

**CITY OF NEWBURGH PLANNING BOARD  
22 GRAND STREET  
NEWBURGH, NEW YORK 12550**

INDEX NO. \_\_\_\_\_  
DATE RECEIVED: \_\_\_\_\_  
MEETING DATE: \_\_\_\_\_  
PUBLIC HEARING: \_\_\_\_\_

ACTION DATE: \_\_\_\_\_  
P.B. FEE'S PAID: \_\_\_\_\_  
ESCROW FEE'S PAID: \_\_\_\_\_

**Application for Site Plan, Lot Line Change or Subdivision Plan Approval**

1. Name of Project: \_\_\_\_\_
2. Name of Applicant: \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_
3. Owner of Record: \_\_\_\_\_ Phone \_\_\_\_\_
4. Person Preparing Plan: \_\_\_\_\_ Phone \_\_\_\_\_
5. Attorney: \_\_\_\_\_ Phone \_\_\_\_\_
6. Location: On the \_\_\_\_\_ side of \_\_\_\_\_  
(Street)  
\_\_\_\_\_ feet \_\_\_\_\_  
(Direction)  
of \_\_\_\_\_  
(Street)
7. Acreage of Parcel: \_\_\_\_\_
8. Zoning District: \_\_\_\_\_
9. Tax Map Designation: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_
10. This application is for; \_\_\_\_\_  
\_\_\_\_\_
11. Has the Zoning Board of Appeals granted any variances concerning this property? \_\_\_\_\_  
If Yes, list Appeal Number: \_\_\_\_\_
12. List all contiguous holdings in the same ownership:  
Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**Application for Site Plan, Lot Line Change or Subdivision Plan Approval**

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

**In the Event of Corporate Ownership:** A list of all directors, officers and stockholders of each corporation owning more than five percent of any class of stock must be attached, including address.

**OWNERS ENDORSEMENT** (completion required only if applicable)

**COUNTY OF ORANGE**

**SS:** \_\_\_\_\_

**STATE OF NEW YORK**

\_\_\_\_\_ being duly sworn, deposes and says that

he resides at \_\_\_\_\_

in the County of \_\_\_\_\_ and the State of \_\_\_\_\_

and that he is (the owner in fee) of \_\_\_\_\_  
(Official Title)

of the Corporation which is the owner in fee of the premises described in the

foregoing application that he has  
authorized \_\_\_\_\_

\_\_\_\_\_ to make the foregoing application for Special Use Approval as  
described herein.

I hereby depose and say that the above statements and information, and all documents and  
information contained in the supporting documents and drawings attached hereto are true.

\_\_\_\_\_  
(Owners Signature)

\_\_\_\_\_  
(Applicants Signature and Title)

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

\_\_\_\_\_  
(Notary Public)

**Application for Site Plan, Lot Line Change or Subdivision Plan Approval**

**PROXY STATEMENT**

For submittal to the

**CITY OF NEWBURGH PLANNING BOARD**

\_\_\_\_\_, deposes and says that he resides at

---

(owners address)

in the County of \_\_\_\_\_

and the State of \_\_\_\_\_

and that he is the owner in fee of \_\_\_\_\_

---

which is the premises described in the foregoing application and that he has authorized

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to make the foregoing application as described therein.

\_\_\_\_\_  
(Owners Signature)

\_\_\_\_\_  
(Witnesses Signature)

Sworn to me this

\_\_\_\_\_ day of \_\_\_\_\_ 20

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(Notary Public)

