

VILLAGE OF CORNWALL-ON-HUDSON  
SUBDIVISION APPLICATION PACKAGE

Village of Cornwall-on-Hudson Planning Board  
*Procedures Governing Subdivision Application*

Note: All applicants to the Planning Board may schedule an informational meeting and sketch plan review with the Village Planning Board. Three (3) sketch plans must be submitted to the Village Clerk with a \$25.00 Sketch Plan Review fee, and written request for sketch plan review, at least 10 days prior to a regularly scheduled Planning Board meeting.

§139-10: The Planning Board meets regularly on the 3<sup>rd</sup> Tuesday of each month at 8PM. Complete applications for Subdivision approval must be submitted three (3) weeks prior to a scheduled Planning Board Meeting in order to have the matter placed on the Planning Board agenda to formally commence the application process.

An Application for Subdivision or Resubdivision approval can be made by submitting the following to the Planning Board by mail or in person to the Planning Department:

1. One (1) original and four (4) copies of the completed Subdivision & Resubdivision Application and plans. Any request for waivers of required information must be included together with the reasons for the request.
2. Five (5) copies of the Subdivision Plat detailing the proposed subdivision or resubdivision. The drawings should be at a scale of 1"=20' where possible and drawn on a map size no larger than 34" x 44."
3. One (1) original and four (4) copies of a completed Full Environmental Assessment Form.
4. A list indicating the property owners' names, mailing addresses and tax map parcel numbers of all adjacent property owners within 300' of the subject premises.
5. Mailing labels indicating the property owners' names and mailing addresses for item no. 4 listed above.
6. Required fees (Application Fee and Escrow Deposit) in accordance with the current Village of Cornwall-on-Hudson Schedule of Fees.
7. NOTE: The required content of the subdivision plat is governed by §§139-10 and 139-12 of the Village Code.

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

The Planning Board Chairman will schedule all complete applications on the Planning Board agenda

by placing the proposal on the Planning Board's next open agenda. Within forty-five (45) days of receipt of the completed application and all accompanying material, the Planning Board will schedule a public hearing on the proposals. Within sixty-two (62) days of the closing of the public hearing, the Planning Board shall notify the Applicant as to whether the application 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 with consent of the Planning Board.

This procedure shall be applied to new Subdivision and Resubdivision Applications and to revisions of approved Subdivision Plans.

**NOTE:** If any part of the application premises is within a View Preservation District, the Planning Board shall be required to make a Visual Site Plan Approval as specified in Chapter 172-75 of the Village Code.

# Village of Cornwall-on-Hudson Planning Board

## *Preliminary Layout Application for Subdivision & Resubdivision of Land*

**Checklist** (as may be applicable) (Refer to Subdivision Regulations, §139-10, 11, 12 and 13 for specified requirements.)

**Applicant's Name:**

**Subdivision Plat Title:**

**Address and Tax Map Designation**

**Items:**

<ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Preliminary Plat</li> <li>2. <input type="checkbox"/> Applicant's Name(s)</li> <li>3. <input type="checkbox"/> Applicant's Address</li> <li>4. <input type="checkbox"/> Plat Preparer's Name</li> <li>5. <input type="checkbox"/> Plat Preparer's Address</li> <li>6. <input type="checkbox"/> Drawing Date</li> <li>7. <input type="checkbox"/> Revision Date(s)</li> <li>8. <input type="checkbox"/> Area Map Inset</li> <li>9. <input type="checkbox"/> Site Designation</li> <li>10. <input type="checkbox"/> Property owners within 500' of site</li> <li>11. <input type="checkbox"/> Property owners (item #10)</li> <li>12. <input type="checkbox"/> Plot Plan</li> <li>13. <input type="checkbox"/> Scale</li> <li>14. <input type="checkbox"/> Metes and Bounds</li> <li>15. <input type="checkbox"/> Zoning Designation</li> <li>16. <input type="checkbox"/> North Arrow</li> <li>17. <input type="checkbox"/> Abutting Property Owners (item #10)</li> <li>18. <input type="checkbox"/> Existing Building Locations</li> <li>19. <input type="checkbox"/> Existing Paved Area</li> <li>20. <input type="checkbox"/> Existing Vegetation</li> <li>21. <input type="checkbox"/> Existing Access and Egress</li> <li>22. <input type="checkbox"/> Trees over 8" in diameter</li> </ol>	<ol style="list-style-type: none"> <li>23. <input type="checkbox"/> Storm Drainage</li> <li>24. <input type="checkbox"/> Refuse Storage</li> <li>25. <input type="checkbox"/> Other outdoor Storage</li> <li>26. <input type="checkbox"/> Water Supply</li> <li>27. <input type="checkbox"/> Sanitary Disposal System</li> <li>28. <input type="checkbox"/> Fire Hydrants</li> <li>29. <input type="checkbox"/> Building Locations</li> <li>30. <input type="checkbox"/> Building Setbacks</li> <li>31. <input type="checkbox"/> Front Building Elevations</li> <li>32. <input type="checkbox"/> Divisions of occupancy</li> <li>33. <input type="checkbox"/> Sign Details (include colors &amp; samples)</li> <li>34. <input type="checkbox"/> Data Table Inset</li> <li>35. <input type="checkbox"/> Property Area (nearest 100')</li> <li>36. <input type="checkbox"/> Building coverage (sq. ft.)</li> <li>37. <input type="checkbox"/> Building coverage (% of total area)</li> <li>38. <input type="checkbox"/> Building coverage (% of total area)</li> <li>39. <input type="checkbox"/> Pavement coverage (sq. ft.)</li> <li>40. <input type="checkbox"/> Pavement coverage (% of total area)</li> <li>41. <input type="checkbox"/> Open Space (sq. ft.)</li> <li>42. <input type="checkbox"/> Open Space (% of total area)</li> <li>43. <input type="checkbox"/> Number of Parking Spaces Required</li> <li>44. <input type="checkbox"/> Number of Parking Spaces Proposed</li> </ol>
PROPOSED IMPROVEMENTS	OTHERS

