

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 (10) copies of the Proposed Plan and a appropriate fees. Request shall be submitted at least ten (20) days prior to a regularly scheduled meeting.

The Planning Board meets regularly on the 3rd Tuesday of each month at 7:30PM. 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:

- 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.
- (15) Current Photographs of property and all structures

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.

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)

Hearing Date _____

Applicant's Name: _____

Site Plan Title: _____

Items:

1.	___ Site/Plan(2 sets)for BI	22	___ Storm Drainage
2.	___ Applicant's Name(s)	.	___ Refuse Storage
3.	___ Applicant's Address	23	___ Other outdoor Storage
4.	___ Site Plan Preparer's Name	.	___ Water Supply
5.	___ Site Plan Preparer's Address	24	___ Sanitary Disposal System
6.	___ Drawing Date	.	___ Fire Hydrants
7.	___ Revision Date(s)	25	___ Building Locations
8.	___ Area Map Inset	.	___ Building Setbacks
9.	___ Site Designation	26	___ Building Elevations
10.	___ Property owners within 300'	.	___ Divisions of occupancy
11.	of site	27	___ Sign Details (color & samples)
12.	___ Property owners (item #10)	.	___ Data Table Inset
13.	___ Plot Plan	28	___ Property Area (nearest 100')
14.	___ Scale	.	___ Building coverage (sq. ft.)
15.	___ Metes and Bounds	29	___ Building coverage (% of total area)
16.	___ Zoning Designation	.	___ Pavement coverage (sq. ft.)
17.	___ North Arrow	30	___ Pavement coverage (%of total area)
18.	___ Abutting Property Owners (item #10)	.	___ Open Space (sq. ft.)
19.	___ Existing Building Locations	31	___ Open Space (% of total area)
20.	___ Existing Paved Area	.	___ Number of Parking Spaces Required
21.	___ Existing Vegetation	32	___ Number of Parking Spaces Proposed
	___ Existing Access and Egress	33	
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		34	
		.	
		35	
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PROPOSED IMPROVEMENTS		OTHERS	
43.	<input type="checkbox"/> Landscaping	54	<input type="checkbox"/> <u>Environmental Assessment Form</u>
44.	<input type="checkbox"/> Exterior Lighting	.	<input type="checkbox"/>
45.	<input type="checkbox"/> Screening	55	<input type="checkbox"/>
46.	<input type="checkbox"/> Existing Access and Egress	.	<input type="checkbox"/> <u>Steep Slopes Compliance</u>
47.	<input type="checkbox"/> Parking Areas	56	<input type="checkbox"/>
48.	<input type="checkbox"/> Loading Areas	.	<input type="checkbox"/> Copies of any easements
49.	<input type="checkbox"/> Paving Details	57	<input type="checkbox"/>
50.	<input type="checkbox"/> Curbing Locations	.	<input type="checkbox"/>
51.	<input type="checkbox"/> Curbing through Section	58	<input type="checkbox"/>
52.	<input type="checkbox"/> Catch Basin Locations	.	<u>Architectural/Visual Site Plan</u>
53.	<input type="checkbox"/> Catch Basin through section	59	<u>Compliance, if</u>
		.	<u>applicable (Chapter 172-74)</u>
		60	
		.	
		61	
		.	

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

DATE _____

APPLICATION NO. _____

Hearing Date: _____

B. GENERAL INFORMATION

(1) Category of approval requested (indicate which):

- 1. Site plan approval _____
- 2. Preliminary Sketch Plan Informational meeting _____

(2) 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.

(3) Name and address of Owner of Record:

(4) Property location. Street Address:
Tax Map ID No. Section _____, Block _____, Lot _____

(5) Zoning District(s):

Conservation Residential (Rural)	(CR-3)	_____
Conservation Residential	(CR-2)	_____
Suburban Residential	(CR-1)	_____
Central Business and Shopping	(SR)	_____
Waterfront Recreation	(CBS)	_____
Industrial	(WR)	_____
	(I)	_____

(6) What, if any, extension of municipal services and/or utilities would be required?
Water _____ Sewer _____ Streets _____

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

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

Name and address of licensed Land Surveyor or Engineer.

- o 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.

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 New York

**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:

I. That _____ is the owner of real property in the Village of Cornwall-on-Hudson, Orange County, State of New York, who has made an application to the Planning Board for a SITE PLAN AND /OR SUBDIVISION and a public hearing on said application which has been scheduled for:

_____, 20____, at _____ o'clock.

II. That on the _____ day of _____, 20____, the deponent served a notice of public hearing regarding this application for a SITE PLAN and/or SUBDIVISION to the persons at the addresses listed below by Certified Mail with Return Receipt Requested by depositing said Notices in an official US Postal Service receptacle or by delivery of said mailings to a Clerk for the US Postal Service.

1. Note: The mailing must be postmarked at least fifteen (15) days before the date of the Public Hearing
2. Public Hearing Notice must be published in the Village authorized newspaper no less than 15 days prior to the public hearing

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 and also attached hereto is a mailing receipt, and if received a return receipt for each Notice mailed.

5. Additionally, a Notice of pendency of the applications and the date, time and place of Public Hearing has been posted on the property near the street or sidewalk in accordance with the requirements of the Zoning Law of the Village of Cornwall-on-Hudson, New York.

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:

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)