

# VILLAGE OF HIGHLAND FALLS PLANNING BOARD



## APPLICATION PACKET & CHECKLIST

**COMPLETED APPLICATION MUST BE  
SUBMITTED AT LEAST 21 DAYS PRIOR TO  
MEETING DATE IN ORDER TO BE PLACED ON  
MEETING AGENDA**

(MEETINGS ARE GENERALLY HELD 4<sup>TH</sup> THURSDAY OF  
EACH MONTH AT 7:00 PM)

VILLAGE OF HIGHLAND FALLS PLANNING BOARD  
APPLICATION INSTRUCTIONS

Applications to the Planning Board may be needlessly delayed because the applicant is not familiar with the Board's requirements. The purpose of this checklist is to give applicants an outline of those requirements so that needless delay can be avoided. Please bear in mind, however, that this checklist is not a substitute for the provisions of the zoning law or subdivision law which both contain specific requirements as to the contents of applications and other matters. Before making an application to the Planning Board, applicants, their lawyers and engineers should become familiar with those requirements.

1. The regular meeting of the Village of Highland Falls Planning Board is on the fourth (4<sup>th</sup>) Thursday of each month at 7:00pm at the Village Hall. Changes in this schedule are announced to the public as early as possible and are published in the *News of the Highlands* newspaper and posted at Village Hall. You can verify that the meeting will be held by calling the Village Clerk's office.
2. The joint Town/Village Building Department receives and processes applications for the Planning Board. The Department can be reached at Town Hall at 446-4280 ext. 316 from the hours of 9:00am to 4:00pm. The Department will attempt to assist you in the processing of your application.
3. The principal applications administered by the Planning Board are: subdivisions of land (Chapter 207) and zoning regulations (Chapters 240). A project may require more than one type of approval. To the extent possible, the Planning Board will be cognizant of all applicable regulations when reviewing applications. However, it is the applicant's responsibility to be familiar with Village Code requirements. If more than one (1) type of approval is requested (e.g. site plan approval and special exception use approval) the Planning Board may allow the requests to be combined in one single application form.
4. The Planning Board encourages informal review of proposed projects before formal application is filed. An informal review may highlight Planning Board concerns about the application and avoid needless delay. Applicants requesting an informal review must request a place on the agenda at least one (1) week before the regularly scheduled meeting date. Call the Building Department at the number indicated above to be placed on the agenda.
5. At minimum, an applicant must present a map of the property and a sketch of the proposal at the informal review meeting. Fifteen (15) copies of the preliminary sketch and map must be prepared.

6. The purpose of an information review is to aid the applicant. Informal review confers no approvals or rights on the applicant and does not commit the Planning Board to any future course of action.
7. Formal applications to the Board for either preliminary approval or final approval of the project must be filed at least three (3) weeks prior to the requested meeting date. Applicants must submit Fifteen (15) copies of the application and fifteen (15) copies of the map or plat, together with a check for the required application fee payable to the Village of Highland Falls. The application will not be accepted if these requirements are not met.
8. The maps accompanying a formal application must be prepared, signed and sealed by a surveyor or engineer licensed in the State of New York. An unsigned or unsealed map will not be accepted.
9. Applicants seeking approval of any land use or land development shall reimburse the Village for all reasonable engineering, legal, and planning fees and expenses incurred by the Village in connection with the review and/or approval of the application. Fees and expenses are “application fees” authorized by §93-4 of the Village Code. These fees include but are not limited to the cost of complying with the State Environmental Quality Review Act (SEQR).
10. Village Code §93-4(C)(5) authorizes the Planning Board to require an applicant to deposit an initial sum of money with the Village to be drawn down by the Village to reimburse the Village for expenses it incurs in reviewing an application. All reimbursement payments shall be in addition to any application, filing, or other fees that may be required by any other laws, resolutions, provisions, regulations, or codes of the Village.
11. Pursuant to §93-4(C)(5), each application must include an initial minimum of \$750.00 that will be placed in an escrow account and used to reimburse the Village for the cost of professional review. This amount is separate from any application fee. A separate check must be submitted to the Village in this amount. Additional funds may be required based on the scope of review necessary to evaluate the proposed project. The applicant will be advised if review costs may exceed the amount on deposit and will be required to deposit additional funds.

Reimbursement funds shall be placed in a non-interest bearing account. All vouchers submitted by professional consultants shall be reviewed and audited by Village officials in the same manner as other charges.

Records shall be maintained showing all amounts deposited and all amounts paid from the escrow account and all bills and vouchers submitted by the Board’s professional consultants. The applicant will not be billed for more than has actually been expended for consultant review fees and related review expenses.

12. Applications for subdivision approval, site plan approval, or a special exception use permit require a public hearing. No final decision shall be made in the absence of a public hearing. Once the date of the public hearing is fixed, the applicant will be advised of the requirements for the posting and mailing of a notice of the public hearing. These requirements are part of the state and local statutes and compliance is mandatory. Failure to comply will prevent the Board from holding the public hearing, and will stop the application process.
13. No final approval will be granted, no map will be signed, and no building permit will be issued for the project until all fees, including but not limited to application fees, parkland fees and consultant fees for application review, due the Village are paid.
14. PLEASE NOTE that in cases where the applicant is not the owner of record for the property, a signed & notarized affidavit must be supplied that acknowledges the property owner's endorsement of the application and gives permission for the applicant to seek approvals for the property (example: Village Code 207-29)

