

**VILLAGE OF WOODBURY PLANNING BOARD**  
**PUBLIC HEARING**  
**Application for Amended Subdivision Approval**

APPLICANT \_\_\_\_\_

APPLICANT ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ENGINEER OR SURVEYOR \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

LOCATION OF PROPERTY \_\_\_\_\_

TAX MAP DESIGNATION: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

NO. OF ACRES IN PARCEL: \_\_\_\_\_ NO. OF LOTS IN SUBDIVISION \_\_\_\_\_

ACRES REMAINING IN TRACT IF ONLY PORTION BEING DEVELOPED: \_\_\_\_\_

NAME OF SUBDIVISION: \_\_\_\_\_

LIST any building now on the subdivision: \_\_\_\_\_

DATE, book and page # of all deeds by which title to subdivision acquired by present owner: \_\_\_\_\_

INDICATE whether in sewer district  or individual septic systems

INDICATE whether in water district  or private wells

NAMES of electric, telephone, gas and other utility companies: \_\_\_\_\_

IF the tract is to be developed in sections, indicate approximate number of acres in each section: \_\_\_\_\_

1. Fifteen (15) sets of collated plans must be submitted as well as a digital copy/PDF via Email/CD
2. If owner of subdivision is corporation, give names and addresses of principal officer and names and addresses of all stockholders owning 10% or more of voting stock
3. Include attached list of Names and addresses of all adjoining property owners
4. Public Hearings will not be scheduled until such time as the Planning Board deems appropriate
5. PRIOR TO AN APPEARANCE BEFORE THE PLANNING BOARD YOU WILL BE REQUIRED TO POST ESCROW IN THE AMOUNT DETERMINED BY THE PLANNING BOARD FOR CONSULTING FEES. IF ESCROW AMOUNT AT ANY TIME REDUCES TO LOWER THAN 20%, ADDITIONAL FEES MUST BE POSTED TO CONTINUE BOARD APPEARANCES. IF REFERRAL TO ZONING BOARD IS REQUIRED ESCROW FUNDS WOULD BE COMBINED TO PAY ZONING BOARD CONSULTANT FEES TO COMPLETION OF THE PROJECT.
6. The meetings are the 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays of every month. Please call this office to confirm your appearance on the agenda the Friday-Monday prior to these meeting days (845)928-6911 Ext 5

*ALL PROJECTS PROPOSED ON A ORANGE COUNTY ROAD - PLEASE SEE ORANGE COUNTY CHECKLIST ATTACHED*

PRINT APPLICANT NAME \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

PRINT PROPERTY OWNER NAME \_\_\_\_\_

PROPERTY OWNER SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_



## Entity Disclosure Form

**Village of Woodbury**  
455 Route 32  
Highland Mills, New York 10930  
(845) 928-7558

An "entity" for purposes of this mandated disclosure form is any corporation, LLC, partnership, trust, association, group, or any other similar formation, other than an individually identified natural person. Every entity applying for land use approvals, permitting, or permission, to undertake any Village regulated activity within the Village shall complete this entity disclosure form in accordance with Chapter 96 ("Building Construction") of the Village of Woodbury Code, unless specifically exempted thereby. Whenever an entity is owned, managed or otherwise controlled (by membership, partnership, stock, trust, etc.) by another entity or entities, the disclosure of all such entities and any sub-entities shall be included on this form until and to the extent that the individual natural persons involved are disclosed and identified by name and address.

A copy of all documents regarding the formation of such entities filed with the New York State Secretary of State, or in any other State of their formation, shall be attached to this form, as well as all records regarding membership interests in such entities, minutes of any meetings and records of transfer of any membership interests in the last 5 years. If an entity was formed by other a natural person, then the name and addresses as well as all other information sought herein must be supplied about such non-natural person entity or entities until and to the extent that the individual natural persons involved in the formation are disclosed and identified by names and addresses.

During the Village's review of any land use regulated activity, any changes to the information provided on this form shall be provided to the Building Department within thirty (30) days of the change.

