

Planning Board

Town of Orangetown Building Department
26 Orangeburg Road
Orangeburg, New York 10962
(845) 359-8410, ex 4331, orangetown.com

STEP ONE - APPLICATION REQUIREMENTS FOR SUBMISSION TO THE BOARD:

The application process takes approximately 40 business days to schedule a meeting.

1. Signed and dated attached Board application, **A DESCRIPTIVE PROJECT NARRATIVE**, and Part I of the Environmental Assessment Form. **MUST BE PROVIDED.**
2. A copy of the Building Permit Denial Application, signed by the Director of the Department
3. Copy of Deed to present owner of property.
4. Written authorization from owner to appear in front of Board, if Agent.
5. **If the Owner and/or Applicant is listed as an Entity, A completed Entity Disclosure Statement Form MUST be submitted with this Application.**
Entity: A limited liability company, limited liability partnership, general or limited partnership, professional Corporation, joint venture, doing business as name or venture, association, business trust, or non-publicly-traded corporation
6. A list of Names/Addresses of all owners of properties within 200 feet of perimeter of site, obtained from the Land Use Boards Office. Application must include a map of lots noting 200 foot radius line as applicable, measuring from all points on property line, not from the center of the site, (excluding public roadways, right of ways, public utility or public entity). Names and addresses must be placed on stamped #10 envelopes, without return address. Do not use a postage meter.
7. Submit **TWO (2) COPIES** of the plans (subdivision or site plans). All plans must be folded to 8½ x11 with title box showing. Minimum scale of 1 inch = 30 feet, a Vicinity Map minimum scale of 1inch =1000 feet, a North arrow and a bulk table must be included on plan.
APPLICANTS ARE REQUIRED TO SUBMIT A PDF VERSION.
8. Plans must conform to Town of Orangetown Land Development Regulations; see Chapters 21 and 21A of the Town of Orangetown Town Code. Plans must be signed and sealed by a New York State Professional Engineer and Land Surveyor.
9. **All Site Plan** submissions must have a Building Permit Referral, signed by the Director of the Buildings Department.

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10. Provide One Check, for all applicable fees, made payable to "Town of Orangetown" Please calculate the total amount, based on the list provided below:

Geographic Information System Database Fee: \$65.00 (Paid upon initial submission to Board)

*Legal Advertisement Fee: \$150.00

(For each time an advertisement or re-advertisement has to be published)

SUBDIVISION REVIEW

*Pre preliminary/Preliminary/Final: Minor/Major.\$350.00 + \$125.00 per new lot

SITE PLAN REVIEW

†Prepreliminary/Preliminary/Final Residential (Critical Environmental Area)

\$500.00 + \$50.00 for each dwelling

*Prepreliminary/Preliminary/Final Non Residential

\$500.00 + \$150.00 for every 1000 square feet of floor space

† Effective February 4th, 2015 as per *Town Board Resolution No. 45, January 28, 2015*

FOR: OTHER/ CONSULTATION/ CONTINUATION OF APPLICATION

ONE CHECK ONLY IN THE AMOUNT OF - \$200.00

• ESCROW AMOUNT FOR DRAINAGE REVIEW - MUST BE SEPARATE CHECK

Minor Subdivision: \$2,400.00

Major Subdivision: \$3,500.00 plus \$100.00 per lot over 10 lots

Commercial Site Plan: \$3,500.00 plus \$200.00/acre over 2 acres

Residential Site Plan in the Critical Environmental Area: \$750.00

Commercial Subdivision involving exterior changes that may affect drainage: \$1,000.00

STEP TWO- ONCE APPLICATION IS DEEMED COMPLETE, APPLICANT TO PROVIDE THE FOLLOWING:

11. Submit 29 Copies of the plans submitted and reviewed by the building inspector. (subdivision or site plans).All plans must be folded to 8½ x11 with title box showing.

APPLICANTS ARE REQUIRED TO SUBMIT A PDF VERSION.

