



Town of Bethel
Building Department

PO Box 300, 3454 Route 55
White Lake, NY 12786

Dear Applicant:

In order to speed up the entire process of appearing before the Town of Bethel Planning Board, we ask that you observe one simple rule:

Submit your plans and applications to the Planning Board Secretary at least 14 days prior to a Planning Board meeting as well as one set to the office of Jacqueline Ricciani, Attorney and the office of Glenn Smith, Engineer.

Your submission of these documents 14 days prior will enable the Planning Board consultant to review and determine applicable fees before the next scheduled board meeting. This request will streamline the review procedure. You will be placed on the agenda when the consultant has determined that the application and site plans are complete enough for the planning board's review and all fees are paid in full. Discussion and resolution can then be fast and productive.

Be aware that the Town of Bethel Planning Board adheres to the strict time limitation for actions as contained in the Town Code, and accordingly will expect each application to strictly adhere to those time limitations also.

The Planning Board meets the first (1st) Monday of each month.

James Crowley, Chairman
Town of Bethel Planning Board

Submissions require 12 sets of folded plans unless otherwise directed.

SEQR forms are now located on the New York State
Department of Environmental website:
<http://www.dec.ny.gov/permits/6191.html>



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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):

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: _____



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Bethel Tax Map #: _____ Applicant's Name: _____

CHECKLIST:

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

- _____ Application Fees
- _____ Completed Checklist (Attached)
- _____ Environmental Assessment Form or Short Form (Attached)
- _____ 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. Non-submittal of the checklist could delay processing or result in Application rejection.

- _____ 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 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)
- _____ Flood plain boundaries
- _____ Certified sewage systems design and placement by a licensed 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



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- _____ Applicable note pertaining to owners 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.



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TO: Town of Bethel Planning Board
RE: Owner's Proxy

(Owner) _____ deposits 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