

**VILLAGE OF WOODBURY PLANNING BOARD
APPLICATION FOR PUBLIC HEARING
APPLICATION TO APPEAR**

APPLICANT _____

APPLICANT ADDRESS _____

PHONE: _____ FAX _____ EMAIL _____

PROPERTY OWNER: _____

ADDRESS: _____

ENGINEER OR SURVEYOR _____

ADDRESS: _____

LOCATION OF PROPERTY _____

TAX MAP: Section _____ Block _____ Lot _____ ZONING DISTRICT _____

PROPOSED PROJECT: _____

Number of Acres in Parcel _____ No. of lots in proposed subdivision: _____

If Major Subdivision, name of subdivision: _____

If other than residential, proposed construction:

1. Fifteen (15) sets of collated plans must be submitted and a digital copy/PDF via Email/CD
2. Public Hearings will not be scheduled until such time as the Planning Board deems appropriate.
3. 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.
4. A public hearing is required on five (5) days published notice.
5. The meetings are the 1st & 3rd 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

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):

1. Domestic Average Daily Demand (gpd): _____ (gpm): _____

2. Domestic Maximum Daily Demand (gpd): _____ (gpm): _____

3. Domestic Peak Hourly Demand (gph): _____ (gpm): _____

4. Lawn Irrigation Demand (gpd): _____ (gpm): _____

5. Required Fire Hydrant Flow (gpm): _____

6. 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

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



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