12. Once scheduled for a meeting date, all applicants are required to erect signs containing information regarding the public hearing on every lot corner and once every 100 feet facing each public street on which the property abuts, see Chapters 21 and 21A of the Town of Orangetown Town Code. Such signs shall be obtained from the Planning Board Office.

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2025 MEETING DATES

2nd and 4th Wednesday of every month
(except as otherwise noted^{**})

**Land Use Board Meeting Room, North West Corner
26 Orangeburg Road, Orangeburg, NY**

All meetings start at 7:30 PM

Two weeks, unless otherwise noted^{}, prior to the scheduled hearing there will be a Project Review Committee (PRC) meeting held to discuss the project, as scheduled above. PRC meetings are held in the Land Use Board Meeting Room, North West Corner, 26 West Orangeburg Road, Orangeburg, NY at 9:30am. It is recommended that a knowledgeable representative be present at this meeting to discuss the project.**

<u>PLANNING BOARD MEETING DATE</u>	<u>ASSOCIATED PRC MEETING DATE</u>
January 8	December 11 ^{**}
January 22	January 8
February 12	January 22
February 26	February 12
March 12	February 26
March 26	March 12
April 9	March 26
April 23	April 9
May 14	April 23
May 28	May 14
June 11	May 28
June 25	June 11
July 9	June 25
July 23	July 9
(NO MEETINGS IN AUGUST)	
September 10	August 27
September 25 ^{**}	September 10
October 8	September 24
October 22	October 8
November 12 (one meeting in November)	October 22
December 10 (one meeting in December)	December 3 ^{**}

**PRC Meetings are open to the public to attend to observe/hear the review, however public comment will not be heard at PRC Meetings.
For more information, please contact the Clerk to the Planning Board at (845)359-8410.**

CONTACT PERSON INFORMATION SHEET:

NAME: _____

MAILING ADDRESS:

_____	_____	_____
Street number	(PO Box)	Street Name
_____	_____	_____
City	State	Zip Code

TELEPHONE #: _____

CELL PHONE #: _____

FAX #: _____

E-MAIL ADDRESS: _____

Relation to project: _____

Name of Municipality: TOWN OF ORANGETOWN

Date Submitted: _____

LAND USE BOARD APPLICATION

Please check all that apply:

<input type="checkbox"/> Commercial <input type="checkbox"/> Planning Board <input type="checkbox"/> Zoning Board of Appeals <input type="checkbox"/> Subdivision <input type="checkbox"/> Number of Lots <input type="checkbox"/> Site Plan <input type="checkbox"/> Conditional Use <input type="checkbox"/> Special Permit <input type="checkbox"/> Variance <input type="checkbox"/> Performance Standards Review <input type="checkbox"/> Use Variance <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Residential <input type="checkbox"/> Historical Board <input type="checkbox"/> Architectural Board <input type="checkbox"/> Consultation <input type="checkbox"/> Pre-Preliminary/Sketch <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Interpretation
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PERMIT#: _____
ASSIGNED
INSPECTOR: _____

Referred from Planning Board: YES / NO
 If yes provide date of Planning Board meeting: _____

Project Name: _____

Street Address: _____

Tax Map Designation:
Section: _____ Block: _____ Lot(s): _____
Section: _____ Block: _____ Lot(s): _____

Directional Location:
On the _____ side of _____, approximately _____ feet _____ of the intersection of _____, in the Town of ORANGETOWN in the hamlet/village of _____.

