This is the cover sheet for the **2019 APPLICATION PACKAGE** for all Planning Board and Zoning Board of Appeals applicants which includes the following:

1. **Schedule of Dates** - A listing of the dates of Work Sessions, Submittal Deadlines and Regular Meetings.
2. **Application** - Please enter complete information and discuss your Project Cost with the Code Enforcement Officer before submitting the Application. Note this amount is required to be recalculated at the end of review for all projects that receive approval.
3. **NY State Environmental Quality Review (SEQR) forms** - Submit either “Short” (copy attached), or “Full” as required.
4. **Summary of Fees** - Please find the section that applies to your project/application and calculate and enter the amounts. Please ask if you have any questions. Provide separate checks for each listed fee and include on the memo line the fee description (i.e. Review Fee, Project Cost Fee, Escrow, etc.) and the Project Number. Please request a Project Number before submitting checks.

Please note that all Applications, Drawings and Documents must be submitted in sets of ten (10) copies to the Village office by the Meeting Submittal Deadline along with an electronic PDF.

**Drawing Requirements:**
1. The Project Name, Address, Drawing Title and Number, Owner’s Name, Section Block & Lot Number, and Drawing Date(s) should be placed in the lower right-hand corner of the drawing(s).
2. Drawings, if less than 12 in a set, must be folded according to industry standards. Please inquire about folding standards if necessary.
3. An Approval Box, 3 ½” wide X 2 ½” tall, with Project Number should also be included in the lower right corner such that it appears on the face of the folded drawing(s).

It is the Applicant’s responsibility to request to be placed on Work Session and Regular Meeting Agendas. For the Regular Meeting Agenda, requests must be made by the Meeting Submittal Deadline date.

If you need assistance with this process, do not hesitate to contact the Planning Board Secretary at the Village Clerk’s office.

Upon submittal of an application, a copy of this cover sheet must be provided with the following information indicating receipt and understanding of the above:

<table>
<thead>
<tr>
<th>Applicant’s Signature</th>
<th>Applicant’s Printed Name</th>
<th>Date</th>
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<tbody>
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<thead>
<tr>
<th>Project Name</th>
<th>Section, Block and Lot #</th>
<th>Project #</th>
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<tr>
<th>VOC Recipient’s Signature</th>
<th>Date</th>
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January 2019
## VILLAGE OF CHESTER PLANNING BOARD
### 2019 SCHEDULE

<table>
<thead>
<tr>
<th>WORK SESSION REQUEST DEADLINE</th>
<th>WORK SESSION DATE</th>
<th>MEETING SUBMITTAL DEADLINE</th>
<th>MEETING DATE</th>
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</thead>
<tbody>
<tr>
<td><strong>WEDNESDAY AT NOON</strong></td>
<td><strong>THURSDAY STARTS AT 1:30 PM</strong></td>
<td><strong>THURSDAY AT NOON</strong></td>
<td><strong>TUESDAY STARTS AT 7:00 PM</strong></td>
</tr>
<tr>
<td><strong>JANUARY 2, 2019</strong></td>
<td><strong>JANUARY 3, 2019</strong></td>
<td><strong>JANUARY 10, 2019</strong></td>
<td><strong>JANUARY 22, 2019</strong></td>
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<tr>
<td><strong>FEBRUARY 6, 2019</strong></td>
<td><strong>FEBRUARY 7, 2019</strong></td>
<td><strong>FEBRUARY 14, 2019</strong></td>
<td><strong>FEBRUARY 26, 2019</strong></td>
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<tr>
<td><strong>MARCH 6, 2019</strong></td>
<td><strong>MARCH 7, 2019</strong></td>
<td><strong>MARCH 14, 2019</strong></td>
<td><strong>MARCH 26, 2019</strong></td>
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<td><strong>APRIL 3, 2019</strong></td>
<td><strong>APRIL 4, 2019</strong></td>
<td><strong>APRIL 11, 2019</strong></td>
<td><strong>APRIL 23, 2019</strong></td>
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<tr>
<td><strong>MAY 1, 2019</strong></td>
<td><strong>MAY 2, 2019</strong></td>
<td><strong>MAY 16, 2019</strong></td>
<td><strong>MAY 28, 2019</strong></td>
</tr>
<tr>
<td><strong>JUNE 5, 2019</strong></td>
<td><strong>JUNE 6, 2019</strong></td>
<td><strong>JUNE 13, 2019</strong></td>
<td><strong>JUNE 25, 2019</strong></td>
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<tr>
<td><strong>JULY 2, 2019</strong></td>
<td><strong>JULY 3, 2019</strong></td>
<td><strong>JULY 11, 2019</strong></td>
<td><strong>JULY 23, 2019</strong></td>
</tr>
<tr>
<td><strong>JULY 31, 2019</strong></td>
<td><strong>AUGUST 1, 2019</strong></td>
<td><strong>AUGUST 15, 2019</strong></td>
<td><strong>AUGUST 27, 2019</strong></td>
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<tr>
<td><strong>SEPTEMBER 4, 2019</strong></td>
<td><strong>SEPTEMBER 5, 2019</strong></td>
<td><strong>SEPTEMBER 12, 2019</strong></td>
<td><strong>SEPTEMBER 24, 2019</strong></td>
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<tr>
<td><strong>OCTOBER 2, 2019</strong></td>
<td><strong>OCTOBER 3, 2019</strong></td>
<td><strong>OCTOBER 10, 2019</strong></td>
<td><strong>OCTOBER 22, 2019</strong></td>
</tr>
<tr>
<td><strong>NOVEMBER 6, 2019</strong></td>
<td><strong>NOVEMBER 7, 2019</strong></td>
<td><strong>NOVEMBER 12, 2019</strong></td>
<td><strong>NOVEMBER 19, 2019</strong></td>
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<tr>
<td><strong>DECEMBER 4, 2019</strong></td>
<td><strong>DECEMBER 5, 2019</strong></td>
<td><strong>DECEMBER 12, 2019</strong></td>
<td><strong>DECEMBER 17, 2019</strong></td>
</tr>
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*Earlier Submittal Date due to Holiday.

