

VILLAGE OF CORNWALL-ON-HUDSON  
APPLICATION PACKAGE  
SITE PLAN

**VILLAGE OF CORNWALL-ON-HUDSON PLANNING DEPARTMENT**  
**Procedures and Requirements Governing Site Plan Application**

**Note:** All applicants to the Planning Board may schedule an informational meeting with the Planning Board **prior to** submitting the application. The purpose of the meeting is for the Planning Board members to see the proposed site plan and to discuss the nature of the proposed uses as they relate to the Zoning Law. This Sketch Plan Review requires three (3) copies of the Proposed Plan and a \$25.00 fee. Request shall be submitted at least ten (10) days prior to a regularly scheduled meeting.

The Planning Board meets regularly on the 3<sup>rd</sup> Tuesday of each month at 8 PM. Applications for Site Development Plan approval must be submitted three (3) weeks prior to the scheduled Planning Board Meeting for consideration by the Board at such meeting. The Chair reserves the right to postpone application review.

An application for Site Development Plan approval shall be made as required by Section 172-28 and 29 of the Zoning Law, by submitting the following by mail or in person to the Planning Board, along with \$150.00 application fee:

A. The site plan submitted to the Planning Board shall be prepared by a legally qualified engineer, architect, landscape architect or surveyor and shall contain the following information:

- (1) A detailed development plan showing the applicant's entire property and adjacent properties and streets at a convenient scale.
- (2) Location, width and purpose of all existing and proposed easements, restrictions, covenants, reservations and setbacks.
- (3) The proposed location, use and exterior design of all buildings and structures.
- (4) Any proposed division of buildings or structures into units of separate occupancy.
- (5) Existing topography and proposed grade elevations, watercourses, marshes, areas subject to flooding, wooded areas, rock outcrops and other existing features.
- (6) Location of all parking and truck loading areas, with access and egress drives thereto.
- (7) Location of outdoor storage areas, if any.
- (8) Location of all existing or proposed site improvements, including drains, culverts, retaining walls, fences and sidewalks.
- (9) Description of method of sewage disposal and water supply and the

location of such facilities.

(10) Location and size of all signs.

(11) Location and proposed development of landscaping, screening and buffer areas.

(12) Location and design of lighting facilities.

(13) If the site plan only indicates a first stage, a supplementary plan shall indicate ultimate development.

(14) Any other pertinent information as may be necessary to determine conformity of the site plan with the intent and regulations of this chapter.

The application package will be reviewed by the Planning Board and Building Inspector for conformance with requirements of the Zoning Code and all other applicable regulations and/or standards of the Village of Cornwall-on-Hudson.

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**APPLICATION REQUIREMENTS:**

1. Title, giving name(s) and address(es) of the Applicant and the person responsible for the drawings, with date of issue.
2. Area Map Inset at a scale of 1"=200', showing all properties and property owners' names within 300' of subject premises. A Tabular Index must be shown indicating the property owners' names, addresses and Tax Map Parcel Numbers of adjacent property owners as aforesaid.
3. Existing and proposed contours at two (2) foot intervals. These may be submitted on separate sheets, if deemed appropriate by the Planning Board Chairman
4. A plot at a scale 1"-20' and no larger than 34" x 44" shall include:
  - a. All metes and bounds descriptions, zoning designation, north arrow and abutting property owners, purpose of proposed development (including uses, tenants and other pertinent information).
  - b. All main and accessory structure locations and setbacks from the property lines.
  - c. Location and types of all pertinent features such as shrubbery, trees, lighting, screening, curbing, refuse storage, recycle bins, storm drainage, well and/or water supply lines, sewage disposal system, fire hydrants, etc.
  - d. Location and dimensions of parking and loading areas showing

individual parking spaces and numbers.

e. Typical cross sections and details of curbing, sidewalks, catch basins, parking areas, roadways, etc.

f. Building elevations including actual color samples for all exterior building finishes, material and sign details.

g. Any division(s) of building(s) into units of separate occupancy.

5. The Data Table Inset shall include:

a. Property area to nearest 100 square feet.

b. Building coverage - square footage and percentage of total area.

c. Pavement coverage - square footage and percentage of total area.

d. Total impervious coverage percentage.

e. Open space - square footage and percentage of total area.

f. Parking requirements in accordance with the Village of Cornwall-on-Hudson Zoning Law.