Acreage of Parcel _____ School District _____ Ambulance District _____ Water District _____	Zoning District _____ Postal District _____ Fire District _____ Sewer District _____
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Project Description: *(If additional space required, please attach a narrative summary.)*

The undersigned agrees to an extension of the statutory time limit for scheduling a public hearing.
Date: _____ Applicant's Signature: _____

APPLICATION REVIEW FORM

Applicant: _____ Phone # _____

Address: _____
Street Name & Number (Post Office) City State Zip Code

Property Owner: _____ Phone # _____

Address: _____
Street Name & Number (Post Office) City State Zip Code

Engineer/Architect/Surveyor: _____ Phone # _____

Address: _____
Street Name & Number (Post Office) City State Zip Code

Attorney: _____ Phone # _____

Address: _____
Street Name & Number (Post Office) City State Zip Code

Contact Person: _____ Phone # _____

Address: _____
Street Name & Number (Post Office) City State Zip Code

GENERAL MUNICIPAL LAW REVIEW:

This property is within 500 feet of:
(Check all that apply)

IF ANY ITEM IS CHECKED, A REVIEW MUST BE DONE BY THE ROCKLAND COUNTY COMMISSIONER OF PLANNING UNDER THE STATE GENERAL MUNICIPAL LAW, SECTIONS 239 L, M, N, AND NN.

_____ State or County Road
_____ Long Path
_____ Municipal Boundary

_____ State or County Park
_____ County Stream
_____ County Facility

List name(s) of facility checked above:

Referral Agencies:

_____ RC Highway Department
_____ RC Drainage Agency
_____ NYS Dept. of Transportation
_____ NYS Thruway Authority
_____ Adjacent Municipality _____
_____ Other _____

_____ RC Division of Environmental Resources
_____ RC Dept. of Health
_____ NYS Dept. of Environmental Conservation
_____ Palisades Interstate Park Commission

APPLICATION REVIEW FORM

FILL IN WHERE APPLICABLE.

(IF THE FOLLOWING DOES NOT APPLY PLEASE MOVE ON TO THE NEXT PAGE)

If subdivision:

- 1) Is any variance from the subdivision regulations required? _____
- 2) Is any open space being offered? ____ If so, what amount? _____
- 3) Is this a standard or average density subdivision? _____

If site plan:

- 1) Existing square footage _____
- 2) Total square footage _____
- 3) Number of dwelling units _____

If **special permit**, list special permit use and what the property will be used for.

Environmental Constraints:

Are there **slopes greater than 25%**? If yes, please indicate the amount and show the gross and net area _____

Are there **streams** on the site? If yes, please provide the names. _____

Are there **wetlands** on the site? If yes, please provide the names and type:

Project History:

Has this project ever been reviewed before? _____

If so, provide a narrative, including the list case number, name, date, and the board(s) you appeared before, and the status of any previous approvals.

List tax map section, block & lot numbers for all other abutting properties in the same ownership as this project.

APPLICATION REVIEW FORM

Applicant's Signature and Certification

State of New York)
County of Rockland) SS.:
Town/Village of _____)

I, _____ hereby depose and say that all the above statements contained in the papers submitted herewith are true.

Signature: _____

Mailing Address: _____

SWORN to before this

_____ day of _____, 20_____

Notary Public

Owner/Applicant's Consent Form to Visit Property

I, _____, owner/applicant of the property described in the application submitted to the town/village board, planning board, zoning board of appeals and/or supporting staff, do hereby give permission to members of said boards and/or supporting staff to visit the property in question at a reasonable time during the day.

Owner/Applicant Signature

SWORN to before this

_____ day of _____, 20_____

Notary Public

APPLICATION REVIEW FORM

Affidavit of Ownership/Owner's Consent

State of New York)
County of Rockland) SS.:
Town/Village of _____)

I, _____ being duly sworn, hereby depose and say
that I reside in the county of _____ in the state of
_____.

I am the (* _____) owner in the fee simple of premises located
at: _____

_____ described in a certain deed of said premises recorded in the Rockland County
Clerk's Office in Liber _____ of conveyances, page _____.

Said premises have been in my/its possession since _____.
Said premises are also known and designated on the Town of _____.
Tax Map as: section: _____ block: _____ lot(s): _____.

I hereby authorize the within application on my behalf and that the statement of fact contained in said
application are true, and agree to be bound by the determination of the board.

