

Town of Bethel Planning Board

PO Box 300, 3454 Route 55
White Lake, NY 12786
845-583-4350 Ext 105
Email: bethelcodeclerk@gmail.com



PLANNING BOARD APPLICATION FOR:

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

INSTRUCTIONS FOR ALL APPLICATIONS

You must submit, and all application packets must include:

☐ **(10) 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 (10) 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 bethelcodeclerk@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

OR

Delivery:
533 Broadway, Monticello NY 12701

**John C. Cappello,
Planning Board Attorney**

Mailing:
PO Box 367
Walden NY, 12586

OR

Delivery: Leave with Planning Board Clerk

SUBDIVISION/SITE PLAN/SPECIAL USE APPLICATION

(Applications ***MUST*** legible, please print clearly or type responses)

Name of Project/Sponsor: _____

Owner of Lands to be reviewed

Name : _____

Address: _____

Phone: _____

Email: _____

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: _____

Email: _____

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):

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.

Print Name: _____

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, address, phone number and email of applicant

_____ Name, address, phone number and email 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)

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_____