

Village of Bloomingburg

13 North Road/ P.O.Box 341
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Bloomingburgny@frontiernet.net

Zoning Board of Appeals Subdivision & Site Plan Application

Dear Applicant,

Attached is the information required to initiate the Zoning Board review process. Each applicant is required to fill out the Application completely with the owners signature, application fee and all other requirements listed below before the application can be processed by the ZBA.

Applications submitted must include :

- Complete Application with all necessary information required, all signatures, notarized and all fee's included.
- 10 Hard Copies of the property/ project involved
 - Show all building of project dimensions
 - All yard setbacks and dimensions of lot
 - Section- block- lot number from the latest Tax Map
- Proposed Site Plans: (All maps must be signed, sealed, and folded with title box showing) Title Sheet, Existing Conditions, Plan Proposed, Site Plan, Utilities Plan, Lighting Plan, Grading Plan, Stormwater & Soil Erosion Control Plan, Wetland Delineation Construction and Plan details, including but not limited to Floor Plans and Elevations. Exterior Building or Lot Signage Plan Certified survey of Property. (All drawings as part of a submission must be stapled in one complete set. Separate drawings and specifications will not be accepted.)
- A written narrative must be submitted at each submission and re-submission describing the project or changes to the project.
- Environmental Assessment Forms – All EAF forms are to be completed using the New York State DEC EAF Mapper online.
- Owner Affidavit, Site Authorization, & Fee Acknowledgment
- The applicant is advised that the project will not appear on an agenda unless all Application Fees and Town and Consultant fees are paid in full. Fee Schedule is included

Public Hearing

- Public Hearing will be scheduled when the Application is submitted
- Applicant must mail out public notice from list provided by assessor's office (if applies)
- The Public Notice must be sent out 10 Days prior to Public Hearing
- All Variances EXPIRE after 6 Months. Applicant must apply for extension if project is unable to be completed for any reason within the six-month period.
- All Site Plan Approvals EXPIRE after 18 Months. Applicants may apply for a onetime six-month extension. After that no further extensions will be granted.

**Village Zoning Board meets Every 2nd Tuesday of the Month Unless Otherwise Noted
All applications MUST be received with in 15 Days of Planned Monthly Meeting to be considered for the Monthly Agenda.**

Application Date: _____

Applicants(s) Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Property Owner(s) Name: _____

Property Address: _____

Phone Number for Owner: _____

Date Owner Acquired the Property: _____

Tax Map Location (SBL#) _____

Zoning District: _____

Lot Size & Acreage: _____

Location of Nearest Cross Street: _____

Soil Type Described in Village Code: _____

Are Village Taxes Current on This Property? YES NO

Appeal Request

Please check one of the following for Zoning Requests

- Interpretation of the Zoning Law
- Use Variance
- Sign Variance
- Area Variance
- Other:

Front/ Side / Rear / Yard Setback from _____ to _____ Section _____

Front/ Side / Rear / Yard Setback from _____ to _____ Section _____

Front/ Side / Rear / Yard Setback from _____ to _____ Section _____

Front/ Side / Rear / Yard Setback from _____ to _____ Section _____

Lot area from _____ to _____ Section _____

State Reason & Purpose for Request

Applicant must print and submit an Environmental Assessment Form. This form can be filled out by going to www.dec.ny.gov/eafmapper

Site Plan & Subdivision Applications

Tax Map Section _____ Block _____ Lot _____

Location of Property: _____

Square footage: _____ Present Zoning _____

Name of Project: _____

Intended Use: _____

Number of Lots: _____

Engineer Information:

Project Engineer: _____

Engineering Firm: _____

Address of Engineer: _____

Engineer's Email: _____

Engineer's Telephone #: _____

License #: _____

Attorney Information:

Project Attorney: _____

Address: _____

Email: _____

Telephone #: _____

Village Office Use

Application FEE: \$ _____ Check # _____ Date Received : _____

Escrow Deposit \$ _____ Check # _____ Date Received: _____

Received BY: _____ Date: _____

Owner Affidavit, Site Authorization, & Fee Acknowledgment

STATE OF NEW YORK) COUNTY OF SULLIVAN) VILLAGE OF BLOOMINGBURG)

I _____ being duly sworn, here-by depose and say that all the following statements and statements contained in the papers submitted herewith are true and that: the nature and extent of any interests set forth are disclosed to the extent that they are known to the applicant.

