



TOWN OF PLATTEKILL PLANNING BOARD

1915 Route 44/55, P.O. Box 45
Modena, New York, 12548

Chairman, Ernie VanDeMark

Secretary, Arlene Christiana

Ph. (845) 883-7331 ext. 18

PlattekillPlan@yahoo.com

PLANNING BOARD APPLICATION SUBDIVISION - LOT REALIGNMENT *SUBMITTAL INSTRUCTIONS*

Enclosed is the Town of Plattekill Planning Board Master Application Packet, including all applicable Technical Review Checklists and required submission materials. If the applicant authorizes an agent or representative to act on their behalf, a signed and notarized Letter of Authorization and/or Power of Attorney must be submitted with the application. An escrow account must be established at the time of application submittal in accordance with the enclosed Planning Board Fee Schedule. **All other fees are non-refundable.**

Initial applications are subject to review by the Code Enforcement Officer and the Planning Board Engineer prior to scheduling or further action by the Planning Board. Incomplete or non-compliant submissions may result in delay or rescheduling of the application to the next available meeting date.

All correspondence shall be conducted via email. Applicants must provide a valid email address and submit PDF copies of all required plans, maps, and supporting materials electronically.

APPLICABLE TOWN CODE

Applicants are strongly encouraged to review the applicable sections of the Town of Plattekill Code prior to submission:

- Subdivision Regulations: <https://ecode360.com/9303483>

ENVIRONMENTAL REVIEW (SEQRA)

All applications are subject to review under the New York State Environmental Quality Review Act (SEQRA). A completed Environmental Assessment Form (EAF) is required. Fillable PDF EAF forms and guidance materials are available on the NYSDEC website:

https://dec.ny.gov/regulatory/permits-licenses/seqr#EAF_Part_1

Final SEQRA determinations are made by the Planning Board.

APPLICATION SUBMISSION REQUIREMENTS

Applicants shall submit a complete application package, including:

- Completed Planning Board Application Form
- Applicable Technical Review Checklist
- One-page Project Description Narrative
- Completed Environmental Assessment Form
- All required application fees and escrows
- A signed and notarized Letter of Authorization
- Four (4) **full-size** engineered plan sets
- Seven (7) **reduced-size** plan sets (11" x 14")
- PDF copies of all maps and plans emailed to PlattekillPlan@yahoo.com



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FOR OFFICE USE ONLY

File #: _____ Rec. Fee: \$ _____ Check #: _____ Receipt #: _____ Accepted by: _____

Date: _____ Escrow: \$ _____ Check #: _____ Receipt #: _____ Next Mtg. Date: _____

APPLICATION TYPE *(Select one action only)*

☐ Site Plan / Special Use Permit ☐ Subdivision Major ☐ Subdivision Minor ☐ Lot Line Change / Adjustment

REQUIRED TECHNICAL REVIEW CHECKLIST *(Must be completed and submitted as part of this application)*

☐ Site Plan / Special Use Permit ☐ Subdivision / Lot Line Change

SECTION 1: APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

SECTION 2: PROPERTY OWNER(S) INFORMATION *(if different from applicant)*

Property Owner Name(s): _____

Mailing Address(es): _____

Phone Number(s): _____

Email Address(es): _____

☐ Letter of Authorization Attached *(required if applicant is not the property owner; must be notarized)*

SECTION 3: PROPERTY INFORMATION

Property Address: _____ Tax Map Section / Block / Lot: _____

Total Property Acreage: _____ Property Frontage Length: _____

Current Land Use: ☐ Vacant ☐ Woodland ☐ Farmland ☐ Developed ☐ Other: _____

Existing easements or restrictions: ☐ None ☐ Yes: _____

Is the subject property located within five hundred (500) feet of an agricultural district? ☐ No ☐ Yes: _____

Is the subject property located within five hundred (500) feet of a Town Municipal Boundary? ☐ No ☐ Yes

If so, please specify *(e.g. State / County Highways, State or County owned lands)*: _____

SECTION 4: ZONING DISTRICT *(Check all that apply)*

- | | | |
|--|--|---|
| ☐ RS-1 — Residential Settlement | ☐ HR-1 — Hamlet Residential | ☐ RR-1.5 — Rural Residential |
| ☐ AG-1.5 — Agricultural | ☐ BD-40 — Business | ☐ BD-60 — Light Business |
| ☐ GB-80 — General Business | ☐ M-3 — Mountain | ☐ UK — Unknown |

Zoning district designation shall be confirmed by the Building Department.

SECTION 5: ENVIRONMENTAL SETTING INFORMATION

(Check all that apply, please describe and reference the location on the submitted plans.)