### Please Note:

**a** Regular Meetings begin at 7:00 PM. Public Hearings are scheduled to begin at an earlier time.

**b** Work Session appearances are scheduled by request in accordance with the dates listed above. Please call the Village Office at 845-469-2388 to schedule an appearance. The Work Session is a technical discussion session between the applicant and Planning Board members and consultants. The public is welcome to attend and observe Work Session proceedings.

**c** THE DEADLINE TO BE PLACED ON THE AGENDA FOR THE REGULAR PLANNING BOARD MEETING IS THE MEETING SUBMITTAL DATE.

This schedule will remain in effect unless otherwise noted or revised by the Village of Chester Planning Board.
VILLAGE OF CHESTER
APPLICATION

PART I – APPLICATION

Application To: Please check all that apply:

_____ Village Board of Trustees
_____ Planning Board
_____ Zoning Board of Appeals

Application For: Please check all that apply:

_____ Zoning Code Amendment, Zone Change or Annexation (# of Acres_______)
_____ Telecommunication Facility Approval
_____ Subdivision (Number of Lots_______)
_____ Site Development Plan (Square Feet_______)
_____ Special Permitted Use
_____ Appeals to Zoning Board**
_____ Other (please specify) __________________________________________

** On a separate sheet of paper, please state the decision of the Building Inspector appealed from and/or the section of the Village of Chester Code for which the Applicant seeks an interpretation.

PART II – APPLICANT/OWNER INFORMATION

Applicant: __________________________________________________________
Phone # ____________________________ Alt. Phone # __________________________
Address: ____________________________________________________________
Email Address: _______________________________________________________

Property Owner: ______________________________________________________
Phone # ____________________________ Alt. Phone # __________________________
Address: ____________________________________________________________
Email Address: _______________________________________________________

Engineer: ____________________________________________________________
Phone # ____________________________ Alt. Phone # __________________________
Address: ____________________________________________________________
Email Address: _______________________________________________________

Part III – Property/Project Information

Project Name: ________________________________

Tax Map Designation:

Section: ____________ Block: ____________ Lot (s): _______________

Project Location:

Address: _______________________________________________________

Nearest Cross Street: ___________________________________________

Zoning District: _______________________________________________

Dimensions (Or Acreage) of Parcel:

Estimated Cost of Private Improvements: $ _______________
(Answer for Site Plan and / or Special Permitted Use ONLY)

Estimated Cost of Public Improvements: $ _______________
This amount will be re-certified at the time of approval.