- 45. \_\_\_ Landscaping
- 46. \_\_\_ Exterior Lighting
- 47. \_\_\_ Screening
- 48. \_\_\_ Existing Access and Egress
- 49. \_\_\_ Parking Areas
- 50. \_\_\_ Loading Areas
- 51. \_\_\_ Paving Details (item #'s 45 to 48)
- 52. \_\_\_ Curbing Locations
- 53. \_\_\_ Curbing through Section
- 54. \_\_\_ Catch Basin Locations
- 55. \_\_\_ Catch Basin through section

- 56. \_\_\_ Environmental Assessment Form
- 57. \_\_\_ Steep Slopes Compliance, if applicable
- 58. \_\_\_\_\_
- 59. \_\_\_\_\_
- 60. \_\_\_\_\_
- 61. \_\_\_\_\_
- 62. \_\_\_\_\_
- 63. Visual Site Plan Compliance, if applicable  
(Chapter 172-174)

**VILLAGE OF CORNWALL-ON-HUDSON PLANNING BOARD**  
**APPLICATION FOR PLANNING BOARD SUBDIVISION APPROVAL**

DATE \_\_\_\_\_

APPLICATION NO. \_\_\_\_\_

**A. SUBDIVISION AND BOUNDARY LINE INFORMATION**

- A. Names of subdivision:
- B. Number of lots proposed:
  - Major subdivision - (5 or more lots)
  - Minor subdivision - (3-4 lots)
  - Two lot subdivision
  - Boundary line change
- C. Acreage and/or dimensions of parcel:  
**(Attach copy of deed)**
- D. Streets proposed: **(circle one)**      Public - Yes / No      Private - Yes / No

**B. GENERAL INFORMATION**

- A. Category of approval requested (indicate which):
  - 1. Subdivision approval \_\_\_\_\_
  - 2. Boundary line change \_\_\_\_\_
  - 3. Sketch Plan Informational Review \_\_\_\_\_
- B. Name and address of applicant:

- 1. The applicant is the Owner of Record of the land under application  
**(circle one)**                                      Yes                                      No

If no, complete owner's endorsement form and attach hereto.

C. Name and address of Owner of Record:

D. Property location. Street Address:  
Tax Map ID No. Section \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_

E. Zoning District(s): (CR-3) \_\_\_\_\_  
Conservation Residential (Rural) (CR-2) \_\_\_\_\_  
Conservation Residential (CR-1) \_\_\_\_\_  
Suburban Residential (SR) \_\_\_\_\_  
Central Business and Shopping (CBS) \_\_\_\_\_  
Waterfront Recreation (WR) \_\_\_\_\_  
Industrial (I) \_\_\_\_\_

F. What, if any, extension of municipal services and/or utilities would be required?  
Water \_\_\_\_\_ Sewer \_\_\_\_\_ Streets \_\_\_\_\_

G. Is property within 500' of a municipal boundary, State park or State or County highway or watercourse? **(circle one)** Yes No

H. Describe any easements or other restrictions on property. (Attach additional sheet, if necessary)

I. Name and address of licensed Land Surveyor or Engineer.

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

**C. 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\_\_.

\_\_\_\_\_

Notary Public of the 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**

**(Subdivisions)**

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

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

Cornwall-on-Hudson Planning Board

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:

Name of Subdivision: \_\_\_\_\_

Subdivision: Number of Lots/Units \_\_\_\_\_

\_\_\_\_\_  
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:

1. 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.

2. 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.

3. 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.

4. 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	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/Sponsor name: _____	
Date: _____	
Signature: _____	

**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)**

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
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
C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible.) 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:  C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:  C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:  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:  C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:  C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:  C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:
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:
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:

**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)