

# Town of Bethel Planning Board

PO Box 300, 3454 Route 55  
White Lake, NY 12786  
845-583-4350 Ext 105  
845-583-4710 (F)  
Email: tobldgdept@gmail.com



## PLANNING BOARD APPLICATION FOR:

- LOT IMPROVEMENT
- MAJOR/MINOR SUBDIVISION(s)
- SITE PLAN REVIEW
- SPECIAL USE PERMIT

## INSTRUCTIONS FOR ALL APPLICATIONS

You must submit, and all application packets must include:

- (9) copies to the clerk, (1) to the Town Attorney, (1) to the Town Engineer of the following:
  - completed applications to the Planning Board Clerk 10 business days prior to meeting
  - Submit (9) copies of maps or site plans FOLDED, NOT ROLLED
  - EAF Form (Environment Assessment Form- <https://gisservices.dec.ny.gov/eafmapper/>)
  - For a Special Use Permit only: (you must include a typed detailed narrative explaining the project)

## In addition, you must also submit the following but not limited to:

- PDF from the (Engineer/ surveyor) of maps or site plans  
(Submitted by email to the Planning Board Clerk at tobldgdept@gmail.com)
- Application fee and Escrow fee payable to Town of Bethel

**All fees must be paid upon submission of the application. No application will be accepted as complete unless all fees are paid and complete applications are submitted 10 Business Days prior to the scheduled meeting.**

**It is the Applicant's responsibility to deliver (either in person or by postal mailing) an additional set of the Application packet listed above (i.e., Completed application, copy of map or site plans, EAF Form) to the Town's Engineer and the Planning Board's Attorney office 10 Business Days prior to the scheduled meeting.**

**TOWN ENGINEER AND ATTORNEY'S ADDRESSES:**

**Glenn Smith, P.E., P.C.  
Planning Board Engineer**

**Mailing:  
PO Box 156 Monticello NY 12701**

**Delivery:  
533 Broadway, Monticello NY 12701**

**Michele Babcock,  
Planning Board Attorney**

**Mailing Only:  
PO Box 367  
Walden NY, 12586**

**Delivery: Leave with Planning Board Clerk**

# SUBDIVISION/SITE PLAN/SPECIAL USE APPLICATION

Name of Project/Sponsor: \_\_\_\_\_

Owner of Lands to be reviewed:

Name : \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Who will appear before the Planning Board: (circle one)

Owner, Agent, Representative of Owner, Contract Vendee

Who prepared Subdivision/ Site/ Special Use Plan:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Street Location of Land(s) to be reviewed: \_\_\_\_\_

\_\_\_\_\_

Zoning District: \_\_\_\_\_

Tax Map #: Section \_\_\_\_\_ - Block \_\_\_\_\_ - Lot \_\_\_\_\_

Purpose of review (Check appropriate item)

Land to be subdivided: \_\_\_\_ Number of Lots: \_\_\_\_ Lot line change: \_\_\_\_

Site Plan Review: \_\_\_\_ Special Use Permit: \_\_\_\_ License Renewal: \_\_\_\_

Other:(Describe)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Easements or other restrictions on property (describe generally):

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The undersigned hereby requests approval by the Planning Board of the above identified application.

**THE SIGNING OF THIS APPLICATION INDICATES YOUR KNOWLEDGE OF RESPONSIBILITY FOR PAYMENT OF ALL FEES AND PROFESSIONAL SERVICES INCURRED BY THE PLANNING BOARD IN REVIEW OF THIS APPLICATION, SUCH AS: PLANNER, CONSULTANT, ENGINEER, LEGAL, PUBLIC HEARING, AND/OR SITE INSPECTION.**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Non-submittal of the checklist could delay processing or result in Application rejection.**

Bethel Tax Map #: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

**CHECKLIST:**

A. The following items shall be submitted with a COMPLETED Application Form:

\_\_\_\_\_ Application Fees and Escrow

\_\_\_\_\_ Completed Checklist (Attached)

\_\_\_\_\_ SEQR Environmental Assessment Long Form or Short For

\_\_\_\_\_ Proxy Statement (Attached)

B. The following checklist items shall be incorporated on the Subdivision Plat or Site Plan prior to consideration for being placed on the Planning Board Agenda.

\_\_\_\_\_ Name and address of applicant

\_\_\_\_\_ Name and address of owner (if different from applicant)

\_\_\_\_\_ Subdivision name and location

Tax Map #: \_\_\_\_\_

\_\_\_\_\_ Location map at a scale of 1" = 2,000 ft (maximum)

\_\_\_\_\_ Bulk Rate Table showing what is required in the particular zone and what the applicant is proposing (i.e. lot area, setbacks to property lines, etc.)