Owner Signature: _____

Mailing Address: _____

SWORN to before this

_____ day of _____, 20_____

Notary Public

**If owner is a corporation, fill in the office held by deponent and name of corporation, and provide a
list of all directors, officers and stockholders owning more that 5% of any class of stock.*

APPLICATION REVIEW FORM

Affidavit Pursuant to Section 809 of the General Municipal Law

State of New York)
County of Rockland) SS.:
Town/Village of _____)

I, _____, being duly sworn, hereby depose and say that all the following statements and the statements contained in the papers submitted herewith are true and that the nature and extent of any interests set forth are disclosed to the extent that they are known to the applicant.

1. Print or type full name and post office address

Certifies that he/she is owner or agent of all that certain lot, piece or parcel of land and/or building described in this application **and if not the owner that he/she has been duly and properly authorized to make this application and to assume responsibility for the owner** in connection with this application for the relief set forth:

2. To the _____ of the Town/Village of _____, Rockland County, New York:

Application, petition or request is hereby submitted for:

- Variance or modification from the requirement of Section _____;
- Special permit per the requirements of Section _____;
- Review and approval of proposed subdivision plat;
- Exemption from a plat or official map;
- An order to issue a certificate, permit or license;
- An amendment to the Zoning Ordinance of Official Map or change thereof;
- Other (*explain*) _____;

To permit construction, maintenance and use of _____

3. Premises affected are in a _____ zone and from the Town of _____

Tax map, the property is known as Section _____, Block, _____, Lot(s) _____.

APPLICATION REVIEW FORM

4. There is no state officer, Rockland County officer or employee or town/village officer or employee nor his or her spouse, brother, sister, parent, child or grandchild, or a spouse of any of these relatives who is the applicant or who has an interest in the person, partnership or association making this application, petition or request, or is an officer, director, partner or employee of the applicant, or that such officer or employee, if this applicant is a corporation, legally or beneficially owns or controls any stock of the applicant in excess of 5% of the total of the corporation if its stock is listed on the New York or American Stock Exchanges; or is a member or partner of the applicant, if the applicant is an association or a partnership; nor that such town/village officer or employee nor any member of his family in any of the foregoing classes is a party to an agreement with the applicant, express or implied, whereby such officer or employee may receive any payment or other benefit, whether or not for service rendered, which is dependent or contingent upon the favorable approval of this application, petition or request.

5. To the extent that the same is known to your applicant, and to the owner of the subject premises **there is disclosed herewith** the interest of the following officer or employee of the State of New York or the County of Rockland or of the Town/Village of ORANGETOWN in the petition, request or application or in the property or subject matter to which it relates:

(IF NONE, SO STATE)

- a. Name and address of officer or employee _____

- b. Nature of interest _____
- c. If stockholder, number of shares _____
- d. If officer or partner, nature of office and name of partnership _____
- e. If a spouse or brother, sister, parent, child, grandchild or the spouse of any of these blood relatives of such state, county or town/village officer or employee, state name and address of such relative and nature of relationship to officer and employee and nature and extent of office, interest or participation or association having an interest in such ownership or in any business entity sharing in such ownership. _____
- f. In the event of corporate or limited liability company ownership: A list of all directors, officers and stockholders of each corporation or members of each limited liability company owning more than five (5%) percent of any class of stock or more than five (5%) percent beneficial interest, must be attached, if any of these are officers or employees of the State of New York, or of the County of Rockland, or of the Town of Orangetown.

6. I do hereby depose and say that all the above statements and statements contained in the papers submitted herewith are true, knowing that a person who knowingly and intentionally violates this section is guilty of a misdemeanor.