All complete application packages will be scheduled for Planning Board review by placing the proposal on the Planning Board's next available agenda. Within sixty [per §172-31] (60) days of receipt of the completed application package, the Planning Board will schedule a public hearing on the proposal. Within sixty-two (62) days of the closing of the public hearing, the Planning Board shall notify the applicant whether the proposal has been approved, disapproved or approved with modifications. Within seven (7) days, the Planning Board shall also file a copy of its findings in the Office of the Village Clerk. The Planning Board's findings regarding a preliminary application shall expire six (6) months from the date of approval if no application for final approval is submitted within such period, except where such time limit is extended by consent of the Planning Board.

# Village of Cornwall-on-Hudson Planning Board

## Site Plan Application Checklist

**Checklist** (as may be applicable)

**Applicant's Name:**

**Site Plan Title:**

Items:

1.	<input type="checkbox"/> Site Plan	22	<input type="checkbox"/> Storm Drainage
2.	<input type="checkbox"/> Applicant's Name(s)	.	<input type="checkbox"/> Refuse Storage
3.	<input type="checkbox"/> Applicant's Address	23	<input type="checkbox"/> Other outdoor Storage
4.	<input type="checkbox"/> Site Plan Preparer's Name	.	<input type="checkbox"/> Water Supply
5.	<input type="checkbox"/> Site Plan Preparer's Address	24	<input type="checkbox"/> Sanitary Disposal System
6.	<input type="checkbox"/> Drawing Date	.	<input type="checkbox"/> Fire Hydrants
7.	<input type="checkbox"/> Revision Date(s)	25	<input type="checkbox"/> Building Locations
8.	<input type="checkbox"/> Area Map Inset	.	<input type="checkbox"/> Building Setbacks
9.	<input type="checkbox"/> Site Designation	26	<input type="checkbox"/> Building Elevations
10	<input type="checkbox"/> Property owners within 300'	.	<input type="checkbox"/> Divisions of occupancy
.	of site	27	<input type="checkbox"/> Sign Details (color &
11	<input type="checkbox"/> Property owners (item #10)	.	samples)
.	<input type="checkbox"/> Plot Plan	28	<input type="checkbox"/> Data Table Inset
12	<input type="checkbox"/> Scale	.	<input type="checkbox"/> Property Area (nearest 100')
.	<input type="checkbox"/> Metes and Bounds	29	<input type="checkbox"/> Building coverage (sq. ft.)
13	<input type="checkbox"/> Zoning Designation	.	<input type="checkbox"/> Building coverage (% of total
.	<input type="checkbox"/> North Arrow	30	area)
14	<input type="checkbox"/> Abutting Property Owners	.	<input type="checkbox"/> Pavement coverage (sq. ft.)
.	(item #10)	31	<input type="checkbox"/> Pavement coverage
15	<input type="checkbox"/> Existing Building Locations	.	(%of total area)
.	<input type="checkbox"/> Existing Paved Area	32	<input type="checkbox"/> Open Space (sq. ft.)
16	<input type="checkbox"/> Existing Vegetation	.	<input type="checkbox"/> Open Space (% of total area)
.	<input type="checkbox"/> Existing Access and Egress	33	<input type="checkbox"/> Number of Parking Spaces
17		.	Required
.		34	<input type="checkbox"/> Number of Parking Spaces
18		.	Proposed
.		35	
19		.	
.		36	
20		.	
.		37	
21		.	
.		38	
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		39	
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		40	
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		41	
		.	
		42	
		.	

PROPOSED IMPROVEMENTS		OTHERS	
43	___ Landscaping	54	___ <u>Environmental Assessment Form</u>
.	___ Exterior Lighting	.	___
44	___ Screening	55	___
.	___ Existing Access and Egress	.	___ <u>Steep Slopes Compliance</u>
45	___ Parking Areas	56	___
.	___ Loading Areas	.	___
46	___ Paving Details	57	___
.	___ Curbing Locations	.	___
47	___ Curbing through Section	58	___
.	___ Catch Basin Locations	.	___
48	___ Catch Basin through section	59	___
.		.	___ <u>Architectural/Visual Site Plan</u>
49		60	___ <u>Compliance, if</u>
.		.	___ <u>applicable (Chapter 172-74)</u>
50		61	
.		.	
51			
.5			
2.			
53			
.			



necessary)

(9) Name and address of licensed Land Surveyor or Engineer.

