

Dear Applicant:

Under Zoning and Subdivision Regulations of the Town of Greenville, you must submit **sixteen (16) copies of the following to the Town of Greenville fourteen (14) working days prior to the first Tuesday of the month in which you wish to appear.**

- Application for Subdivision/Site Plan (completed)
- Subdivision/Site Plan checklist (completed)
- SEQR Environmental Assessment Form (complete as applicable)
- Subdivision/Site plan maps
- Formula (completed)
- Remit any required information or plans to the following
 - NYS Department of Health
 - NYS Department of Environmental Conservation
 - Orange County Health Department
- Separate check for application fee (see schedule attached)
- Separate check for engineering fee (see schedule attached)

Scheduled meetings are the first Tuesday of the month, however, these may be subject to change due to inclement weather and/or holidays. Workshops are held the third Tuesday of the month when needed. Projects for the meetings are limited and applications are placed on the agenda as they are received. You will be placed on the agenda based on the date your project was received by the Town.

NO PROJECT WILL BE PUT ON THE AGENDA IF RECEIVED AFTER THE DUE DATE FOR SUBMISSION. FAILURE TO MAKE A COMPLETE SUBMISSION WILL RESULT IN A DELAY OF YOUR REVIEW.

Please be aware that depending on the location, type and size of the project, an additional review by State and County agencies, as well as an extensive SEQR, may be required.

Allen Bobb, Chairman
Town of Greenville Planning Board

Planning Board Attorney
William Bavoso, David Bavoso
19 East Main Street
Port Jervis, New York 12771

Planning Board Engineer:
McGoey, Hauser & Edsall
111 Wheatfield Drive, Suite 1
Milford, PA 18337

**TOWN OF GREENVILLE
PLANNING BOARD**

County of Orange
1537 U.S. Highway 6
Port Jervis, New York 12771
PH: (845)856-5064 FAX: (845) 856-0503

APPLICATION FOR SUBDIVISION OR SITE PLAN REVIEW

NAME OF PROJECT: _____

LOCATION OF PROPERTY: on the _____ side of _____
Name of road
_____ feet _____ of _____
Name of road

ACREAGE IN PARCEL _____ ZONING DISTRICT _____

TAX MAP DESIGNATION: SECTION _____ BLOCK _____ LOT _____

LOT LINE CHANGE _____ SITE PLAN REVIEW _____

SUBDIVISION: _____ NUMBER OF LOTS PROPOSED: _____

**ANY SUBDIVISION OVER FOUR (4) LOTS MUST COMPLETE LONG ENVIRONMENTAL
ASSESSMENT FORM.**

IS PROPERTY ON AN EXISTING PRIVATE ROAD? _____

ARE ANY NEW ROADS PROPOSED WITHIN THE PROJECT? _____

**HAS THE ZONING BOARD OF APPEALS GRANTED A VARIANCE OR HAS A
SPECIAL PERMIT BEEN ISSUED CONCERNING THIS PROPERTY?** _____

ARE THERE ANY DEED RESTRICTION(S) ATTACHED TO THIS PROPERTY: _____
If yes, name restriction(s)

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

TELEPHONE NO. _____ FAX NO: _____

OWNER OF RECORD: _____

SURVEYOR/ENGINEER: _____

ADDRESS: _____

TELEPHONE NO: _____ FAX NO. _____

**TOWN OF GREENVILLE
PLANNING BOARD**

COUNTY OF ORANGE
1537 U.S. HIGHWAY 6
PORT JERVIS, NEW YORK, 12771

SITE INSPECTION AUTHORIZATION

I hereby give permission to members of the Planning Board of the Town of Greenville, the Engineer for the Town of Greenville, the Attorney for the Town of Greenville or any of their agents and/or assign to enter upon my property, located at

Address of project

Town of Greenville, State of New York, County of Orange, designated upon the Tax Rolls of the Town of Greenville as Section _____, Block _____, Lot(s) _____, in order to personally inspect said premises in order to evaluate the application for _____
_____ affection the said premises.