# VILLAGE OF HIGHLAND FALLS PLANNING BOARD APPLICATION CHECKLIST

TO BE COMPLETED, SIGNED AND SUBMITTED WITH APPLICATION

1. \_\_\_\_\_ THREE (3) COLLATED COPIES OF EXECUTED AND NOTARIZED APPLICATION.
2. \_\_\_\_\_ THREE (3) COLLATED COPIES SEQRA LONG ENVIRONMENTAL ASSESSMENT FORM
3. \_\_\_\_\_ FIFTEEN (15) FOLDED COPIES OF THE SIGNED/SEALED MAP OR PLAT (24" x 36)
4. \_\_\_\_\_ ONE ELECTRONIC (.PDF OR .DWG FILE) COPY OF SUBMITTED DRAWINGS (DISK OR E-MAIL)
5. \_\_\_\_\_ MINIMUM APPLICATION FEE: \$300.00 MINOR SUBDIVISION  
\$550.00 MAJOR SUBDIVISION  
\$300.00 SITE PLAN  
\$300.00 SPECIAL USE PERMIT
6. \_\_\_\_\_ MINIMUM ESCROW FEE FOR PROFESSIONAL SERVICES \$750.00. ESCROW MONEY IS SEPARATE AND DISTINCT FROM APPLICATION FEE(S) AND MUST BE SUBMITTED VIA A SEPARATE CHECK.
7. \_\_\_\_\_ COPY OF DEED(S) TO THE PROPERTY
8. \_\_\_\_\_ OWNER'S ENDORSEMENT (SIGNED AFFIDAVIT OF OWNER AUTHORIZING APPLICANT TO SEEK APPROVAL)
9. \_\_\_\_\_ COMPLETED CHECKLIST

INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW  
THIS LIST IS A GUIDE ONLY

\_\_\_\_\_  
APPLICANT'S SIGNATURE & DATE

\_\_\_\_\_  
SIGNATURE & DATE OF AUTHORIZED PERSON

FOR OFFICE USE ONLY

RECEIVED STAMP

APPLICATION FOR SITE PLAN/SUBDIVISION APPROVAL

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

1. Name and address of applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_

2. Name and address of owner of record, if different than applicant  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_

Attach copy of deed:

If applicant and owner are different, complete and attach owner's endorsement form (example: Village Code 207-29).

3. Property Location  
Street Address: \_\_\_\_\_  
Tax Map ID# Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Zoning District of Property \_\_\_\_\_

4. If the applicant is a corporation, give the name and title of the responsible officer.  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

5. Does proposed action involve a planning or zoning decision? \_\_\_Yes \_\_\_No  
If yes, indicate decision required:  
\_\_\_Zoning Amendment \_\_\_Zoning Variance \_\_\_Special Exception Permit  
\_\_\_Subdivision \_\_\_Site Plan \_\_\_Fill Permit

6. Give a brief description of proposal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Present use of premises: \_\_\_\_\_

8. Proposed use of premises: \_\_\_\_\_

9. Size of Parcel: \_\_\_\_\_

10. Dimensions of Parcel: \_\_\_\_\_

11. If residential, number of dwelling units proposed: \_\_\_\_\_

12. If commercial, square foot of floor area provided: \_\_\_\_\_
13. Number of off-street parking spaces provided: \_\_\_\_\_
14. Do premises adjoin residential zoning districts or uses?    YES    NO
15. What, if any, extension of municipal services and/or utilities would be required?  
       Water \_\_\_\_\_    Sewer \_\_\_\_\_    Streets \_\_\_\_\_
16. Estimate of water usage of proposed project: \_\_\_\_\_.
17. Estimate of waste-water generation:  
       Sewage Discharge \_\_\_\_\_; Stormwater Runoff \_\_\_\_\_.
18. Describe any easements or other restrictions on property. (Attach additional sheet if  
       Needed). \_\_\_\_\_  
       \_\_\_\_\_  
       \_\_\_\_\_  
       \_\_\_\_\_
19. Indicate whether property is within 500' of a municipal boundary (State Park, State  
       or County Highway, State or County Land on which a public building is situated  
       Or watercourse) : \_\_\_\_\_
20. Name and address of qualified professional who prepared the plan:  
       \_\_\_\_\_  
       \_\_\_\_\_  
       \_\_\_\_\_  
       \_\_\_\_\_
21. Has property received any approval from the Village Planning Board or Consolidated  
       Zoning Board of Appeals within the last three (3) years    \_\_\_YES \_\_\_NO

\_\_\_\_\_  
 NAME OF APPLICANT

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

APPLICATION COMPLETED BY

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

VILLAGE OF HIGHLAND FALLS  
PLANNING BOARD APPLICATION

I \_\_\_\_\_, being duly sworn, deposes and says that (s)he resides at  
(No. and Street)\_\_\_\_\_ Village of \_\_\_\_\_  
City of \_\_\_\_\_, State of New York. That (s)he has signed the foregoing  
application as owner or the duly authorized officer/agent of the owner; that the statements  
contained in said application are true.

\_\_\_\_\_  
Signature of Applicant

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

\_\_\_\_\_  
NOTARY PUBLIC – STATE OF NEW YORK

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Owner’s endorsement required if applicant is not the owner. (example: Village Code §207-29)

OWNER'S ENDORSEMENT

(Based on example from Village Code 207-29. Complete and attach only to applications submitted by tenants, contractors, potential buyers or owner's representatives)

COUNTY OF ORANGE

SS:

STATE OF NEW YORK

\_\_\_\_\_ being duly sworn, deposes and says

that he/she resides at \_\_\_\_\_  
(Owner's Address)

in the County of \_\_\_\_\_ and State of \_\_\_\_\_

and that he/she is (the owner in fee) or ( \_\_\_\_\_ of the  
(Official Title)

\_\_\_\_\_ Corporation which is the owner in fee)

of the premises described in the foregoing application and that he/she has authorized

\_\_\_\_\_ to make the foregoing application for project  
(name of applicant)

approval as described herein.

Sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

\_\_\_\_\_  
Owner's Signature