Project Description: ____________________________________________

______________________________________________________________________
Part IV – Required Information

Adjoining Property: List tax map section, block & lot numbers for all other adjoining properties in the same ownership as the subject property.

Section: _________ Block: _____________ Lot(s): ____________
Section: _________ Block: _____________ Lot(s): ____________

Involved Agencies: Other than the Building Department of the Village of Chester, list all other agencies from which a permit or approval will be required for this project:

_____ Village Board of Trustees  ____ NYS Dept. Transportation
_____ Planning Board  _______ NYS Dept of Environmental Conservation
_____ Zoning Board of Appeals  _______ Other Municipality _________________
_____ O.C. Highway Department
_____ Other - Specify_____________________________________________________

Proximity to County or State Facilities: If this property is within 500 feet of facility, check all that apply.

_____ County or state road  _______ County or State Park
_____ Municipal boundary  _______ County or state facility drainage channel
_____ County or state-owned land improved with a public building

List name(s) of facility checked above ____________________________________________

___________________________________________________________________________

IF ANY ITEM IS CHECKED, A REVIEW OF THE PLAN MUST BE CONDUCTED BY THE ORANGE COUNTY COMMISSIONER OF PLANNING UNDER THE STATE GENERAL MUNICIPAL LAW, SECTIONS 239 K, L, M AND/OR N, UNLESS WAIVED FROM REVIEW.

Required Variances: Is any variance from the ☐ subdivision or ☐ site plan regulations being requested? If so, list variances on a separate sheet and attach to application.

Recreational Facilities: Are any recreational facilities being proposed? If so, list on a separate sheet and attach to application.

PRIOR TO THE SCHEDULING OF THE APPLICATION BEFORE ANY BOARD, ALL APPLICATION FEES AND ESCROW DEPOSITS MUST BE PAID. SEE SUMMARY OF THE FEES ATTACHED HERETO.
PART V – CERTIFICATIONS AND SIGNATURES

Affidavit of Application:

State of New York) County of Orange) ss:

I, _________________________________________________________, being duly sworn, hereby depose and say that:

All the above statements contained in the papers submitted herewith are true and correct and that all representations made by the applicant or its representatives may be relied upon by the Village of Chester.

That all fees associated with this application have or will be paid by applicant.

Applicant understands that not withstanding the failure to pay fees in a timely manner, no certificate of occupancy will be issued until all fees are paid in full.

________________________________________
Signature

Sworn to before this

____ Day of _____________, 20___

________________________________________
Notary Public
Affidavit of Ownership/ Owner’s Consent:

State of New York)  
County of Orange) ss:

I, ________________________________________________________________ being duly sworn,  
herby depose and say that I reside at: ____________________________________________________________  
___________________________________________________________________________________________ in the  
County of ______________________ in the State of _______________________.

I am the owner in fee simple of the subject property located at: ________________________________  
___________________________________________________________________________________________  
described in a certain deed of the subject property recorded in the County clerk’s Office in Liber  
__________ of conveyances, page______, also known and designated on the Tax Map as Section  
_______ Block _______ Lot (s) _______

I hereby authorize the applicant, __________________________________, to make the within  
application. I further authorize the respective Board members, consultants and employees of the Village of  
Chester to enter the subject property to review and conduct inspections regarding this application.

__________________________________________  
Signature  

Sworn to before this  
_____ Day of _____, 20_____  

______________________________  
Notary Public
Village of Chester Summary of Fees

All applications are referred to Village Law Chapter 47 Fees for a full statement of the fees due and payable to the Village of Chester. This summary is for information only.

Applications to the Village Board for Zoning Code Amendment, Zone Change, or Annexation

To be paid at time of application:
- $500.00 for Referral to Planning Board
- $1,000.00 Escrow Deposit for Village Consulting Fees

$______ $25.00 per acre for requested amendments in residential zoning districts

or $______ $50.00 per acre for requested amendments in non-residential zoning districts or annexation

No fees are payable at time of approval.