Date: _____

Signature of owner of property

Print Name of Owner of Property

**TOWN OF GREENVILLE PLANNING BOARD
SITE PLAN CHECKLIST**

- | | |
|--|--|
| 1. Tax map section ___block ___Lot _____ | |
| 2. ___ Site Plan Title | 14. ___ Scale (1" = 50') |
| 3. ___ Applicant(s) Name(s)/owners | 15. ___ Meters & Bounds, right-of-ways |
| 4. ___ Applicant(s) Address(es)/owners | 16. ___ Zoning Designations |
| 5. ___ Site Plan Preparer's Name | 17. ___ North Arrow(True or Magnetic) |
| 6. ___ Site Plan Preparer's Address | 18. ___ Adjoining Property Owners |
| 7. ___ Drawing & Revision Dates | 19. ___ Existing Building Locations |
| 8. ___ 4" x 4" Box for Approval
Stamp (lower right corner
Above title block) | 20. ___ Existing Paved Areas |
| 9. ___ Area Map Inset | 21. ___ Existing Access & Egress |
| 10. ___ Site Designation | 22. ___ Existing Wetlands, Streams and
Water Bodies |
| 11. ___ Properties within 500 Feet of Site | 23. ___ Soils Groups per Soil
Conservation Group Service
Orange County, New York |
| 12. ___ Flood zones | 24. ___ Topographic Contours at 2 foot
Intervals |
| 13. ___ Plot Plan | |

PROPOSED IMPROVEMENTS

- | | |
|---|---|
| 1. ___ Landscaping | 14. ___ Storm Drainage Including
Details |
| 2. ___ Exterior Site Lighting | 15. ___ Refuse Storage |
| 3. ___ Screening | 16. ___ Other Outdoor Storage |
| 4. ___ Access & Egress | 17. ___ Area Lighting |
| 5. ___ Parking Areas | 18. ___ Sanitary Disposal System
(soils tests) |
| 6. ___ Loading Areas | 19. ___ Water Supply/Fire Hydrants |
| 7. ___ Paving Details Including Marking | 20. ___ Building Locations |
| 8. ___ Curbing Locations | 21. ___ Building Setbacks |
| 9. ___ Curbing Details Section | 22. ___ Front Building Elevation |
| 10. ___ Catch Basic Location | 23. ___ Divisions of Occupancy |
| 11. ___ Catch Basin Details | 24. ___ Sign Details |
| 12. ___ Boundary lines and Monuments | 25. ___ Proposed Road Design and profile |
| 13. ___ Easements | 26. ___ Proposed Grading Plan |
| | 27. ___ Proposed Utilities |

BULK TABLE INSET

- | | |
|--|---------------------------------------|
| 1. ___ Property Area (Nearest 100 Sq. Ft.) | 4. ___ No. of Parking Spaces Proposed |
| 2. ___ Building Coverage (Sq. Ft.) | 5. ___ No. of Parking Spaces Required |
| 3. ___ Building Coverage (% of Total Area) | 6. ___ Lots Numbered in Order |
| | 7. ___ Proposed Lot Areas |

This list is provided as a guide only and is for the convenience of the Applicant. The Town of Greenville Planning Board may require additional notes or revisions prior to granting approval.

PREPARER’S ACKNOWLEDGMENT:

The Site Plan has been prepared in accordance with this checklist and the Town of Greenville Laws, to the best of my knowledge.

By: _____
Licensed Professional

Date: _____

ALL FOLDED PLANS SHALL BE FOLDED WITH TITLE BLOCK AND STAMP OF APPROVAL EXPOSED. PROJECT NAME SHALL APPEAR IN LOWER RIGHT CORNER OF EACH PAGE OF PLANS.

**TOWN OF GREENVILLE
SCHEDULE OF PLANNING BOARD FEES
FEBRUARY 3, 2006**

1. Subdivisions

Application fee:	\$ 200.00
plus	
Review fees:	\$ 50.00 per lot proposed
Parkland/Recreation fee:	\$ 1500.00 per newly created lot
Due before final maps are signed	

2. Public Hearing Fees

Minor Subdivision	\$ 75.00 per hearing
Major Subdivision	\$ 300.00 per hearing

Fees do not include legal notices printed in newspaper or lists obtained from Town of Greenville of land ownership

3. Site Plan Review and Lot Line Change Fees

Application fee	\$ 200.00
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4. Copy of escrow fees is attached.

