

**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

to make the foregoing application as described therein.

(Owners Signature)

(Witnesses Signature)

Sworn to me this

_____ day of _____ 20

(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) |
| PROPOSED IMPROVEMENTS | 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**

PAGE 1 OF 4

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**

PAGE 2 OF 4

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**

Page 3 of 4

- 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: _____

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)