owner Proxy Statement:

I, \_\_\_\_\_ swear that I am the owner of the subject property, and, \_\_\_\_\_, the – Agent /Corporate Officer /Contractor / Other \_\_\_\_\_  of said owner or owners is duly authorized to perform said work and to make and file this application; that all statements contained in the application are true to the best of his/her knowledge and belief; that work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_ day of \_\_\_\_\_, 20\_\_.

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

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Date Commission Expires:



**Land Development Application  
Corporation Authorization Statement**

City of Newburgh, New York, Planning Board

123 Grand Street, Newburgh, New York 12550

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**To Be Completed If Corporate Applicant**

STATE OF \_\_\_\_\_ )  
\_\_\_\_\_ ) ss. (city/town)  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn deposes and says that he/she is the

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(name of corporation)

a \_\_\_\_\_ (enter name of State of incorporation) corporation, the applicant named the foregoing application and knows the contents thereof and the same is true to his own knowledge, except as to matters therein stated to be alleged on information and belief and as to those matters he believes it to be true. The signature of the applicant and owner also grants consent for City Staff or City Board or Commission members responsible for of the review or approval of this application(s) to enter the property of the subject application.

\_\_\_\_\_  
Applicant Signature

Date

\_\_\_\_\_  
(Print Name Above)

\_\_\_\_\_  
Property Owner Signature(s)

Date

\_\_\_\_\_  
(Print Name Above)

Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

## **2017 Planning Board Work Session and Meetings by Dates.**

Unless otherwise noticed, all meetings are scheduled for the first Tuesday of the month at the Code Compliance Office, 123 Grand Street, Newburgh NY starting at **9:30 am**.

Applications shall be turned in to the Land Use Boards Secretary located at 83 Broadway, Second Floor. Forms and information can be accessed in the Planning Board page on City of Newburgh website.

<b><u>Month</u></b>	<b><u>Work Session Cutoff Date</u></b>	<b><u>Work Session Meeting on</u></b>
January	December 16, 2016	January 3, 2017
February	January 20, 2017	February 7
March	February 17	March 7
April	March 17	April 4
May	April 21	May 2
June	May 19	June 6
July	June 16	July 5
August	July 21	August 1
September	August 18	September 5
October	September 15	October 3
November	October 20	November 7
December	November 17	December 5

## **2017 Planning Board Meeting and Application Due by Dates.**

Unless otherwise noticed, all meetings are scheduled for the third Tuesday of the month at the Activities Center, 401 Washington Street, Newburgh NY at 7:30 pm.

Applications shall be turned in to the Land Use Boards Secretary located at 83 Broadway, Second Floor. Forms and information can be accessed in the Planning Board page on City of Newburgh website.

<b><u>Month</u></b>	<b><u>Meeting Cutoff Date</u></b>	<b><u>Meeting on</u></b>
January	January 6, 2016	January 17, 2016
February	February 10, 2016	February 21
March	March 10	March 21
April	April 7	April 18
May	May 5	May 16
June	June 9	June 20
July	July 7	July 18
August	August 4	August 15
September	September 8	September 19
October	October 6	October 17
November	November 10	November 21
December	December 8	December 19