Applications to the Village Board for Telecommunication Facilities

To be paid at time of application:
- $5,000.00 Site Plan Review Fee
- $7,500.00 Escrow Deposit for Village Consulting Fees

To be paid at time of approval / prior to use or occupancy:
- $______ Building Permit Fees

Applications to the Planning Board for Commercial Site Plan Approval or Amendment of an Approval

To be paid at time of application:
- $500.00 Site Plan Review Fee

$______ TBD, either $50.00 for each $5,000.00 of building cost up to $100,000.00, then $20.00 for each $5,000.00 thereafter - OR

$______ $40.00 for each 1,000 sq. ft., unless the improvements are not a principal use, then

$______ $50.00 for each $5,000.00 of building cost up to $100,000.00, then $20.00 for each $5,000.00 thereafter

$______ Escrow Deposit for Village Consulting Fees (greater of $1,000.00 or 0.5% of estimated building cost)

To be paid at time of approval / prior to use or occupancy:

$______ Inspection Fee for required site improvements (5% of the first $50,000.00 and 3% of any amount over $50,000.00 of the cost of improvements)

$______ Inspection Fee for required public improvements (5% of the public improvement bond amount)

$______ Building Permit Fees

Applications to the Planning Board for Residential Site Plan Approval or Amendment of an Approval

To be paid at time of application:
- $500.00 Site Plan Review Fee

$______ $50.00 per dwelling unit

$______ Escrow Deposit for Village Consulting Fees ($100.00 per unit up to 40 units then $25.00 per unit)

To be paid at time of approval / prior to use or occupancy:

$______ Inspection Fee for required site improvements (5% of the first $50,000.00 and 3% of any amount over $50,000.00 of the cost of improvements)

$______ Inspection Fee for required public improvements (5% of the public improvement bond amount)

$______ Recreation Fees ($1,500.00 per dwelling)

$______ Building Permit Fees
Applications to Planning Board for Minor Subdivision or Lot Line Change

To be paid at time of application:

$300.00 Review Fee

$_______ Escrow Deposit for Village Consulting Fees ($150.00 per lot up to 4 lots; $250.00 for lot line change)

To be paid at time of approval /prior to use or occupancy:

$_______ $100.00 per approved lot. $100.00 for lot line change

$_______ Recreation Fee ($2,000.00 per approved lot)

$_______ Inspection Fee for required site improvements (5% of the first $50,000.00 and 3% of any amount over $50,000.00 of the cost of improvements)

$_______ Inspection Fee for required public improvements (5% of the public improvement bond amount)

$_______ Building Permit Fees

Applications to Planning Board for Major or Commercial Subdivision

To be paid at time of application:

$1,000.00 Review Fee

Escrow Deposit for Village Consulting Fees:

$_______ Residential: $250.00 per lot

$_______ Commercial Subdivisions: $500.00 per lot

To be paid at time of approval /prior to use or occupancy:

$_______ $150.00 per approved lot

$_______ Recreation Fee ($2,000.00 per approved lot)

$_______ Inspection Fee for required site improvements (5% of the first $50,000.00 and 3% of any amount over $50,000.00 of the cost of improvements)

$_______ Inspection Fee for required public improvements (5% of the public improvements bond amount)

$_______ Building Permit Fees

Special Use Permit

To be paid at time of application: $250.00 and all fees payable for Site Plan Approval

Applications to the Zoning Board of Appeals

To be paid at time of application:

$500.00 Review Fee

$500.00 Escrow Deposit for Village Consulting Fees
Planning Board FEE SUMMARY:  Site Plan Approval -- Commercial

Application Date: ____________________  Applicant: _______________________________________________________
Project Name: ____________________________________________________  Project #: _______________________
Location: __________________________________________________________  S.B.L: _____________________________

<table>
<thead>
<tr>
<th>Fees</th>
<th>Required</th>
<th>Applicant Payment</th>
<th>Date</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Application Review Fee</td>
<td>$________</td>
<td>$________</td>
<td>_____</td>
<td>$________</td>
</tr>
<tr>
<td>2. Escrow Deposit(s) for Village Consulting Review</td>
<td>See “Escrow Record” form.</td>
<td>$________</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>3. To be paid at time of approval/prior to use or occupancy:</td>
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<tr>
<td>A. Inspection Fees:</td>
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<tr>
<td>1. Site Improvement</td>
<td>$________</td>
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<tr>
<td>2. Public Improvement</td>
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<td>$________</td>
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<td>$________</td>
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* Please make separate checks for #1, #2 and #3 above, and include the project name and project # on the memo line. Thank you.