\_\_\_\_\_ Show zoning boundary if any portion of proposed subdivision or site plan is within or adjacent to a different zone.

\_\_\_\_\_ Date of plat preparations and/or plat revisions

\_\_\_\_\_ Scale the plat is drawn (max. 1" = 100')

\_\_\_\_\_ North arrow

\_\_\_\_\_ Surveyor's certification

\_\_\_\_\_ Surveyor's seal and signature

\_\_\_\_\_ Name of adjoining owners

\_\_\_\_\_ Federal and/or NYSDEC Wetlands with 100-foot buffer zone(s)

\_\_\_\_\_ Floodplain boundaries

\_\_\_\_\_ Certified sewage systems design and placement by a license engineer must be shown on the plans.

\_\_\_\_\_ Final metes and bounds of all lots (including residual lot)

\_\_\_\_\_ Name and width of adjacent streets; the road boundary is to be a minimum of 25 feet from the physical centerline of the street

\_\_\_\_\_ Show existing or proposed easements (note restrictions)

\_\_\_\_\_ Right-of-way width and rights of Access and Utility placement

\_\_\_\_\_ Road profile and typical section (minimum traveled surface, excluding shoulders, is to be 20 ft. wide)

\_\_\_\_\_ Lot area (in square feet for each lot less than 2 acres)

\_\_\_\_\_ Name of lots, including residual lot

\_\_\_\_\_ Show any existing waterways

\_\_\_\_\_ Applicable note pertaining to owner's review and concurrences with plat together with owner's signature

\_\_\_\_\_ Show any improvements, (i.e., drainage systems, water lines, sewer lines, etc.)

\_\_\_\_\_ Show all existing houses, accessory structures, wells and septic systems on and within 200 feet of the parcel to be subdivided

\_\_\_\_\_ Show contours at 2' intervals

\_\_\_\_\_ Indicate any reference to a previous subdivision, (i.e., Filed map number, date and previous lot number)

\_\_\_\_\_ Number of acres to be cleared or timber harvested

\_\_\_\_\_ Estimated or known cubic yards of material to be excavated

\_\_\_\_\_ Estimated or known cubic yards of fill required

\_\_\_\_\_ The amount of grading expected or known to be required to bring the site to readiness

\_\_\_\_\_ Type and amount of site preparation which falls within the  
100-foot buffer strip of wetlands or within Federal wetlands.  
Please explain in square feet or cubic yards.

\_\_\_\_\_ Amount of site preparation within a 100-year flood plain or any water  
course on the site. Please explain in square feet or cubic yards.

**The list for the proposed subdivision or sit plan has been prepared in  
accordance with this checklist.**

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

By: \_\_\_\_\_

Licensed Professional (Seal)

This list is designed to be a guide ONLY. The Town of Bethel Planning Board may  
require additional notes or revisions prior to granting approval.



TO: Town of Bethel Planning Board

RE: Owner's Proxy

(Owner) \_\_\_\_\_ deposes and says he/she resides at

\_\_\_\_\_ in the County of \_\_\_\_\_

and state of \_\_\_\_\_ and that he/she is the owner of the premises described in the foregoing application and that he/she has authorized \_\_\_\_\_

(Print Name)

to make the foregoing application as described therein.

Date: \_\_\_\_\_

\_\_\_\_\_

Owner Signature

Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Signature

**GENERAL MUNICIPAL LAW 809 DISCLOSURE FORM**

SECTION 809 OF THE GENERAL MUNICIPAL LAW PROVIDES AS FOLLOWS:

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, address and the nature and extent of the interest of any state officer and any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such applications, petition or request (hereinafter 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 Applicant when he/she, his/her spouse, or his/her brothers, sisters, parents, children, grandchildren or the spouse of any of them

a. Is the 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 or she 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. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor. In connection with said application, petition or request, the undersigned hereby states, pursuant to the provision of Section 809 of the General Municipal Law, the name, residence and the nature and extent of the interest of any state officer or employee of the Town of Bethel, and/or the County of Sullivan, in they person, partnership or association making the application, petition or request (the Applicant)

( ) None

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

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This disclosure addendum statement is annexed to and made a part of the petition, application and request made by the undersigned applicant to the following Board Officer or Political Subdivision of the Municipality ( ) Planning Board of the Town of Bethel

Applicant Name (Print)\_\_\_\_\_

Applicant (Signature)\_\_\_\_\_

Date:\_\_\_\_\_

Applicant(s) Address\_\_\_\_\_