Signature: _____

Mailing Address: _____

SWORN to before this

_____ day of _____, 20_____

Notary Public

APPLICATION REVIEW FORM

AFFIDAVIT

State of New York)

County of Rockland) SS.:

Town/Village of _____)

I, _____ being duly sworn deposes and says that he is the applicant, agent or attorney for applicant, in the matter of the petition before the _____ (*board*) in the town/village of _____ affecting property located at _____, Rockland County, New York.

That the following are all of the owners of property _____ (*distance*) from the premises as to which this application is being taken.

<u>SECTION-BLOCK-LOT</u>	<u>NAME</u>	<u>ADDRESS</u>
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Short Environmental Assessment Form

Part 1 - Project Information

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:	
Address:		E-Mail:	
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?		NO	YES
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.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
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, are adjoining or near the proposed action:			
5. <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,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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 <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? _____ _____ b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
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 <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

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
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, darn)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
<p>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor/name: _____ Date: _____</p> <p>Signature: _____ Title: _____</p>		

TOWN OF ORANGETOWN

GUIDE FOR THE **PREPARATION** & FILING OF SITE DEVELOPMENT **PLANS**

The Final Site Plan, which must be prepared and sealed by a Licensed Land Surveyor and Professional Engineer, shall show the following:

1. Name of the site plan and section, block, and lot.
2. Name and address of record owner and signature of owner.
3. Name and address and seal of land surveyor.
4. Original date and identifying drawing and sheet numbers, revision dates with description of each revision.
5. True North arrow and scale at a minimum of 1" = 30 feet.
6. Vicinity map at a minimum scale of 1 inch = 1,000 feet, showing streets within 1,000 feet to the nearest street intersection.
7. Names of existing and new streets.
8. Districts in which located: School, Fire, Water, Lighting, Sewer (shown as "Orangetown Sewer District") and Zoning District. All district lines must be shown where districts change within the site plan.
9. Exact location of important trees and wooded areas, rock outcrops, marshes, ditches and watercourses.
10. Elevations at lot corners.
11. Land contours of the development and contiguous areas, present and final at two foot intervals.
12. Show method of draining land with direction of flow to be installed by arrows.
13. Where any drainage courses are to be established, the plan shall bear a notation stating: "Lot drainage shown shall constitute easements running with the land and are not to be disturbed."
14. Show any and all easements and dedications by metes and bounds.
15. The map must show existing and proposed street paving and sidewalks, rights-of-way and designated road widths.
16. Locations and sizes of existing sewers, water mains, gas lines, culverts and other underground utilities and structures, utility poles and fire hydrants, and/or distance to the nearest existing hydrant.
17. Exact location and use of any and all existing structures and distances of same from any newly created lot lines. Show as "existing" and indicate disposition.
18. Each plan shall bear a note stating: "All utilities, including electric and telephone service, shall be installed underground."
19. Any street lighting standards required must be shown. After preliminary approval of the site plan, two copies must be supplied to the Clerk who will submit them to Orange and Rockland Utilities for placement of the street lighting standards. These locations must be approved by the Town Board Lighting Committee before the vellum transparency or Mylar can be filed with the County Clerk.
20. Iron pins, unless otherwise required by the Planning Board, shall be shown and placed at all lot corners.

