VILLAGE OF CHESTER

Planning Board

47 Main Street
Chester, New York 10918

CHAIRMAN: RICHARD RAMSDELL
ATTORNEY: NORTON & CHRISTENSEN
ENGINEER: MCGOEY, HAUSER & EDSALL

Tel: 845-469-2388
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Website: villageofchesterny.com

MEMBERS: ROBERT JANKELUNAS
ANTHONY LA SPINA
VINCENT RAPPA
GENE C. WINTERS

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:

Applicant's Signature	Lewis Donnelly Applicant's Printed Name	01/03/2020 Date
Donnelly Mixed-Use Building Project Name	105-1-4 & 5 Section, Block and Lot #	1246.03 Project #
VOC Recipient's Signature	Date	

VILLAGE OF CHESTER PLANNING BOARD
2019 SCHEDULE

WORK SESSION REQUEST DEADLINE *WEDNESDAY AT NOON*	WORK SESSION DATE [B] *THURSDAY STARTS AT 1:30 PM*	MEETING SUBMITTAL DEADLINE [C] *THURSDAY AT NOON*	MEETING DATE [C] *TUESDAY STARTS AT 7:00 PM* [A]
JANUARY 2, 2019	JANUARY 3, 2019	JANUARY 10, 2019	JANUARY 22, 2019
FEBRUARY 6, 2019	FEBRUARY 7, 2019	FEBRUARY 14, 2019	FEBRUARY 26, 2019
MARCH 6, 2019	MARCH 7, 2019	MARCH 14, 2019	MARCH 26, 2019
APRIL 3, 2019	APRIL 4, 2019	APRIL 11, 2019	APRIL 23, 2019
MAY 1, 2019	MAY 2, 2019	MAY 16, 2019	MAY 28, 2019
JUNE 5, 2019	JUNE 6, 2019	JUNE 13, 2019	JUNE 25, 2019
JULY 2, 2019*	JULY 3, 2019*	JULY 11, 2019	JULY 23, 2019
JULY 31, 2019	AUGUST 1, 2019	AUGUST 15, 2019	AUGUST 27, 2019
SEPTEMBER 4, 2019	SEPTEMBER 5, 2019	SEPTEMBER 12, 2019	SEPTEMBER 24, 2019
OCTOBER 2, 2019	OCTOBER 3, 2019	OCTOBER 10, 2019	OCTOBER 22, 2019
NOVEMBER 6, 2019	NOVEMBER 7, 2019	NOVEMBER 12, 2019*	NOVEMBER 19, 2019*
DECEMBER 4, 2019	DECEMBER 5, 2019	DECEMBER 12, 2019	DECEMBER 17, 2019*

*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 2,108)
_____ 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: Lewis Donnelly
Phone # 845-590-0927 Alt. Phone #_____
Address: 67 Leslie Road, Newburgh, NY 12550
Email Address: bylandseaorair63@yahoo.com

Property Owner: Lewis Donnelly
Phone # 845-590-0927 Alt. Phone #_____
Address: 67 Leslie Road, Newburgh, NY 12550
Email Address: bylandseaorair63@yahoo.com

Engineer: Engineering & Surveying Properties, PC (Ross Winglovitz)
Phone # 845-457-7727 Alt. Phone #_____
Address: 71 Clinton Street, Montgomery, NY 12549
Email Address: ross@ep-pc.com

Surveyor: _____

Phone # _____ Alt. Phone #_____

Address: _____

Email Address: _____

Attorney: _____

Phone #: _____ Alt. Phone # _____ Fax # _____

Address: _____

Email Address: _____

Contact Person: Michael Puzio (Engineering Properties)

Phone #: 845-457-7727 Alt. Phone # _____ Fax # _____

Address: 71 Clinton Street, Montgomery, NY 12549

Email Address: mikep@ep-pc.com

Part III – Property/Project Information

Project Name: Donnelly Mixed-Use Building

Tax Map Designation:

Section: 105 Block: 1 Lot (s): 4

Section: 105 Block: 1 Lot (s): 5

Project Location:

Address: 7 Greycourt Avenue

Nearest Cross Street: Meadow Avenue

Zoning District: B-1

Dimensions (Or Acreage) of Parcel: 0.349 Acres

Estimated Cost of Private Improvements: $ 157,500
(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: Proposed Construction of a 34' x 62' Mixed Residential and Residential Building & associated parking.

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

✓ Planning Board

_____ Zoning Board of Appeals

_____ O.C. Highway Department

✓ Other - Specify Orange County Planning Board

_____ NYS Dept. Transportation

_____ NYS Dept of Environmental Conservation

_____ Other Municipality _____

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

_____ County or state road

_____ Municipal boundary

_____ County or state-owned land improved with a public building

✓ County or State Park

_____ County or state facility drainage channel

List name(s) of facility checked above Orange Heritage Trail

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, Lewis Donnelly, 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

6 Day of January, 2020

Notary Public

MARY CATHERINE WELCH
NOTARY PUBLIC-STATE OF NEW YORK
NO. 01WE6334650
QUALIFIED IN ORANGE COUNTY
MY COMMISSION EXPIRES 12-21-2019

Affidavit of Ownership/ Owner's Consent:

State of New York)
County of Orange) ss:

I, Lewis Donnelly being duly sworn, herby depose and say that I reside at: ~~555 Mt. Airy Rd, New Windsor.~~ 67 LESLIE ROAD, NEWBURGH NY 12550 in the County of Orange in the State of New York.

I am the owner in fee simple of the subject property located at: 7 Greycourt Avenue Chester, NY 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 105 Block 1 Lot (s) 4 & 5.

I herby 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

6 Day of Jan, 2020

Notary Public

MARY CATHERINE WELCH
NOTARY PUBLIC-STATE OF NEW YORK
NO. 01WE6334650
QUALIFIED IN ORANGE COUNTY
MY COMMISSION EXPIRES 12-21-2019 20

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 + $300 (residential) + $120 = $920

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

$ 120 $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 $5000.00 thereafter

$ 1,387.50 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: $157,500 x .005 = $787.50 + $600 = $1,387.50

$_____ 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

$ 300 $50.00 per dwelling unit

$_____ Escrow Deposit for Village Consulting Fees ($100.00 per unit up to 40 units then $25.00 per unit)
(6) units x $100 = $600

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 ($1500.00 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. _____

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Fees:	Required	Applicant Payment	Date	Balance
1. Application Review Fee:	$_____	$_____	_____	$_____
2. Escrow Deposit(s) for Village Consulting Review: See "Escrow Record" form.				
	$_____	$_____	_____	$_____
3. To be paid at time of approval/prior to use or occupancy:				
A. Inspection Fees:				
1. Site Improvement	$_____	$_____	_____	$_____
2. Public Improvement	$_____	$_____	_____	$_____
Total	$_____			

* 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. _____

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

***** 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: $_____

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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	$_____	_____

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: $_____

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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 $_____

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 $_____

Applicant Payment	$_____	_____

2. Public Improvement Cost $_____

5% (.05) of Bond Amount ($_____) = $_____

Applicant Payment	$_____	_____

B. Recreation Fees:

Number of Dwelling Units ____ x $1500 = $_____

Applicant Payment	$_____	_____