5. Home Occupancy Special Use Permit

Residential	\$ 100.00
Commercial	\$ 200.00

6. Professional review and consultation fees

At cost invoiced to the Town by the Town Engineer and any other professionals retained by the Town.

7. Cluster Development (added 4-18-1998 by L.L. No. 1-1998)

1. Sketch plan: \$ 200.00, plus \$ 50.00 per dwelling unit.
2. Each preliminary section submitted after the first final section is approved: \$ 200.00,

**TOWN OF GREENVILLE
PLANNING BOARD**

Escrow for Subdivisions

Pursuant to Town Board approval on September 2, 2004, please be advised of the following changes to the Engineering Escrow deposits:

1. Major Subdivision - 5 + lots - initial deposit \$ 6000.00
Major Subdivision - 4 lots - initial deposit \$ 3000.00
2. Minor Subdivisions - \$ 2000.00
3. Site Plan Review - \$ 1000.00
4. Lot Line Change/guest house review - \$ 300.00
Site Plan Review for relocation/new driveway - \$ 300.00

If any major subdivision account falls less than \$ 1000.00, the applicant will be directed to deposit \$ 1,500.00 with the Town of Greenville. If a balance of more than \$ 1,500.00 is needed to pay outstanding engineering bills, a sufficient amount will be deposited by direction of the Chairman of the Planning Board.

If any minor subdivision account falls less than \$ 500.00, the applicant will be directed to deposit \$ 1,500.00 with the Town of Greenville. If a balance of more than \$ 1,500.00 is needed to pay outstanding engineering bills, a sufficient amount will be deposited by direction of the Chairman of the Planning Board.

If any site plan account falls less than \$ 500.00, the applicant will be directed to deposit \$ 500.00 with the Town of Greenville. If a balance of more than \$ 500.00 is needed to pay outstanding engineering bills, a sufficient amount will be deposited by direction of the Chairman of the Planning Board.

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PLANNING BOARD

County of Orange
1537 U.S. Highway 6
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PH:(845)856-5064
Fax:(845)856-0503

**PROXY STATEMENT
FOR SUBMITTAL TO THE
TOWN OF GREENVILLE PLANNING BOARD**

_____, deposes and say that he/she resides
at _____
in the County of _____
and State of _____
and that he/she is the owner in fee of _____

_____ which is the premises described in the foregoing application and that she/he has authorized

_____ to make the foregoing application as described therein.

DATED: _____

Owner's signature

Sworn to before me this _____

day of _____, 200

Notary Public

MODEL AG DATA STATEMENT

Instructions: This form must be completed for any application for a special use permit, site plan approval, use variance or a subdivision approval requiring municipal review that would occur on property within 500 feet of a farm operation located in a NYS Ag and Markets certified Agricultural District. County Planning Board review is also required. A copy of this Agricultural Data Statement must be submitted along with the referral to the Columbia County Planning Department.

1. Name and Address of Applicant_____

2. Type of application (Check one or more):

Special Use Permit Site Plan Approval Use Variance Subdivision approval

3. Description of proposed project to include (1) size of parcel or acreage to be acquired and tax map identification number of tax parcel(s) involved; (2) the type of action (single-family dwelling or subdivision, multi-family development, apartment, commercial or industrial, school, non-residential use, etc., and (3) 52 project density (Please provide this information on the reverse side of this application and attach additional description as necessary).

4. Is this parcel within an Agricultural District? Yes No

5. If Yes, what is the Agricultural District Number? _____

6. Is this parcel actively farmed? Yes No

7. List all farm operations within 500 feet of your parcel. Attach additional sheets if necessary.

A. Name:_____

Address and Telephone #:_____

Type of Farm:_____

Is this parcel actively farmed?

B. Name:_____

Address and Telephone #:_____

Type of Farm:_____

Is this parcel actively farmed?

C. Name:_____

Address and Telephone #:_____

Type of Farm:_____

Is this parcel actively farmed?

D. Name:_____

Address and Telephone #:_____

Type of Farm:_____

Is this parcel actively farmed?

8. Signature of Applicant:_____

9. Reviewed by:_____

Date:_____