

VILLAGE OF CHESTER

Planning Board

47 Main Street
Chester, New York 10918

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This is the cover sheet for the **2021 APPLICATION PACKAGE** for all Planning Board and Zoning Board of Appeals applicants which includes the following:

1. Schedule of Dates - A listing of the Work Session, Submittal Deadline and Regular Meeting dates.
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" 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 1/2" wide X 2 1/2" 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

Applicant's Printed Name

Date

Project Name

Section, Block and Lot #

Project #

VOC Recipient's Signature

Date

VILLAGE OF CHESTER PLANNING BOARD

2021 SCHEDULE

<u>WORK SESSION REQUEST DEADLINE</u> <i>WEDNESDAY AT NOON</i>	<u>WORK SESSION DATE</u> ^a <i>1ST THURSDAY OF EACH MONTH STARTS AT 1:30 PM</i>	<u>MEETING SUBMITTAL DEADLINE</u> ^b <i>THURSDAY AT NOON</i>	<u>MEETING DATE</u> ^b <i>4TH TUESDAY OF EACH MONTH STARTS AT 7:00 PM</i>
JANUARY 6, 2021	JANUARY 7, 2021	JANUARY 14, 2021	JANUARY 26, 2021
FEBRUARY 3, 2021	FEBRUARY 4, 2021	FEBRUARY 11, 2021	FEBRUARY 23, 2021
MARCH 3, 2021	MARCH 4, 2021	MARCH 11, 2021	MARCH 23, 2021
MARCH 31, 2021	APRIL 1, 2021	APRIL 15, 2021	APRIL 27, 2021
MAY 5, 2021	MAY 6, 2021	MAY 13, 2021	MAY 25, 2021
JUNE 2, 2021	JUNE 3, 2021	JUNE 10, 2021	JUNE 22, 2021
JUNE 30, 2021	JULY 1, 2021	JULY 15, 2021	JULY 27, 2021
AUGUST 4, 2021	AUGUST 5, 2021	AUGUST 12, 2021	AUGUST 24, 2021
SEPTEMBER 1, 2021	SEPTEMBER 2, 2021	SEPTEMBER 16, 2021	SEPTEMBER 28, 2021
OCTOBER 6, 2021	OCTOBER 7, 2021	OCTOBER 14, 2021	OCTOBER 26, 2021
NOVEMBER 3, 2021	NOVEMBER 4, 2021	NOVEMBER 9, 2021*	NOVEMBER 16, 2021*
DECEMBER 1, 2021	DECEMBER 2, 2021	DECEMBER 7, 2021*	DECEMBER 14, 2021*

*Earlier Submittal Date due to Holiday.

PLEASE NOTE:

^a 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 between the applicant and Planning Board members and consultants. The public is welcome to attend and observe Work Session proceedings.

^b 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 Plan (Square Feet _____)
- Site Plan Amendment (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: _____

Surveyor: _____

Phone # _____ Alt. Phone # _____

Address: _____

Email Address: _____

Attorney: _____

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

Address: _____

Email Address: _____

Contact Person: _____

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

Address: _____

Email Address: _____

PART III – PROPERTY/PROJECT INFORMATION

Project Name: _____

Tax Map Designation:

Section: _____ Block: _____ Lot (s): _____

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 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 notwithstanding 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,
hereby 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