If any entity, nondisclosed person, authorized person, or any agent or representative thereof provides no information, false information, or grossly inaccurate information, or otherwise makes any misrepresentation in any application, shall, in addition to the suspension of any pending application as set forth in § 96-6.1 (C)(1) of the Village Code, be subject to a civil penalty of up to 1% of the stated value of the applicant's project as reflected in its application or the fair market value of the applicant's proposed project (whichever is greater) for any violation of § 96-6.1. The Building Inspector/Code Enforcement Officer is hereby authorized to issue an appearance ticket or other process in Justice Court, and the Board of Trustees may authorize the filing of a complaint in any court for any allowable remedy.

**1. Entity information**

Entity	Project Information
Entity names of Applicant(s) and Owner(s)	Project name
Present address (street, city, state ZIP code)	Location of Project (street, city, state ZIP code, SBL)
Contact information (name, telephone, email address)	Approval or Permit requested
State of Formation	

**2. Persons with Interest in Entity**

List all persons, officers, limited or general partners, directors, members, shareholders, managers, authorized persons, beneficial owners, any others with any interest in or with the above referenced entity. List all persons with a membership or voting interest or controlling position in the entity along with that parties' business or personal address and telephone number, e-mail address and other contact information. Any "authorized person" as used herein shall mean a person, whether or not a nondisclosed person who is authorized to act or otherwise acts, solely or in conjunction with others, on behalf of an entity or to direct, influence or otherwise control the entity in any manner. Use additional sheets if necessary.

Name	Address	City, State	ZIP	Telephone Number	Interest

**3. Declarations**

Please answer the following:

a. Does any party identified in Section 2 above currently hold a paid or unpaid position with or in the Village of Woodbury or Town of Woodbury (including employees, independent contractors, board members, committee members, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the spouse, dependent or relative of any party identified in Section 2 above currently hold a paid or unpaid position with or in the Village of Woodbury or Town of Woodbury (including employees, independent contractors, board members, committee members, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "Yes" to Questions "a" or "b", answer the following:

Individual	Agency	Title	Paid/Unpaid	Date of Hire

4. Notarized Statement

I, \_\_\_\_\_, being first duly sworn, according to law, deposes and says that I am \_\_\_\_\_ (Title), an active and qualified member of the \_\_\_\_\_, a business duly authorized by law to do business in the State of New York, and that the statements made in the forgoing affidavit are true, accurate, and complete. I further understand that land use applications may have a significant impact upon the health, safety and general welfare of the Village, its inhabitants and visitors, and the Board of Trustees is required to be certain that anyone with any interest or controlling position of an entity who applies for any land use approval or permission must have no conflict of interest as that term is defined in Village Law as well as the General Municipal Law and that the disclosure of any officers, directors, members, shareholders, managers, authorized persons, beneficial owners, any other controlling parties with the above entity, and all persons with a membership or voting interest in the entity is required to be made in any land use application or request for any approval from the Village to be certain no conflict of interest exists and without the disclosure a full review of any conflict cannot take place.

I understand that if I have not answered the questions truthfully, the land use may be denied.

Applicant signature

Date

\_\_\_\_\_

Sworn to before me this \_\_\_ day  
of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

PLEASE NOTE: If more space is needed to complete any part of this form, please use additional sheets of paper and attach them to this form.

**VILLAGE OF WOODBURY  
PLANNING BOARD**

**AUTHORIZATION TO INSPECT PROPERTY**

Property address: \_\_\_\_\_

S/B/L: \_\_\_\_\_

By submitting an application to the Planning Board and by signing this authorization, the Applicant (or agent of the Applicant) consents to inspection of all property related to the project site or facility for which an approval is sought by Village personnel, staff or consultants (Village Representatives) This authorization allows Village Representatives to enter upon and pass through such property in order to inspect the project site or facility, without prior notice, between the hours of 8:00 a.m. and 8:00 p.m. Monday through Friday.

Such inspections are for the purpose of informing the Village of facts, circumstances and conditions related to the project site or facility. By signing this authorization, the Applicant agrees that this authorization shall remain in effect as long as the application is pending before any Village approval board and is effective regardless of whether the landowner(s) or agent(s) are physically present at the time of the inspection. In the event that the project site or facility is posted with any form of "posted" or "keep out" notice, or fenced in with an unlocked gate, this permission authorizes the Village Representatives to disregard such notices or unlocked gates at the time of inspection.