Planning Board FEE SUMMARY:  Site Plan Approval -- Residential

Application Date: ________________  Applicant: _______________________________________________________
Project Name: ____________________________________________________  Project #: _______________________
Location: __________________________________________________________  S.B.L: _____________________________

<table>
<thead>
<tr>
<th>Fees</th>
<th>Required</th>
<th>Applicant Payment</th>
<th>Date</th>
<th>Balance</th>
</tr>
</thead>
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<tr>
<td>1. Application Review Fee</td>
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<td>$________</td>
<td>_____</td>
<td>$________</td>
</tr>
<tr>
<td>2. Escrow Deposit(s) for Village Consulting Review</td>
<td>See “Escrow Record” form.</td>
<td>$________</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>3. To be paid at time of approval/prior to use or occupancy:</td>
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<tr>
<td>A. Inspection Fees:</td>
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<tr>
<td>1. Site Improvement</td>
<td>$________</td>
<td>$________</td>
<td>_____</td>
<td>$________</td>
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<tr>
<td>2. Public Improvement</td>
<td>$________</td>
<td>$________</td>
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<td>B. Recreation Fees:</td>
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<tr>
<td>Total</td>
<td>$________</td>
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</table>

* Please make separate checks for #1, #2 and #3 above, and include the project name and project # on the memo line. Thank you.
Planning Board FEE WORKSHEET: Site Plan Approval -- Commercial

Application Date: ______________ Applicant: _________________________________

Project Name: ____________________________ Project # ________________

Location: __________________________________ S.B.L. ________________

Description: __________________________________________________________________

Building Size: ______________ square feet  Project Cost: $______________

Fees:

1. Application Review Fee: $500.00
   + $50.00 per $5,000 cost up to $100,000 = $50 x ___ = $_________  
   + $20.00 per $5,000 above $100,000 = $20 x ___ = $_________  
   Total $_________

   --- OR ---  By Building Area (See Chap 47 for non-principal use exclusion.)

   $500.00
   + $40.00 per 1,000 square feet = $40 x _________ = $_________  
   Total $_________

   Amt Paid  Date  Applicant Payment $________  ________

2. Escrow Deposit for Village Consulting Review:
   Deposit at time of Application:
   Project Cost $_________ x .005 = $_________  OR  $1,000, whichever is greater

   Applicant Payment $________  ________

   Replenishment required upon balance of 50%.   (** Use “Escrow Record” form ***)

3. Inspection Fees (paid at time of approval)
   A. Site Improvement Cost $___________
      5% (.05) of first $50,000 = $_________
      + 3% (.03) above $50,000 = $_________
      Total $_________

      Applicant Payment $________  ________

   B. Public Improvement Cost $__________
      5% (.05) of Bond Amount ($___________) = $_________

      Applicant Payment $________  ________

Fee Worksheet – SPA – Commercial– 01/15/2019
Planning Board FEE WORKSHEET:  Site Plan Approval -- Residential

Application Date: ______________  Applicant: __________________________________________

Project Name: __________________________________________  Project # __________

Location: __________________________________________  S.B.L. __________

Description: __________________________________________

Building Size: ___________ square feet  Project Cost: $ __________

=============================================================================

Fees:

1. Application Review Fee: $ 500.00
   + $ 50.00 per Dwelling Unit = $ 50 x ________ = $__________
   Total $__________

   Amt Paid  Date
   Applicant Payment $_________  ________

2. Escrow Deposit for Village Consulting Review:
   Deposit at time of Application:
   $ 100.00 per Dwelling Unit up to 40 Units = $ 100 x ___ = $__________
   + $ 25.00 per Dwelling Unit for Remainder = $ 25 x ___ = $__________
   Total $__________

   Amt Paid  Date
   Applicant Payment $_________  ________

   Replenishment required upon balance of 50%. (**Use “Escrow Record” form ***)

3. To be paid at time of approval/prior to use or occupancy:
   A. Inspection Fees:
      1. Site Improvement Cost $__________
         5% (.05) of first $50,000 = $__________
         + 3% (.03) above $50,000 = $__________
         Total $__________

         Amt Paid  Date
         Applicant Payment $_________  ________

   2. Public Improvement Cost $__________
       5% (.05) of Bond Amount ($__________) = $__________

       Amt Paid  Date
       Applicant Payment $_________  ________

   B. Recreation Fees:
       Number of Dwelling Units ___ x $1500 = $__________

       Amt Paid  Date
       Applicant Payment $_________  ________

Fee Worksheet – SPA – Residential – 01/15/2019