(10) Has property received any approval from Village Planning Board or Zoning of Appeals within three (3) years? **(circle one)**            Yes            No

**C. SITE PLAN INFORMATION**

(1) Present use of premises:

(2) Proposed use of premises:

(3) Dimensions of parcel:  
**(Attach copy of deed)**

(4) Off street parking provided? **(circle one)**            Yes            No

(5) Do premises adjoin residential uses? **(circle one)**            Yes            No

(6) Are any waivers requested?            Yes            No  
**(If yes, describe)**

**(7) STATEMENT OF COMPLIANCE**

I/we, the undersigned, verify that the information herein is true. I/we, do hereby consent to Village zoning and planning officials and/or consultants of the Village of Cornwall-on-Hudson to enter the property described herein upon reasonable notice to facilitate the evaluation and processing of this application.

Applicant's Signature

Date

Property Owner's Signature

Date

Applicant's Representative's Signature

Date

I/we the undersigned, in making an application to the Village of Cornwall-on-Hudson for approval for the activity stated and described in this application have read the applicable laws of the Village of Cornwall-on-Hudson for approval for the activity stated and described in this application and understand that:

- 1) No building construction or alteration may be started prior to issuance of a building permit;
- 2) No building permit may be issued, no site development work may be commenced, and no use may be established until Final Site Plan Approval has been granted;
- 3) No building construction or site development work may proceed until each previous stage of work, as specified by the building department has been inspected;
- 4) No building or premises or part thereof may be used or occupied until a Certificate of Occupancy has been issued by the Building Inspector; and
- 5) All building construction and all site development must conform to the plans and specifications approved by the Village of Cornwall-on-Hudson. No deviation from or revision to an approved plan may occur without prior approval of the Building Inspector.

Applicant's Signature

Date

Owner's Signature

Date

\_\_\_\_\_  
 NAME OF APPLICANT  
 BY: \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says that (s)he resides at \_\_\_\_\_ (No. \_\_\_\_\_ and \_\_\_\_\_ street), \_\_\_\_\_, State of New York. That (s)he signed the foregoing application as owner or the duly authorized officer/agent of the owner; that the statements contained in said application are true.

\_\_\_\_\_  
 Applicant

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Notary Public - State of New York

**OWNER'S ENDORSEMENT**

STATE OF NEW YORK     )  
  ).SS:  
COUNTY OF                     )

\_\_\_\_\_, being duly sworn, deposes and says that (s)he resides at

\_\_\_\_\_ in the County of \_\_\_\_\_ and  
(Owner's Address)

State of \_\_\_\_\_ and that (s)he is (the owner in fee) or \_\_\_\_\_ of the \_\_\_\_\_ Corporation which  
(Official Title)

is the owner in fee of the premises described in the foregoing application and that (s)he has authorized \_\_\_\_\_ to make the foregoing application as described herein

and that (s)he agrees to be bound by all statements, conditions and representations contained therein as if (s)he had so petitioned.

Owner's Signature

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_.

\_\_\_\_\_

\_\_\_\_\_  
Notary Public of the State of \_\_\_\_\_



**ORANGE COUNTY DEPARTMENT OF PLANNING  
APPLICATION FOR MANDATORY COUNTY  
REVIEW OF LOCAL PLANNING BOARD**

**(Variances, Zone Changes, Special Permits, Subdivisions, Site Plans)**

Local File No. \_\_\_\_\_

1. Municipality Village of Cornwall-on-Hudson Planning Board Public Hearing Date \_\_\_\_\_

2. Owner:           Name:  
                          Address:

3. Applicant\*:     Name:  
                          Address:

\*\*If applicant is owner, leave blank

4. Location of Site:  
(Street or highway, plus nearest intersection)  
Tax Map Identification:   Section \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_  
Present Zoning District:   \_\_\_\_\_, Size of Parcel \_\_\_\_\_

5. Type of Review:  
  
Site Plan:           Use: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Title

**AFFIDAVIT OF REGULARITY**

STATE OF NEW YORK  
COUNTY OF ORANGE  
VILLAGE OF CORNWALL-ON-HUDSON

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

1. That \_\_\_\_\_ is the owner of real property in the Village of Cornwall-on-Hudson, Orange County, State of New York, who has made application to the Planning Board for a public hearing on said application which has been scheduled for \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock.