1. Print or type full name and Post Office Address

certifies that he is the owner or agent of all that certain lot, piece or parcel of land and/or building described in this application, and if not the owner that he has been duly and properly authorized to make this application and to assume responsibility for the owner in connection with. This application for the relief below set forth:

2. To the Zoning Board , of the Village of Bloomingburg, Sullivan County, State of New York: Application is hereby submitted for:[] Appeal/ Variance [] Subdivision Application [] Site Development Plan Application.

3. Premises affected are in a _____ (zone) and from the Village of Bloomingburg Tax Map the property is known as: Section: _____ Block: _____ Lot: _____

4. I hereby give permission for the Village of Bloomingburg municipal agencies and their agents to come upon and inspect these premises with respect to this application.

5. Pursuant to the Code of the Village of Bloomingburg, the Village Zoning Board of Appeals are required to charge application fees intended to cover general expenses of the respective Board and to demand reimbursement of consultant fees charged to the Zoning Board for review of any land use application.

This includes but is not limited to planning consultant fees, Zoning Board engineering review fees, Zoning Board attorney's review fees, and any other professional consultant whose expertise the Zoning Board may deem necessary to adequately review any application before it. A full schedule of the application fees is attached here to and made a part of this form.

For each application, during the sketch plan review, the Village Engineer will set an escrow amount they believe sufficient to cover either some or the professional consultant's entire fee and the Village will advise the applicant of the amount required.

All invoices submitted by the consultants will be reviewed and audited by the Zoning Board and the Village Board prior to billing such fees to the applicant. The billing summaries provided to the applicant will include the time spent by each individual consultant on the applicant, a narrative of the work being completed and a calculation of fees based on an hourly rate.

Owner Affidavit, Site Authorization, & Fee Acknowledgment (Cont'd)

The applicant will also be advised if and when the escrow funds needs to be and replenished. If the applicant fails to pay the required fees and/or pay the escrow amount and/or replenish the escrow fund, it will result in the Zoning Board discontinuing review of the applicant's land use application. Your signature below indicates that you have read and understood this notice and agree to pay the application and consultant fees, as required.

Applicant's Signature: _____

Address _____

Sworn to before me this _____

day of _____, 201 _____

Notary Public

Village of Bloomingburg Schedule of FEES

Adopted By the Village Board of Trustees

Variance Fees

Residential Variances	\$400.00	Escrow Required	\$300.00
Commercial Variances	\$400.00	Escrow Required	\$300.00
Extension Fee \$30.00			

Non- Residential Site Plan / Special Use Permit

Existing Space \$350.00 Plus the following if applicable
 \$.15 s.f. up to 10,000 s.f.
 \$.05 s.f. from 10,001 to 100,000 s.f.
 \$.01 s.f. above 100,001 s.f.

New Construction \$500.00 Plus the following if applicable
 \$.15 s.f. up to 10,000 s.f.
 \$.05 s.f. from 10,001 to 100,000 s.f.
 \$.01 s.f. above 100,001 s.f.

Escrow Deposit: Calculated by Village Engineer

Extension Request Fees	Subdivision \$50.00
	Sit Plan /SUP \$100.00
All Public Hearings Fee	\$150.00
Work Session Fee	\$200.00

Your application is **NOT deemed complete until all applicable fees have been paid in full**. The consultants will bill the time for their services against the deposit in our Escrow Account. If your Escrow Account has a negative balance, then the Zoning Board has the right to suspend review of your application, and you agree that its doing so will not entitle you to a default approval

Consultant review fees, SEQR related fees, public utility fees