

Town of Bethel Planning Board

PO Box 300 - 3454 State Route 55

White Lake, NY 12786

845-583-4350 ext. 105

845-583-0225 Facsimile

Planningandzoning@townofbetheny.gov



PLANNING BOARD APPLICATION FOR:

- ☐ LOT IMPROVEMENT
- ☐ MAJOR/MINOR SUBDIVISION
- ☐ SITE PLAN REVIEW
- ☐ SPECIAL USE PERMIT

INSTRUCTIONS FOR ALL APPLICATIONS:

All applications must be submitted, complete, and in the hands of the Planning Board Clerk no later than ten business days prior to the scheduled Planning Board meeting. An initial submission packet shall include ten (10) copies of the following:

- ☐ Site Plan, Special Use, or Subdivision Map folded, not rolled.
- ☐ Completed Application Form
- ☐ Short Environmental Assessment Form (<https://gisservices.dec.ny.gov/eaformatter/>)
- ☐ A cover letter outlining the proposal and requesting it be placed on the agenda
- ☐ A .pdf version of the above e-mailed to the above Planning and Zoning email
- ☐ Application and escrow fees made payable to the Town of Bethel

All applicants must initially prepare ten (10) copies of the above information, folded and in packet form. The applicant is responsible for distributing the packets as follows:

☐ Eight (8) paper packets delivered to the Planning Board Clerk at the address above

☐ One (1) paper packet delivered to the Planning Board Engineer as follows:

☐ One (1) paper packet delivered to the Planning Board Attorney as follows:

Planning Board Attorney

John Cappello, Esq.
PO Box 467
Walden, NY, 12586

Planning Board Engineer

Glenn Smith, P.E., P.C.
PO Box 256, 533 Broadway
Monticello, NY 12701

SUBDIVISION/SITE PLAN/SPECIAL USE PERMIT APPLICATION

Name of Project/Sponsor: _____

Owner of Lands to be reviewed:

Name : _____

Address: _____

Phone: _____

Email: _____

Who will appear before the Planning Board: (circle all that apply)

Owner, Agent, Representative of Owner, Contract Vendee

Who prepared Subdivision/ Site/ Special Use Plan:

Name: _____

Address: _____

Phone: _____

Email: _____

Street location/address of land to be reviewed: _____

Zoning District: _____ Tax Map #: Section _____ - Block _____ - Lot _____

Purpose of review (Check appropriate item)

Subdivision Review: _____ Number of Lots: _____ Lot line change: _____

Site Plan Review: _____ Special Use Permit: _____ License Renewal: _____

Other: _____

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 ACKNOWLEDGMENT AND RESPONSIBILITY FOR PAYMENT OF ALL FEES AND PROFESSIONAL SERVICES INCURRED BY THE PLANNING BOARD IN THE REVIEW OF THIS APPLICATION. THIS MAY INCLUDE, BUT NOT BE LIMITED TO, FEES FOR A PLANNER, CONSULTANT, ENGINEER, LEGAL, PUBLIC HEARING FEE, AND/OR SITE INSPECTION.

Signature: _____

Title: _____

Date: _____

SUBDIVISION/SITE PLAN/SPECIAL USE PERMIT CHECKLIST

Applicant: _____

Tax Map #: _____

The following items shall be submitted with plans for a COMPLETED Application Form:

- _____ Application Fees and Escrow
- _____ Completed Checklist (Attached)
- _____ SEQR Environmental Assessment Long Form or Short Form
- _____ Owner's Proxy Statement (Attached)

The following items shall be incorporated into the Subdivision Plat or Site Plan:

- _____ Name and address of applicant
- _____ Name and address of owner (if different from applicant)
- _____ Subdivision name and location
- _____ Tax map number
- _____ Location map at a scale of 1" = 2,000 ft (maximum)
- _____ Bulk zoning table showing what is required and what the applicant is proposing
- _____ Zoning boundary if any portion of the project is within or adjacent to a different zone
- _____ Date of plat preparation and/or plat latest revision
- _____ Scale of plat
- _____ North arrow
- _____ Surveyor's certification (as applicable)
- _____ Surveyor's seal and signature (as applicable)
- _____ Name of adjoining owner
- _____ Federal and/or NYSDEC wetlands with buffer zones
- _____ Flood plain boundaries
- _____ Sewage systems design and placement by a licensed engineer

- _____ Final metes and bounds of all lots (as applicable)
- _____ Name and widths of adjacent streets
- _____ Existing or proposed easements (note restrictions)
- _____ Right of way width and rights of access
- _____ Road profile and typical section (as applicable)
- _____ Lot area in acres
- _____ Name of lots, including residual lot
- _____ Existing waterways
- _____ Note and signature of owner's review and concurrence with plat
- _____ Improvements (drainage systems, water lines, sewer lines, etc.)
- _____ Structures located within 200 feet of property (if applicable to subdivision)
- _____ Well and septic systems within 200 feet of property (if applicable to subdivision)
- _____ Topographic contours at an interval suitable to the proposal
- _____ Reference to any previous subdivision

I hereby certify that the proposed subdivision or site plan has been prepared in accordance with the above checklist.

Dated: _____

By: _____

Signature: _____

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.

Failure to submit this checklist and supporting documentation could result in a delay in processing or result in an application rejection.

OWNER'S PROXY

TO: The 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 _____
_____ 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 corporation. 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_____