21. Location and results of tests to ascertain subsurface soil rock and groundwater unless test pits are dry at a depth of five feet. (This is to be reviewed by the Town Consulting Engineer.)
22. Concrete sidewalks and curbs must be shown and installed (see Section 4.0 of the Zoning Code of Orangetown). The following note shall be placed on the plan to read: "Sidewalks and curbs shall be installed in accordance with the Highway Department's specifications for sidewalks and curbs."
23. The following note must be placed on all site plans: "This plan does not conflict with the County Official Map and has been approved in the manner specified by Section 239L&M of the General Municipal Law of the State of New York."
24. Where sewers are to be installed, this note must be placed on the site plan: "Certificate of Occupancy shall not be requested from the Town of Orangetown Building Department until results of infiltration and exfiltration tests for sanitary sewers are certified by a New York State licensed professional engineer and approved by the Director, Division of Sewers."
25. Proposed drainage must be approved by the Town Consulting Engineer.
26. The applicant must obtain approval from the New York State Department of Transportation, Rockland County Highway Department, or the Town of Orangetown Highway Department, whichever is appropriate.
27. Before the vellum transparency or Mylar can be signed for filing with the Town Clerk:
 - a. Any easements, dedications or restrictive covenants are to be submitted in form satisfactory to the Town Attorney and must be approved by the Town Board for filing.
 - b. Posting of bonds in amount to be determined by various departments having jurisdiction and in a form satisfactory to the Town Attorney and the Town Board.
 - c. All Planning Board requirements must be satisfied and all fees and expenses must be paid.
28. Where the decision of the Board having jurisdiction or the plan requires conveyance of an easement, streets or other interest to the Town, the applicant will be required to provide a title policy insuring the Town as to the right of the applicant to convey such interest.

TOWN OF ORANGETOWN GUIDE FOR THE PREPARATION & FILING OF SUBDIVISION PLATS

The Final Subdivision Plat, which must be prepared and sealed by a Licensed Land Surveyor or Professional Engineer, shall show the following:

1. Name of the subdivision including Section, Block and Lot.
2. Name, address and signature of the record owner.
3. Name and address and seal of land surveyor.
4. Original date and identifying drawing and sheet numbers, revision dates with description of each revision.
5. True North arrow and scale at a minimum of 1 inch = 30 feet.
6. Vicinity map at a minimum scale of 1 inch = 1,000 feet showing streets within 1,000 feet and at least to the nearest street intersection.
7. Total acreage and number of lots in the subdivision.
8. Location of any proposed park or recreation site.
9. Each lot to show number of square feet and bear a tax lot number. Two copies of the subdivision map signed by the Assessor showing tax lot numbers, must be filed with the Clerk of the Planning Board by the applicant.
10. Names of existing and new streets.
11. Districts in which located: school, fire, water, lighting (shown as Town of Orangetown), sewer (shown as "Orangetown Sewer District"), zoning district. All district lines must be shown where districts change within the subdivision.
12. Exact location of important trees and wooded areas, rock outcrops, marshes, ditches and watercourses.
13. Elevations at lot corners.
14. Land contours of the development and contiguous areas, present and final at two foot intervals.
15. Show method of draining land with direction of flow to be indicated by arrows.
16. Where any drainage courses are to be established, the plan shall bear a notation stating: "Lot drainage shown shall constitute easements running with the land and are not to be disturbed."
17. Show any and all easements and dedications by metes and bounds.
18. The map must show existing and proposed street paving and sidewalks, rights-of-way and designated road widths.
19. Locations and sizes of existing sewers, water mains, gas lines, culverts and other underground utilities and structures, utility poles and fire hydrants, and/or distance to the nearest fire hydrant.
20. For Major subdivisions, two copies of a marked map shall be submitted indicating the approval of the hydrant location by the appropriate fire department authorities. If no hydrants are required, the fire department authorities shall so state.
21. Exact location and use of any and all existing structures and distances of same from any newly created lot lines. Show as "existing" and disposition.
22. Each plan shall bear a note stating: "All utilities, including electric and telephone service, shall be installed underground."
23. Any street lighting standards required must be shown. After preliminary approval of the subdivision map, two copies must be supplied to the Clerk who will submit them to Orange and Rockland Utilities for placement of the street lighting standards. These locations must be approved by the Town Board lighting committee before the vellum transparency or mylar can be filed with the County Clerk.
24. Typical lot plan showing yard distances (Major Subdivisions only).