The applicant further agrees that during an inspection in connection with this application the Village Representatives may, among other things, take measurements, photographs, and may analyze physical characteristics of the site including, but not limited to, soils and vegetation, and may make drawings and photographs. No physical disturbance of the site will be undertaken during such visits except with the express permission of the Applicant, and upon such terms agreed by the Applicant.

\_\_\_\_\_  
Signature of Applicant or Applicant's Agent (Print Name Below)

\_\_\_\_\_  
Sworn before me this \_\_\_\_\_

day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
Notary Public

**VILLAGE OF WOODBURY  
PLANNING BOARD**

**AUTHORIZATION TO INSPECT PROPERTY**

Property address: \_\_\_\_\_

S/B/L: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Applicant or Applicant's Agent (Print Name Below)

Sworn before me this \_\_\_\_\_

day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
Notary Public

## Projected Water and Sewer Demand For Connection to Municipal System

To be completed by Applicant:

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

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

Project Address (Street Name & Number): \_\_\_\_\_

Tax Parcel(s) (Sec-Block-Lot): \_\_\_\_\_

Brief Project Description: \_\_\_\_\_

List Water and Sewer Connections Proposed (List each separately – Sanitary, Domestic, and/or Fire e.g. if two Domestic services are proposed list Domestic Water Service No. 1 and Domestic Water Service No. 2 below)	Diameter	Material	Length

Proposed Irrigation (Y/N): \_\_\_\_\_

Number of Hydrants Proposed: \_\_\_\_\_

Commercial Use (Type and Building Footprint (SF)): \_\_\_\_\_

Residential Use (Number of Units and Number of Bedrooms per Unit): \_\_\_\_\_

Projected Demand Summary (if more than one building, attach a Project Demand Summary Table):

- Domestic Average Daily Demand (gpd): \_\_\_\_\_ (gpm): \_\_\_\_\_
- Domestic Maximum Daily Demand (gpd): \_\_\_\_\_ (gpm): \_\_\_\_\_
- Domestic Peak Hourly Demand (gph): \_\_\_\_\_ (gpm): \_\_\_\_\_
- Lawn Irrigation Demand (gpd): \_\_\_\_\_ (gpm): \_\_\_\_\_
- Required Fire Hydrant Flow (gpm): \_\_\_\_\_
- Required Fire Sprinkler System Flows (gpm): \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Additional Requirements:

- Attach a detailed project description including project demand calculations and back-up information.
- Attach a copy of site plan calling out block and lots and local vicinity with elevations in NAVD 1988, if elevations are not in NAVD 1988, please provide conversion factor.
- This form and backup calculations to be signed and sealed by a NYS PE.

The undersigned certifies that the information contained here in is true and correct to the best of his or her knowledge and that, if at any point prior to establishing service, the information herein changes, a revised application shall be submitted to the Water and Sewer Department:

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_  
Date

Preparer's Email Address: \_\_\_\_\_

Preparer's Phone Number: \_\_\_\_\_

**Below is For Administrative Use (To be Completed by Village)**

Reviewed By Building Department: \_\_\_\_\_  
Signature of Building Inspector Date

Reviewed By Village Engineer: \_\_\_\_\_  
Signature of Village Engineer Date

Reviewed By Water & Sewer Department: \_\_\_\_\_  
Signature of W&S Superintendent Date

To be completed by Water & Sewer Department:

Will Serve Decision for Water (circle one):      Approved      or      Denied

Will Serve Decision For Sewer (circle one):      Approved      or      Denied



# VILLAGE OF WOODBURY PLANNING BOARD

## AMOUNT OF ESCROWS

### SUBDIVISIONS

RESIDENTIAL	\$3,000.00 per lot
COMMERCIAL	\$5,000.00 per lot

### LOT LINE CHANGE

RESIDENTIAL	\$2,500.00
COMMERCIAL	\$5,000.00

### SITE PLAN APPROVAL

#### New Structure or Use

\$5,000.00 per acre and .50 per square feet of structure

#### Existing Structure or Use

\$3,500.00 per acre and .25 per square feet of structure

INFORMAL WORK SESSION Fee of \$500.00

### ARCHITECTURAL REVIEW BOARD

Residential	\$1,500.00 per lot
Commercial	\$3,500.00 per lot

VILLAGE OF WOODBURY PLANNING BOARD

Please complete the following portions of form below

Client Name, Address

Backup Withholding Certification Section to include the TIN and Signature



Client Account Signature Card

Type of Account: Client Escrow Account

NON-INTEREST BEARING:

