

Mollie Messenger

Code Enforcement Officer

TOWN OF FALLSBURG
CODE ENFORCEMENT OFFICE

Member: New York State Building Officials Conference, Inc.



5250 MAIN STREET
SOUTH FALLSBURG
NEW YORK 12779
(845) 434-8811
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TO: PROJECT DEVELOPERS
FROM: TOWN OF FALLSBURG PLANNING BOARD
DENISE MONFORTE, CLERK
SUBJECT: PLACEMENT ON PLANNING BOARD AGENDAS

All Planning Board Meetings are held on the second Thursday of each month beginning at 7:00 pm. The meetings are held at 12 Laurel Avenue, South Fallsburg. The Senior Center across from Fallsburg Lumber.

In order to appear at a scheduled meeting of the Town of Fallsburg Planning Board, ALL of the following information must be on file in the Code Enforcement Office, NO LATER THAN FIFTEEN (15) DAYS PRIOR TO THE DATE OF THE MEETING: **

1. A written request to be placed on the agenda for all projects and all subsequent Planning Board Meetings (including those in which the Board requests project return at the next scheduled meeting)
2. Completed Site Plan and/or Subdivision and/or Special Permit Application (depending upon project) submitted. (12 copies - first page only)
3. Subdivision (Survey) Map and/or Site Plan Map both requiring a minimum of 10' contour intervals. 12 copies of overall plan. Three (3) copies of technical drawings.
4. Environmental Assessment Form (SEQRA) submitted. (12 copies)
5. Tracking Document
6. Applicable Fees, as follows:

Conceptual Review . . .	\$100.00
Preliminary Plat Minor Subdivision	\$100.00 filing fee & \$50.00 per lot
Major Subdivision	\$100.00 filing fee & \$100.00 per lot
Final Plat Minor Subdivision	\$100.00 filing fee & \$50.00 per lot
Major Subdivision	\$100.00 filing fee & \$100.00 per lot
Site Plan	\$100.00 filing fee plus \$100.00 per residential dwelling and/or \$100.00 per 1,000 s.f.
Special Permit	\$100.00 filing fee plus \$100.00 per residential dwelling and/or \$100.00 per 1,000 s.f.
7. List of Adjoining Property Owners Located Within 300' of Property Line (500' for Special Permit). (1 copy)
8. Twelve (12) packets must be put together with one each of #2, #3 and #4 and clipped together as a packet. Do not submit 12 copies of each item separately. The copies for Board members must be prepared as packets to readily present to each member.
9. For all subdivision approvals and special permits, a public hearing is mandatory. Legal Notices must be mailed Certified to all adjoining property owners located within 300' of the property line (500' for Special Permit). Legal Notice will be provided by the Code Enforcement Office. Mailings are the responsibility of the applicant or representative thereof. Notices must be mailed tendays from the date of the meeting. Certified slips must be submitted at the meeting for which application is scheduled; they will subsequently be filed with the application in the Code Enforcement Office.

** Due to the large number of applicants received, it is imperative that all of the above items be received on schedule. Failure to include any given item(s) will result in removal from agenda.

The meeting now begins at 7:00. No new items will be heard after 10:00 pm

Email: mmessenger@fallsburgnv.com - gpitula@fallsburgnv.com - george.sarvis@fallsburgnv.com - denise.ceoclerk@fallsburgnv.com

**APPLICATION FOR SITE PLAN APPROVAL
TOWN OF FALLSBURG**

Date: _____

Zone: _____ Total Acres of Site _____ SBL #: _____

Name of Proposed Development: _____

Applicant Name, Address, Phone _____ _____ _____	Architect/Engineer/Surveyor Name, Address, Phone _____ _____ _____
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Owner (if different): _____

Ownership Intentions: _____

Location of Site: _____

Type and Number of Units:

_____ Single Family	_____ Multi Family	_____ Condominium
_____ Apartments	_____ Mobile Homes	_____ Other

Explain: _____

Will the development be phased? _____

**Fee Schedule
(All Fees Must Be Paid Prior To Appearance)**

Conceptual Review: \$100.00
(All projects may be first presented as conceptual)

Site plan Approval: \$100.00 review plus \$100.00 per residential dwelling unit or \$100.00 per 1,000 s.f.