2. That on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served a Notice of Public Hearing regarding this application, by certified mail with return receipt requested, to the persons at the addresses given as follows:

NAME OF ADDRESSEE	ADDRESS
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

(IF MORE THAN TEN NOTICES MAILED, ATTACH LIST OF NAMES AND ADDRESSES MARKED AS "SEE ATTACHED")

3. That the persons named in Paragraph II above constitute all of the owners of real property abutting the property of the applicant and all persons owning real property within 300 feet of the applicant's property as is required by the Code of the Village of Cornwall-on-Hudson.

4. That attached hereto is an exact copy of the notice that was mailed to the above named persons.

Applicant or Agent

Sworn to before me this \_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_  
Notary Public of the State of New York

**DISCLOSURE STATEMENT**

Mindful of the provisions of Section 809 of the General Municipal Law of the State of New York and of the Penal provisions thereof as well, the undersigned applicant states that no State Officer, Officer or Employee of the Village of Cornwall-on-Hudson, or of the Town or County of which it is a part, has any interest, financial or otherwise, in this application or with, or in the applicant as defined in said Statute, except the following person or persons who is or are represented to have only the following type of interest, in the nature and to the extent hereinafter indicated:

(            ) None

(            ) Names: Address: Relationship or interest (financial or otherwise)

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Corporate or Partnership Applicant

BY: \_\_\_\_\_

(Pres.) (Partner) (Vice-Pres.)

**GENERAL MUNICIPAL LAW OF THE STATE OF NEW YORK**

Section 809. Disclosure in certain applications:

6. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

7. For the purpose of this section an officer or employee shall be deemed to have an interest in the application when (s)he, their spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them

a. is applicant, or

b. is an officer, director, partner or employee of the applicant, or

c. legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or

d. is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

8. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

9. A person who knowingly and intentionally violates this section shall be guilty of a

misdemeanor.

**IMPORTANT INFORMATION FOR APPLICANTS**

**VILLAGE OF CORNWALL-ON-HUDSON  
ZONING BOARD OF APPEALS & PLANNING BOARD APPLICANTS**

Applicants to the Zoning Board of Appeals and the Planning Board of the Village of Cornwall-on-Hudson are advised that in addition to application fees, all Applicants will be assessed the actual cost incurred by the Village for the legal and engineering review of the application by the Village's consultants. Once the consultants' charges have been approved by the Village, the charges will be sent to the applicant for payment.

The attorney and engineer are employed by the Village to assist the ZBA and Planning Board to fully evaluate each application. These consultants are not the applicant's consultants, although they may work with your consultants. All applicants are encouraged to retain private consultants as appropriate for the nature of the application. Applicants are further advised that the amount and description of technical assistance to the respective Boards may differ substantially for different applications as a result of a variety of factors.

This form should be signed by the Applicant/Owner of the premises that is the subject of the application for the purpose of acknowledging that this information has been communicated, and this form will remain in the application file maintained by the Village.

Dated:

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Applicant/Owner  
Property Tax Map No.:

617.20  
Appendix C  
State Environmental Quality Review  
**SHORT ENVIRONMENTAL ASSESSMENT FORM**  
For UNLISTED ACTIONS Only

**Part 1 - PROJECT INFORMATION** (To be completed by Applicant or Project sponsor)

1. APPLICANT/SPONSOR:	2. PROJECT NAME:
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION: (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres    Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No    If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural <input type="checkbox"/> Park/Forest/Open space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, list agency(s) name and permit/approvals	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, list agency(s) name and permit/approval	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p style="text-align: center;">I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/Sponsor name: _____</p> <p>Date: _____</p> <p>Signature: _____</p>	

**If the action is in a Coastal Area, and you are a state agency, complete a Coastal Assessment Form before proceeding with this assessment**

**PART II-ENVIRONMENTAL ASSESSMENT (To be completed by Agency)**

<p>A. DOES ACTION EXCEED ANY TYPE 1 THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.    <input type="checkbox"/>Yes                      <input type="checkbox"/>No</p>
<p>B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.    <input type="checkbox"/>Yes                      <input type="checkbox"/>No</p>
<p>C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible.)</p> <p>    C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:</p> <p>    C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:</p> <p>    C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:</p> <p>    C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:</p> <p>    C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:</p> <p>    C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:</p> <p>    C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:</p>
<p>D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?    <input type="checkbox"/>Yes    <input type="checkbox"/>No If Yes, explain briefly:</p>
<p>E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?    <input type="checkbox"/>Yes    <input type="checkbox"/>No If Yes, explain briefly:</p>

**Part III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

- Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- 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 **AND** provide on attachments as necessary, the reasons supporting this determination:

\_\_\_\_\_  
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)