INTEREST BEARING:  (The interest posted is subject to change at any time in the Bank's sole discretion)

Account Number: \_\_\_\_\_

Account Title (Client Name): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Initial Deposit: \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Other \_\_\_\_\_

BACKUP WITHHOLDING CERTIFICATION

TIN: \_\_\_\_\_

Under penalties of perjury, I certify that

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding,
3. I am a U.S. person (including a U.S. resident alien).

You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

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

Facsimile Signature(s) Allowed:  Yes  No

I certify that I am an authorized officer/partner/member of the Escrow Agent Company referenced below and agree to and acknowledge receipt of the Escrow Account Agreement Terms and Conditions, Statement Savings Account Disclosure and the Funds Availability Disclosure of Sterling National Bank.

Escrow Agent Signature: \_\_\_\_\_

Master Escrow Account #: \_\_\_\_\_

Master Escrow Account Title: \_\_\_\_\_

Escrow Agent Phone #: 815 928 7558

# VILLAGE OF WOODBURY PLANNING BOARD



## ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS

P.O. Box 509, 2455-2459 Route 17M

Goshen, New York 10924-0509

[www.orangecountygov.com](http://www.orangecountygov.com)

TEL (845) 291-2750

FAX (845) 291-2778

PROJECT NAME

### Review Checklist for Proposed Projects Along County Roads Policy & Standards of the Orange County Department of Public Works

All projects being proposed along County Roads must have plans prepared in conformance with the Policy & Standards of the Orange County Department of Public Works (OC DPW). All projects requiring Municipal Planning Board approval must be submitted to the OC DPW by the Planning Board in conformance with the provisions of Section 239-f of the NYS General Municipal Law. Any new submissions shall also be submitted to OC DPW and depending upon the nature of any revisions, further review and comments may be required.

Please note, this list is to be used as the minimum requirements for a comprehensive review. OC DPW may require additional information, studies, notes, details, revisions, etc. on a project by project basis prior to granting approval. The complete full set of Policy & Standards is available online on the County website. These standards shall be reviewed in detail and implemented by the applicant's licensed professional prior to submitting to OC DPW.

The following checklist items shall be incorporated on the plans prior to consideration of County approval:

#### 1. Standard Plan Information

- 1.1. \_\_\_\_\_ Name and address of applicant
- 1.2. \_\_\_\_\_ Name and address of property owner (if different from applicant)
- 1.3. \_\_\_\_\_ Tax map data (Section-Block-Lot)
- 1.4. \_\_\_\_\_ Date of plan preparation and/or plan revisions
- 1.5. \_\_\_\_\_ Surveyor and Engineer Certification and Title Block
- 1.6. \_\_\_\_\_ Scale the plan is drawn to (Max: 1 in. = 50 ft.)
- 1.7. \_\_\_\_\_ Plan Legend (symbols & labels)
- 1.8. \_\_\_\_\_ North arrow
- 1.9. \_\_\_\_\_ Location Map with property outlined
- 1.10. \_\_\_\_\_ Standard County Highway Work Permit note on all sheets of the project plan set as well as all other Standard County Notes on the first page of the plan set as per OC DPW Policy & Standards. Provide all applicable details and notes from OC DPW Policy & Standards.
- 1.11. \_\_\_\_\_ Metes and bounds of parcel
- 1.12. \_\_\_\_\_ Lot areas
- 1.13. \_\_\_\_\_ Name of adjacent property owners with tax map data (Section-Block-Lot)