25. Monuments for both minor and major subdivisions at all corners and angle points of boundaries of original tract. Iron pins, unless otherwise required by the Planning Board, shall be shown and placed at all lot corners.
26. Location and results of tests to ascertain subsurface soil rock and groundwater conditions; depth to groundwater unless test pits are dry at a depth of five feet. (This is to be reviewed by the Town Consulting Engineer.)
27. Major Subdivisions –Approval of Rockland County Department of Health (after Preliminary Approval).
Minor Subdivisions – The following note shall be placed on the Final Map: "No building permit will be issued until sewage disposal arrangements have been approved by the Rockland County Department of Health and/or the Town of Orangetown.
28. Concrete sidewalks and curbs must be shown and installed (see Section 4.0 of the Zoning Code of the Town of Orangetown). The following note shall be placed on the plan to read: "Sidewalks and curbs shall be installed in accordance with the Highway Department specifications for sidewalks and curbs."
29. The following note must be placed on all subdivision plats: "This plat does not conflict with the County Official Map and has been approved in the manner specified by Section 239N of the General Municipal Law of the State of New York."
30. Where sewers are to be installed, this note must be placed on the subdivision plat: "Certificate of Occupancy shall not be requested from the Town of Orangetown Building Department until results of infiltration and exfiltration tests for sanitary sewers are certified by a New York State licensed professional engineer and approved by the Director, Division of Sewers." If public sewers are available within the required distance, a letter from the Orangetown Division of Sewers is required indicating that a connection may be made.
31. Proposed drainage must be approved by the Town Consulting Engineer.
32. The applicant must obtain approval from the New York State Department of Transportation, Rockland County Highway Department or the Town of Orangetown Highway Department, whichever is appropriate.
33. Before the vellum transparency or mylar can be signed for filing with the County Clerk:
 - a. Where a reservation of land for recreation purposed has been deemed by the Planning Board to be inadequate, money in lieu of land for recreation purposes must be collected in accordance with Section 21-20 of the Land Development Regulations (\$9,000.00 for every vacant residential lot).
 - b. Any easements, dedications or restrictive covenants are to be submitted in form satisfactory to the Town Attorney and must be approved by the Town Board for filing.
 - c. Posting of bonds in amount to be determined by various departments having jurisdiction and in a form satisfactory to the Town Attorney and the Town Board.
 - d. All Planning Board requirements must be satisfied and all fees and expenses must be paid.
34. Where the decision of the Boards having jurisdiction or the plan requires conveyance of an easement, streets, or other interest to the Town, the applicant will be required to provide a title policy insuring the Town as to the right of the applicant to convey such interest.
35. All major subdivision plats must be signed by the appropriate fire official, the lighting committee of the Town Board and the Clerk of the Planning Board prior to filing with the Rockland County Clerk.

Clerk of Boards Review:
Date: _____ Initials: _____

Building Dept. (Accepted By):
Date: _____ Initials: _____

ENTITY DISCLOSURE FORM

TOWN OF ORANGETOWN
Office of Building, Zoning, Planning Administration and Enforcement (OBZPAE)
26 Orangeburg Road
Orangeburg, New York 10962
Tel: (845) 359-8410 ext. 4330
Website: www.orangetown.com

THIS FORM MUST ACCOMPANY ALL LAND USE APPLICATIONS SUBMITTED BY AN ENTITY AS DEFINED IN CHAPTER 43, ARTICLE 16 OF THE TOWN CODE OF THE TOWN OF ORANGETOWN.

PROJECT NAME: _____

PROPERTY ADDRESS: _____

TAX LOT ID: _____

NAME OF APPLICANT: _____

OWNER OF PROPERTY: _____

Land Use Application/Brief Description of Project: _____

PART ONE:

1. Pursuant to Section Chapter 43, Article 16 of the Town Code, the disclosure of the names and address of all persons or entities owning any interest or controlling position of any limited liability company, limited liability partnership, general or limited partnership, professional corporation, joint venture, doing business as name or venture, association, business trust, or non-publically traded corporation, (hereinafter referred to as the "Entity") is required of both the owner and applicant (if not the same) when filing a land-use application.
2. Set forth the names of all members, officers, shareholders, directors, partners or other authorized persons of the Entity for the past year from the date of filing of any land-use board application.
3. Attach a copy of all Entity documents filed with the NYS Secretary of State, or in any other State of formation, including:
 - a. All records regarding membership interests in the Entity;
 - b. Records regarding the transfer of membership interests since the date of formation.
4. If a member of the Entity is not a natural person, please provide the name(s) and address(es) for the of the non-natural person member of that Entity, and provide the formation filing documents for such Entity.
5. Provide supplemental sheets if the information does not fit below; (kindly label the supplemental sheets).