Site is affected by:

- | | | | |
|--|--|---|---|
| ☐ State or Federal Wetland(s) | ☐ Watercourse(s) | ☐ Floodplain | ☐ Archaeological or Historic Resources |
| ☐ Steep Slopes (>15%) | ☐ Potentially Significant Habitat Areas | ☐ Past Agricultural Pesticide Applications | |
| ☐ Important Natural Features <i>(old-growth forest, stone walls, hedgerows, etc.)</i> | ☐ Visual Resources | | |

SECTION 6: PROJECT DESCRIPTION *(Separate Project Description Narrative required)*

SECTION 7: ENVIRONMENTAL REVIEW (SEQRA)

SEQRA Classification: ☐ Type I ☐ Type II ☐ Unlisted ☐ Unknown

Environmental Assessment Form Submitted: ☐ Short EAF ☐ Full EAF ☐ Not Applicable

SECTION 8: APPLICANT CERTIFICATION

I certify that all information and materials submitted with this application are true and accurate to the best of my knowledge, and I understand that any misrepresentation may result in denial, revocation, or modification of approval. I acknowledge that any approval may be subject to conditions imposed by the Town of Plattekill Planning Board in accordance with applicable law, and I agree to pay all required application fees, escrow deposits, and professional review costs, authorizing the Town to apply escrow funds and require additional deposits as necessary. These fee obligations shall survive approval, denial, withdrawal, or expiration of the application, and no approvals, permits, or certificates shall be issued until all fees are paid in full.

Signature: _____

Print Name: _____

Date: _____



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LETTER OF AUTHORIZATION / LIMITED POWER OF ATTORNEY

I, the undersigned owner of the property identified below, hereby authorize the individual or firm named herein to act as my authorized representative and primary point of contact for the referenced Planning Board application before the Town of Plattekill.

Property & Application Information

Property Address: _____ Tax Map (SBL) No.: _____

Application Type (check one): ☐ Site Plan Review ☐ Subdivision ☐ Special Use Permit

☐ Other: _____

Authorized Representative

Name: _____ Company / Firm: _____

Mailing Address: _____

Phone: _____ Email: _____

Scope of Authorization

The above-named representative is authorized to act on my behalf in matters directly related to this Planning Board application, including but not limited to submitting application materials, plans, reports, and revisions; receiving and responding to correspondence and technical review comments; and appearing at Planning Board meetings and public hearings.

Owner / Applicant Certification

Owner / Applicant Name (print): _____

Signature: _____ Date: _____

Notary Acknowledgment

State of New York)

County of _____) ss.:

On the ____ day of _____, 20____, before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is / are subscribed to the within instrument and acknowledged execution of the same, and that by signature on the instrument, the individual(s), or the person on behalf of which the individual(s) acted, executed the instrument.

Notary Public Signature: _____ Date: _____

Printed Name: _____

Commission Expires: _____



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APPLICATION FEES & ESCROW SUMMARY

Fees are established in accordance with *Appendix, Chapter A116 (Fees)* of the *Town of Plattekill Code*

Subdivision Applications

Application Type	Preliminary	Final	Recreation Fee	Escrow Requirement
Minor Subdivision (4 lots or less)	\$150	\$150	\$1,750 per new lot	\$1,000 per lot
Major Subdivision (5 lots or more)	\$300	\$300	\$1,750 per new lot	\$1,500 per lot
Lot Line Revision	\$200	N/A	N/A	\$1,000

Site Plan Review Applications

Application Type	Application Fee	Final Fee	Escrow Requirement
Home Occupation – Class II	\$100	\$100	\$0.75 per sq. ft.
Commercial	\$500	\$500	\$0.75 per sq. ft.
Residential	\$300	N/A	\$400 per dwelling unit
Recreation	\$500	\$500	\$300 per acre (outdoor)
Mining	\$500	\$500	Based on review
Conceptual Review*	\$300	N/A	N/A

Payment & Scheduling Requirements

Stage	Requirement
Preliminary	All fees and escrows must be paid before agenda placement
Final	All final fees must be paid before final approval agenda
Notice	Payment does not guarantee approval. All fees are non-refundable excluding escrow.



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SUBDIVISION PROPOSAL INFORMATION

Type of Subdivision (check all that apply):

- ☐ Standard / Conventional Subdivision (*creation of new building lots*)
- ☐ Minor Subdivision (*4 lots or less*)
- ☐ Major Subdivision (*5 lots or more*)
- ☐ Conservation Subdivision (*clustered development with preserved open space*)
- ☐ Lot Line Realignment (*no new lots created*)
- ☐ Other (describe): _____

Number of Lots Proposed: _____

Average Lot Size: _____ acres

Number of Two-Family Dwellings Proposed: _____

Number of Flag Lots Proposed: _____

Will any of the following be proposed as part of this subdivision?