Total Fee Amount Due: \$ _____ Total Paid: \$ _____ Date: _____

This checklist is intended to be a guide in preparing site plan documents for Planning Board Review . It is not intended to reflect a complete list of items that the Town Staff or Planning Board members may require for approval.

TITLE SHEET

- Project Name
- SBL No.
- Sheet Index
- Name, address and contact information for Professional and Owner.
- Zoning Data
- Site Location Map
- Date
- North Arrow

EXISTING CONDITIONS PLAN

- Flood Plain Data.
- Name of Adjoining Property Owners.
- Map of entire holdings on tract if proposed development is only part of applicant's holdings.
- Topography on USGS Datum.
- Wetland Delineation.
- Dimension & Bearings of Property Lines (State Plane).
- Location and Size of Existing Utilities.
- Location and Size of Rock Outcrops, Streams, Special Vegetative Growth and Other Significant Natural and Man Made Features.
- Location of any Municipal Lines, Sewer/Water District Lines, Special District Boundaries, etc.

SITE PLAN

- Benchmark.
- Road/Street Layout with names and widths of existing and proposed streets (Provide horizontal alignment).
- Road/Street Profiles (Provide Vertical Control).
- Site Distances.
- Road/Street Access to Adjoining Properties.
- Sidewalks and Driveways.
- Location of Parking Areas, Access, Proposed Contours and Accessibility Spaces.
- Signage.
- Proposed Easements.
- Proposed Park/Playgrounds/Open Space (State Ownership and Maintenance).
- Proposed Restrictive Requirements.
- Building Separation Distances.

UTILITY PLAN

- Soil and Groundwater Tests (Percolation Test Results if applicable).
- Water Lines and Fire Hydrants.
- Water Distribution System.
- Sanitary Sewer System.

STORM WATER POLLUTION PREVENTON PLAN (SWPPP)

- Storm Water Pollution Prevention Plan (SWPPP).
- Storm Sewers, Catch Basins and Culverts.
- Erosion Control Features.

LANDSCAPING, LIGHTING AND SIGNAGE

- Landscraping Plan (Stamped by PLA).
- Signage.
- Lighting Plan.

CONSTRUCTION DETAILS

- Manholes.
- Catch Basins.
- Trench Section.
- Valves.
- Sewer Pump Stations.
- Meter Pit.
- Sewer Grinder Station.
- Erosion Control Details.
- Typical Road/Street Section.
- Fire Hydrants.

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Appendix B
Short Environmental Assessment Form

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:	
		E-Mail:	
Address:			
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? 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.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <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, adjoining and near the proposed action.			
<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			

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	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"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	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.
_____	_____
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)

PRINT

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LEGAL NOTICE

NOTICE IS HEREBY GIVEN that the PLANNING BOARD of the Town of Fallsburg, County of Sullivan, State of New York will hold a PUBLIC HEARING at 12 Laurel Avenue, South Fallsburg, New York (the Senior Center) on _____ at 7:00 p.m. on the approval of the proposed __site plan / __subdivision __special permit consisting of _____ on the LANDS OF _____ LOCATED ON _____.

Application of the proposed _____ is on file and may be inspected at the Code Enforcement Office, 5250 Main Street, South Fallsburg, New York prior to the Public Hearing.

Dated:

By order of
TOWN OF FALLSBURG PLANNING BOARD
Arthur Rosenshein, Chairman

**THIS FORM MUST BE FILLED OUT IF YOU ARE GIVING
SOMEONE ELSE PERMISSION TO ACT ON YOUR BEHALF
DURING CONSTRUCTION**

OWNERS PROXY

(Owner) _____ deposes and states that he/she resides
at:

And that he/she is the owner of the premises described in the attached application for a building permit/zoning application/planning board application and further states that he/she has authorized _____ to make said application, secure any necessary permits and approvals, call for inspections, and request a certificate of occupancy upon satisfactory completion of the work described in said application.

Date: _____

Owners Signature

Witness' Signature