**CITY OF NEWBURGH PLANNING BOARD  
SITE PLAN CHECKLIST**

**ITEM**

- |   |  |
|---|--|
| 1. <input type="checkbox"/> SITE PLAN TITLE             | 25. <input type="checkbox"/> SCREENING                     |
| 2. <input type="checkbox"/> APPLICANTS NAME(S)          | 26. <input type="checkbox"/> ACCESS & EGRESS               |
| 3. <input type="checkbox"/> APPLICANTS ADDRESS          | 27. <input type="checkbox"/> PARKING AREAS                 |
| 4. <input type="checkbox"/> SITE PLAN PREPARERS NAME    | 28. <input type="checkbox"/> LOADING AREAS                 |
| 5. <input type="checkbox"/> SITE PLAN PREPARERS ADDRESS | 29. <input type="checkbox"/> PAVING DETAILS                |
| 6. <input type="checkbox"/> DRAWING AND REVISION DATES  | 30. <input type="checkbox"/> CURBING LOCATIONS             |
| 7. <input type="checkbox"/> APPROVAL BOX                | 31. <input type="checkbox"/> CURBING DETAILS               |
| 8. <input type="checkbox"/> AREA MAP INSET              | 32. <input type="checkbox"/> CATCH BASIN LOCATION          |
| 9. <input type="checkbox"/> SITE DESIGNATION            | 33. <input type="checkbox"/> CATCH BASIN DETAILS           |
| 10. <input type="checkbox"/> ADJOINING PROPERTIES       | 34. <input type="checkbox"/> STORM DRAINAGE                |
| 11. <input type="checkbox"/> ADJOINING PROPERTY OWNERS  | 35. <input type="checkbox"/> REFUSE STORAGE                |
| 12. <input type="checkbox"/> PLOT PLAN                  | 36. <input type="checkbox"/> OTHER OUTDOOR STORAGE         |
| 13. <input type="checkbox"/> SCALE(1"=50' OR LESS)      | 37. <input type="checkbox"/> AREA LIGHTING                 |
| 14. <input type="checkbox"/> METES AND BOUNDS           | 38. <input type="checkbox"/> SANITARY DISPOSAL             |
| 15. <input type="checkbox"/> ZONING DESIGNATION         | 39. <input type="checkbox"/> WATER SUPPLY                  |
| 16. <input type="checkbox"/> ZONING BOUNDARIES          | 40. <input type="checkbox"/> FIRE HYDRANTS                 |
| 17. <input type="checkbox"/> NORTH ARROW                | 41. <input type="checkbox"/> BLDG. ELEVATIONS              |
| 18. <input type="checkbox"/> EXISTING BUILDINGS         | 42. <input type="checkbox"/> DIVISIONS OF OCCUPANCY        |
| 19. <input type="checkbox"/> EXISTING PAVED AREAS       | 43. <input type="checkbox"/> SIGN DETAILS                  |
| 20. <input type="checkbox"/> EXISTING ACCESS AND EGRESS | 44. <input type="checkbox"/> BULK TABLE INSET              |
| 21. <input type="checkbox"/> EXISTING WETLANDS          | 45. <input type="checkbox"/> PROPERTY AREA                 |
| 22. <input type="checkbox"/> EASEMENTS ON PROPERTY      | 46. <input type="checkbox"/> BLDG COVERAGE (SQ. FT.)       |
|   | 47. <input type="checkbox"/> BLDG COVERAGE (%AREA)         |
| <b>PROPOSED IMPROVEMENTS</b>                            | 48. <input type="checkbox"/> NO PARKING SPACES PROPOSED    |
| 23. <input type="checkbox"/> LANDSCAPING                | 49. <input type="checkbox"/> NO PARKING SPACES REQUIRED    |
| 24. <input type="checkbox"/> EXTERIOR SITE LIGHTING     | 50. <input type="checkbox"/> AREAS DEDICATED TO PUBLIC USE |

This list is provided as a guide only and is for the convenience of the applicant. The City of Newburgh Planning Board may require other material or revisions prior to granting approval.