- ☐ Private Road (*not intended for Town dedication*)
- ☐ Public Road (*proposed for Town dedication*)
- ☐ Community Water System (*shared or private system serving multiple lots*)
- ☐ Central Sewer System (*shared or private system serving multiple lots*)

If Yes, please describe: _____

Will written waivers be requested? (*from subdivision regulations or submission requirements*)

☐ No ☐ Yes: _____



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SUBDIVISION TECHNICAL REVIEW CHECKLIST

This checklist is used by the Planning Board for initial technical review of subdivision applications to determine submission completeness and identify information necessary for evaluation. It is intended as a minimum submission guide and does not limit the Board's authority to request additional information as warranted by site conditions, project complexity, or applicable law.

Applicants and their consultants shall complete this checklist, indicating whether each item is provided, not provided, or not applicable. Any item marked "No" or "N/A" must be accompanied by a written explanation. Incomplete checklists or missing materials may delay review or scheduling.

A written **Project Description Narrative** (maximum one page) describing the project location, scope, zoning, existing conditions, and potential impacts must be submitted with the application.

PROJECT INFORMATION

Project Name: _____

Project Location: _____

Applicant Name: _____

Land Use and Permitting Information:

Item	Yes	No	N/A	Notes
1. Access to public highway provided	☐	☐	☐	_____
2. Public road R.O.W. less than 50 ft	☐	☐	☐	_____
3. Variance granted (decision attached)	☐	☐	☐	_____
4. Prior subdivision approval (map attached)	☐	☐	☐	_____
5. Ulster County Planning Board referral required	☐	☐	☐	_____
6. Town/County/State highway access approval required	☐	☐	☐	_____
7. Town road, private road, public water or sewer proposed	☐	☐	☐	_____
8. Ulster County Health Dept. approval required	☐	☐	☐	_____
9. NYSDEC stormwater permit required	☐	☐	☐	_____
10. Property located in Town MS4 area	☐	☐	☐	_____
11. Wetland/stream disturbance permit required	☐	☐	☐	_____
12. Water Quality Certification required	☐	☐	☐	_____

Environmental Information:

13. SEQRA Classification: ☐ Type I ☐ Type II ☐ Unlisted ☐ Exempt
14. Environmental Assessment Form: ☐ Short EAF ☐ Full EAF ☐ N/A

Sketch Plan Checklist Information:

All plans drawn at a scale no less than 1" = 50'

Sheet size shall be 22" x 34" or 30" x 42" or 36" x 48" folded to 8.5" x 11".

When plans consist of multiple sheets with math lines, a 1" = 200' overall plan must also be submitted.

Plan Content	Yes	No	N/A	Notes
15. Title block (project name, preparer, location, date, revisions)	☐	☐	☐	_____
16. Owner name(s) and address	☐	☐	☐	_____
17. Subdivider name/address (if different)	☐	☐	☐	_____
18. Location map (min. 1" = 2000')	☐	☐	☐	_____
19. Vicinity tax map	☐	☐	☐	_____
20. North arrow and graphic scale	☐	☐	☐	_____
21. Zoning district boundaries (on/within 300 ft)	☐	☐	☐	_____
22. Adjoining property owners	☐	☐	☐	_____
23. Roads, rights-of-way, easements	☐	☐	☐	_____
24. Boundary survey (bearings/distances)	☐	☐	☐	_____
25. Streams, wetlands, buffer areas	☐	☐	☐	_____
26. Existing buildings and site features	☐	☐	☐	_____
27. Water, sewer, gas utilities	☐	☐	☐	_____
28. Culverts and drainage facilities	☐	☐	☐	_____
29. Topography (5' contours minimum)	☐	☐	☐	_____
30. Existing wells	☐	☐	☐	_____
31. Existing wastewater facilities	☐	☐	☐	_____
32. Tree lines / trees $\geq 12"$ DBH	☐	☐	☐	_____
33. Proposed lots and street layout	☐	☐	☐	_____
34. Intersection sight distances	☐	☐	☐	_____
35. Stormwater management facilities	☐	☐	☐	_____
36. Proposed easements	☐	☐	☐	_____
37. Limits of clearing and grading	☐	☐	☐	_____
38. Proposed landscaping	☐	☐	☐	_____
39. Licensed surveyor/engineer stamp & signature	☐	☐	☐	_____