



**FORM: LDA01**  
**Land Development Application**  
 City of Newburgh, New York, Planning Board  
 83 Broadway, Newburgh, New York 12550  
 Phone: (845) 569-7386  
 www.cityofnewburgh-ny.gov

**GENERAL INFORMATION:**

**Project Name/** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Project Descriptions**  
**(Brief):**

**Application for:**

Check all that apply \_\_\_\_\_

- Site Plan:** Answer all parts of **Form PB01**
- Subdivision:** Answer all parts of **Form PB02**
- Special Use Permit:** Answer all parts of **Form PB01 and PB03**
- Special Parking Permit:** Answer all parts of **Form PB04**
- Area Variance:** Answer all parts of **Form ZBA01**
- Use Variance:** Answer all parts of **Form ZBA02**

**Applicant:**

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

**Property Information:**

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

**FOR INTERNAL USE ONLY**

Application Receipt Date:	Index/Appeal Number:
	Meeting Date:
	Public Hearing:
	Fee Paid:
	Completed LDA:
	Informational:
	Part 1 EAF from mapper:
	Ownership Affidavits as Required:
Owner ID Type:	



**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

**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.

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

**Note: A copy of the Owner's Photo Identification should be provided**

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.

**Person Preparing Plan or Plat:**

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

**List all contiguous holdings in the same ownership:**

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



**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

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.

**The following documents are required of all application packages. All documents must be received prior to the application deadline to be placed on the next agenda.**

<input type="checkbox"/>	<b>Completed Informational or Denial Letter from the Zoning Enforcement Officer in the Building Department.</b> (Request a minimum of 2 weeks prior to due date)
<input type="checkbox"/>	<b>Completed Land Development Application</b> (Form LDA01 and Forms PB02, PB03, PB04, ZBA01, or ZBA02 as required)
	<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.</p> <ul style="list-style-type: none"> <li>• Applications in the East End or Colonial Terraces Historic District MUST submit a Full Environmental Assessment Form.</li> <li>• 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.</li> </ul>
<input type="checkbox"/>	<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.
<input type="checkbox"/>	<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.
<input type="checkbox"/>	<b>Affidavit(s) of Ownership,</b> Submit affidavit showing ownership, or other status to legally apply for on behalf of the property. See pages 6-9 of this form, Form PB01.



## 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](http://www.cityofnewburgh-ny.gov)

<input type="checkbox"/>	<p><b>For Site Plans/ Special Use Permits Requiring Site Plans: Submit Two (2) Hardcopies of the Site Plan</b></p> <p>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 Print of Preliminary Plat</b></p> <p>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>
<input type="checkbox"/>	<p><b>For Zoning Variances:</b></p> <p><b>Site Context Map: Eleven (11) copies.</b> Please submit eleven (11) copies of a site context map showing the zoning of the parcel in question, as well as the zoning of all adjacent properties.</p>
<input type="checkbox"/>	<p><b>Plot Plan: Eleven (11) copies.</b> If the area variance applied for involves any expansion of existing buildings or new construction on the site, then the applicant must submit eleven (11) copies of a complete plot plan of the proposed expansion drawn to scale with accurate dimensions, showing the location of all existing and proposed structures on the lot in sufficient detail to enable the zoning board to determine compliance.</p>
<input type="checkbox"/>	<p><b>One (1) Digital Copy at 600 dpi/ppi or greater</b></p> <p>The applicant must provide a digital copy of Site Plans or Subdivision Plats. Applications will not be accepted without a digital copy</p>
<input type="checkbox"/>	<p><b>Coastal Assessment Form (CAF).</b></p> <p>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>
<input type="checkbox"/>	<p><b>Industrial Pretreatment Program Permit</b></p> <p>The City of Newburgh regulates discharges to the sanitary sewer system in order to comply with effluent limitations dictated by local, state, and federal laws. Article III of Section 248 of the City Code defines restrictions on wastewater discharged to the City's sanitary sewer system: <a href="http://ecode360.com/10873704">http://ecode360.com/10873704</a></p> <p>All sewer discharges, other than sanitary wastes, may require on-site pretreatment prior to discharge, along with applicable monitoring and reporting. A checklist is</p>



## 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

	<p>available from the City's Engineering Department in order to assess the potential requirement of an IPP Permit. This must be filled out and signed by a licensed P.E. and reviewed by the City.</p>
<input type="checkbox"/>	<p><b>Stormwater Management</b>          The City of Newburgh is responsible for maintaining compliance with the State Pollution Eliminations Discharge General Permit for Stormwater Discharges from Construction Activity and the Small Municipal Stormwater Sewer Systems (MS4) Permit, amongst other local, state, and federal laws as they relate to stormwater management. Article IV of Section 248 of the City Code defines the requirements related to stormwater management: <a href="http://ecode360.com/10873863">http://ecode360.com/10873863</a></p> <p>Disturbances of one acre or more require coverage under NY State Pollution Eliminations Discharge General Permit for Stormwater Discharges from Construction Activity (those sites under this threshold may be subject to stormwater requirements as dictated in the City Code and identified by the City's Engineering Department, which can be discussed prior to the application with the engineering department or post application during the workshop process).</p>

**Fees.** All applications must include the appropriate fee, by check, made payable to "City of Newburgh".

<input type="checkbox"/>	<p><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</p>
<input type="checkbox"/>	<p><b>Site Plan Fee</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</p>
<input type="checkbox"/>	<p><b>Variance Fees</b>          Residential Fee: \$150.          Commercial Fee: \$250.</p>
<input type="checkbox"/>	<p><b>Recreation fee in lieu of land (at Board's discretion)</b>          For residential site plans (3 and greater): \$1,000 for per unit</p>
<input type="checkbox"/>	<p><b>Special Use Permit Fee</b>          Residential: \$150          Commercial: \$250</p>
<input type="checkbox"/>	<p><b>Public Hearing Fee, If Required</b>          \$50 for address list + postage + newspaper fee</p>
	<p><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.</p>



**Land Development Application  
Applicant Affidavit**

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

**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

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

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

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

www.cityofnewburgh-ny.gov

**To Be Completed By the Owner If Different than Applicant.**

**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  
Corporate Authorization Statement**

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

**To Be Completed by Corporate Officer is if Corporation is Owner or 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