#### 2. Existing Conditions

- 2.1. \_\_\_\_\_ Show all existing buildings, utilities (Identify type), poles and anchors, structures (catch basins, cable boxes, manholes, etc.), shoulders (label material), gulderail, signage, pavement markings, driveways, adjacent roads (with names labeled), traffic signals (with location of signal heads and other applicable components such as cabinets, loop detectors, etc.), trees, etc.
- 2.2. \_\_\_\_\_ Show waterways, wetlands, buffers, culverts, piping, swales, headwalls, flared end sections, and all other drainage features and indicate direction of flow

Revised on: May 30, 2017

Policy & Standards Review Checklist for Proposed Projects Along County Roads  
Orange County Department of Public Works -- Page 1 of 2

## VILLAGE OF WOODBURY PLANNING BOARD

- 2.3. \_\_\_\_\_ Show County Road names and numbers and names of adjacent roads and speed limits
  - 2.4. \_\_\_\_\_ Distances from all angle points and corners from the front property line to the center of existing pavement on the County Road
  - 2.5. \_\_\_\_\_ Show topographical data with 2 ft. contours extending approximately 100 ft. from the property line
  - 2.6. \_\_\_\_\_ Show all existing easements (note any restrictions)
3. Proposed Conditions – Driveways
- 3.1. \_\_\_\_\_ Residential: Minimum of -2% grade from the edge of the travel lane (white line) for 20 feet
  - 3.2. \_\_\_\_\_ Residential: Shall be paved from the edge of the travel lane for 20 feet with 12 in. of compacted NYSDOT Item 304.12 subbase and 2 in. of Top Course Hot Mix Asphalt.
  - 3.3. \_\_\_\_\_ Roads and Commercial: Minimum of -6% grade from the edge of the travel lane (white line) for 6 feet (shoulder grade). From the end of the -6% grade, provide a -2% grade and use a vertical curve at a length to create a low point 25 ft. from the edge of the travel lane.
  - 3.4. \_\_\_\_\_ Roads and Commercial: Shall be paved from the edge of the travel lane for 50 feet with 12 in. of compacted NYSDOT Item 304.12 subbase, 3 in. of Binder Course Hot Mix Asphalt, and 2 in. of Top Course Hot Mix Asphalt.
  - 3.5. \_\_\_\_\_ All driveways must have turn-around area to ensure vehicles will not back out onto any County Road.
  - 3.6. \_\_\_\_\_ Show ALL existing and proposed driveway entrance sight distances (Stopping Sight Distance, Turning Left Sight Distance, Turning Right Sight Distance, profiles, maintenance easements as necessary)
4. Proposed Conditions – Other
- 4.1. \_\_\_\_\_ Show all improvements (i.e. drainage, water, sewer, gas, electrical, telecommunications, and other utilities, grading, roadways, buildings, structures etc.)
  - 4.2. \_\_\_\_\_ All trenches within pavement areas must be backfilled with compacted (12 in. lifts) Controlled Density Backfill (K-crete) from the top of the pipe cushion to the bottom of the asphalt.
  - 4.3. \_\_\_\_\_ All trenches within 8 feet of pavement areas must be backfilled with compacted (12 in. lifts) NYSDOT Item 304.12 from the top of the pipe cushion to the bottom of the asphalt.
  - 4.4. \_\_\_\_\_ Show location of proposed and/or modifications to existing guiderail as well as all necessary details
  - 4.5. \_\_\_\_\_ Show locations and provide details for all required signage and pavement markings as per MUTCD and other County standards
  - 4.6. \_\_\_\_\_ Show proposed easements/ROW dedications and label as per OC DPW Policy & Standards
  - 4.7. \_\_\_\_\_ No trees, bushes, fences, landscape walls, stone walls, pillars, retaining walls, or any other permanent structure is allowed within the County Road ROW.
  - 4.8. \_\_\_\_\_ Show location and details for Erosion and Sediment Control devices (ditches, silt fence, hay bales, stabilized construction entrances, etc.)

The plan for the proposed site has been prepared in accordance with this checklist.

By: \_\_\_\_\_  
Applicant's Licensed Professional

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

Please note, this list is to be used as the minimum requirements for a comprehensive review. OC DPW may require additional information, studies, notes, details, revisions, etc. on a project by project basis prior to granting approval. The complete full set of Policy & Standards is available online on the County website. These standards shall be reviewed in detail and implemented by the applicant's licensed professional prior to submitting to OCDPW.