**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**

**CITY OF NEWBURGH PLANNING BOARD  
SUBDIVISION SUBMISSION CHECKLIST**

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**SKETCH PLAN SUBMISSION**

1. SECTION, BLOCK, LOT NUMBER \_\_\_\_\_
2. NAME & ADDRESS OF RECORD OWNER \_\_\_\_\_
3. LOCATION MAP OF PROPERTY \_\_\_\_\_
4. NORTH ARROW \_\_\_\_\_
5. SCALE OF MAP \_\_\_\_\_
6. PROPERTY BOUNDARIES  
(DEED PLOT TO SCALE-MINIMUM) \_\_\_\_\_
7. ADJACENT ROADS \_\_\_\_\_
8. EXISTING PROPERTY ZONING \_\_\_\_\_
9. APPROXIMATE LOCATION OF  
STREAMS & WATER BODIES \_\_\_\_\_
10. APPROXIMATE LOCATION OF  
EXISTING STRUCTURES \_\_\_\_\_
11. APPROXIMATE PROPOSED  
SUBDIVISION PROPERTY LINES \_\_\_\_\_
12. SEWER AVAILABILITY (PUBLIC) \_\_\_\_\_
13. WATER AVAILABILITY (PUBLIC) \_\_\_\_\_

**CITY OF NEWBURGH PLANNING BOARD  
SUBDIVISION SUBMISSION CHECKLIST**

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**PRELIMINARY PLAN SUBMISSION**

1. All information required for sketch plan. \_\_\_\_\_
2. Approximate metes & bounds of prepared subdivision \_\_\_\_\_
3. Adjoining property locations & ownership \_\_\_\_\_
4. Location, widths, purpose and grantee of all easements a rights-of-way on the property \_\_\_\_\_
5. Topography-2' contour interval unless otherwise allowed by the Planning Board \_\_\_\_\_
6. Location of all areas subject to flooding or ponding \_\_\_\_\_
7. Location & limits of all "designated wetland" areas and delineate proposed 100' buffer strip around wetland. \_\_\_\_\_
8. Subdivision name and location \_\_\_\_\_
9. Location of all water courses \_\_\_\_\_
10. 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. \_\_\_\_\_
11. Zoning table showing what is required in the particular zone and what the applicant in each category of the bulk table required. \_\_\_\_\_
12. Zoning boundaries, if within the area of the proposed subdivision \_\_\_\_\_
13. Date of the plat preparation and/or plat revisions. \_\_\_\_\_
14. Preliminary design and details of Sanitary Sewage Disposal Systems \_\_\_\_\_
15. 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. \_\_\_\_\_
16. Name and width of adjacent streets \_\_\_\_\_

**CITY OF NEWBURGH PLANNING BOARD  
SUBDIVISION SUBMISSION CHECK LIST**

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- 17. Proposed road profiles and cross sections in accordance with the City of Newburgh specifications \_\_\_\_\_
  
- 18. Proposed lot areas \_\_\_\_\_
  
- 19. Numbering on proposed lots. \_\_\_\_\_
  
- 20. 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 \_\_\_\_\_
  
- 21. Proposed locations of new structures \_\_\_\_\_
  
- 22. Locations and proposed grade and cross section of driveways to each individual proposed lot \_\_\_\_\_
  
- 23. 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 \_\_\_\_\_
  
- 24. 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. \_\_\_\_\_
  
- 25. All necessary application fees to the City of Newburgh must be paid prior to preliminary approval by the City of Newburgh Planning Board. \_\_\_\_\_
  
- 26. Environmental Assessment Statement- (Long or Short Form as delineated by the City of Newburgh Planning Board) \_\_\_\_\_
  
- 27. Seal and signature of design professional preparing plan \_\_\_\_\_

**CITY OF NEWBURGH PLANNING BOARD  
SUBDIVISION SUBMISSION CHECKLIST**

Page 4 of 4

**FINAL PLAN SUBMISSION**

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

**ALL PLAN SUBMISSIONS**

1. A copy of this checklist with indications by the design preparing the plans that all applicable requirements of this checklist have been met. \_\_\_\_\_
2. All mylars & maps must hve sufficient space for Planning Broad 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 \_\_\_\_\_
3. All plans folded shall be folded with the title block & stamp of approval exposed \_\_\_\_\_

**This list is designed to be a guide only. The City of Newburgh Planning Board may require additional information, notes and/or revisions prior to granting any approval. The City of Newburgh Planning Board reserves the right to require any additional information at its descretion.**

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