Name of Entity:	
Address:	
Telephone Number:	
E-Mail Address:	
State/Date of Formation:	
Contact Person:	

PART TWO:

6. Please list all persons, officers, limited or general partners, directors, members, shareholders, managers, authorized persons, beneficial owners, and any others with any interest in or with the above referenced entity.
7. Please NOTE that an "authorized person" means an individual or entity, whether or not a shareholder, member, officer or director, or person identified by any other title, who is authorized to act, solely or in conjunction with others, on behalf of or for the Entity.
8. List all persons with a membership or voting interest or controlling position in the Entity. Please provide that parties' business or personal address and telephone number, email address and other contact information.
9. Provide supplemental sheets if the information does not fit below; (kindly label the supplemental sheets).

Name of Individual	Address	Telephone	Email	Interest or Role in Entity
1.				
2.				
3.				
4.				
5.				
6.				

PART THREE:

- 10. Is any person identified in Part TWO currently employed by or hold a paid or unpaid position with a department, agency or land use board of the Town of Orangetown? *Please circle:* YES NO
- 11. Is any person identified in PART TWO the spouse, sibling, parent, child, or grandchild of any individual who is employed by or holds a paid or unpaid position with a department, agency or land use board of the Town of Orangetown? *Please circle:* YES NO
- 12. Does any person identified in PART TWO perform services for or have a contract, or employed by an entity that has a contract to perform services for the Town of Orangetown? *Please circle:* YES NO
- 13. If the answer is "YES" to any of the above, please provide a supplement sheet and list every Board, Department, Office, agency or other position with the Town of Orangetown in which the party has a position, paid or unpaid, or provides services for, and identify the agency, title and date of hire.

PART FOUR:

- 14. The information contained herein shall be updated with the Town of Orangetown Office of Building Clerk and Clerk of the Boards no later than THIRTY (30) DAYS after any change in information.
- 15. **NOTE: Any person who (a) provides false or fraudulent beneficial ownership information; (b) willfully fails to provide complete or updated information; or (c) during the application process, fails to obtain or maintain credible, legible and updated beneficial ownership information shall be subject to suspension of any pending application by the applicant entity, or a "stop work" order on any work relating to the application, or both, in addition to any other applicable penalties under the Town Code, or State and Federal Statute, or both.**

STATE OF NEW YORK)
) ss.:
 COUNTY OF ROCKLAND)

I, _____, being duly sworn, deposes and says that I am (Title) _____, an active or qualified member of the _____, a business duly authorized by law to do business in the State of New York, and that the statements made in the foregoing Affidavit are true, accurate and complete. I further understand that Land Use Applications may have a significant impact upon the health, safety and general welfare of the Town of Orangetown and its inhabitants and visitors; and that the Town Board is required to be certain that anyone with an interest or controlling position of an Entity, who applies for any land use approval or permission must have no conflict of interest as that term is described in NYS Town Law, as well as NYS General Municipal Law, and that the disclosure of any officers, directors, members, shareholders, managers, authorized persons, beneficial owners, any other controlling parties with the above entity, and all persons with a membership or voting interest in the entity is required to be made in any land use application or request for any approval from the Town, to be certain no conflict of interest exists and without the disclosure, a full review of any conflict cannot take place.

 Signature

Sworn to and subscribed in my presence
 This _____ day of _____, 20____

 NOTARY PUBLIC