



Town of Marbletown

Mailing: PO Box 217, Stone Ridge, NY 12484

Physical: 1925 Lucas Avenue, Cottekill, NY 12419

(845) 687-7500, Ext. 171

Email: planning@marbletown.net

Minor/Major Subdivision Application Packet

Contents:

- **Cover Page**
- **Subdivision Application**
- **Minor Subdivision Checklist**
- **Major Subdivision Checklist**
- **Referral Notice**

Please review the information in this packet and Chapter 169 of the Town of Marbletown Code thoroughly.

All Applications must be completed and dropped off to Secretary 2 weeks before the meeting by 4:00PM to be placed on the following agenda.

TOWN OF MARBLETOWN PLANNING BOARD
ULSTER COUNTY, NEW YORK

Application # _____
Date Filed: _____
Fee Paid: _____
Type: Major _____ Minor _____

Subdivision Application

1. Name of Subdivision: _____

2. Property owner: _____

Address: _____

Primary Phone: () _____ Cell Phone: () _____

Email Address: _____

3. Applicant Name (if other than owner): _____

Address: _____

Primary Phone: () _____ Cell Phone: () _____

Email Address: _____

4. Site Location: _____

Tax Map Section: _____ Block _____ Lot _____

Zoning District: (Circle one) A A-1 R-1 R-2A B1 B2 I1

Total Acreage of Parcel(s): _____

5. Current number of lots: _____ Proposed number of lots: _____

Acreage of parcel(s) to be subdivided _____ acres.

6. Is this project proposed to be completed in multiple phases? _____

17. Roadways and Driveways – Access to lots: Check all the apply:

Public Road Private Road New driveway will access existing roadway

Proposed Road or Driveway will access (Circle Below):

Town Road

County Road

State Road

18. Surveyor/Engineer/Attorney

Name: _____

Address: _____

Telephone: () _____ Cell Phone: () _____

Email: _____

Applicant states the he/she is the owner or authorized agent of the owner for which the foregoing work is proposed to be done, and that he/she is duly authorized to perform such work, and that all work will be performed in accordance with all applicable State, County, and Local Ordinances.

Signature of Applicant

Date

If any agent is representing an applicant and/or property owner, a signed letter by the applicant and/or property owner authorizing the named individual to act as his/her agent must accompany the application.

If applicant is not the property owner, a signed letter by property owners authorizing named individual to act as his/her agent must accompany the application.

A Pre-Application meeting may be requested or required by applicant or the Board.

Town of Marletown Planning Board

Minor Subdivision Checklist

The checklist is supplied as a guide for Applicants and Planning Board Members and is not meant to be all-inclusive.

Forms and Submittals – Required with submission

- Zoning Permit – Code Enforcement Office
- Application
- Fee
- SEQRA Environmental Assessment Form (Short EAF Part 1 only)
<http://www.dec.ny.gov/eafmapper/>
- Letter Authorizing Representative Powers
- A sketch plan drawn to scale or survey map
(Survey – drawn to scale – MUST be drawn by licensed surveyor required for final approval)
- Aerial Photos

Forms and Submittals – May be required with submission for some reviews

- Deed and Easements
- Existing or proposed other agency Permits/Applications
- Ag Data Statement
- Waiver from Requirements Request (in writing)

Review Standards for the Planning Board

- Compliance with Zoning and Subdivision Regulations
- Health, Safety, and Community Character Standards
- Comprehensive Plan compatibility
- Streets and highways are enough width and suitably located to accommodate the prospective traffic, to afford adequate light and air, to facilitate fire protection, and to provide access of firefighting equipment to buildings.
- Suitable driveway access
- Size, design and general site compatibility of buildings, improvements, and landscaping
- Location, arrangement, appearance and sufficiency of off-street parking.
- Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- Overall impact on the neighborhood including compatibility of design consideration.
- Adequacy of stormwater retention and drainage facilities.

- Adequacy of water supply and sewage disposal facilities.
- Adequacy, type and arrangement of trees, shrubs and other landscaping
- Adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
- Incorporation of existing land conditions into the plan

Physical Conditions and Site Work - Existing and Proposed

(for parcel – may be required for adjoining parcels within 200')

- Property boundary line, metes and bounds, and dimensions plotted to scale
- Property lines, owner's names, SBL, and deed liber for all contiguous parcels (including across roadways or waterways)
- Structures, Buildings, Fences/Walls and other Improvements
- Public/Private Roads and Streets
- Easements, Accesses, and Rights-of-way
- Dimensions, Setback, Height, and Lot Coverage for existing and proposed improvements
- Visual Assessment, Elevations, and Architectural Renderings
- Vehicle Access – Permanent and Temporary (approved by State, County, or Town Highway)
 - o Location, Surface Type, Sight Distance, Grade, Width, Curbing, Traffic Circulation
- Pedestrian Walkways and Access
- Fire and Emergency Access/Fire Suppression Measures
- Water Supply and path of piping (Board of Health approved or certified by licensed engineer)
- Sewage Disposal and Septic Area (Board of Health approved or certified by licensed engineer)
- Utilities - electric, gas, phone, cable, green energy (include any easements or rights-of-way)
- Street Lighting
- Street Landscaping
- Specific Project Planning Board Requirements

Natural Features (location and description) – existing and proposed

- Topography and Contour Lines (2 foot)
- Watercourses
- Wetlands – include flow and drainage area
- Flood Hazard Area

- Area proposed to be Disturbed
- Soil Types - Hydric Soils, Prime and Important Soils (agricultural)
- Natural Resource Restrictions – rock outcroppings, steep slopes, vernal pools
- Wooded Areas, Landscaping, Ground Cover, Trees, and Natural Screening
- Existing and proposed Stormwater Conveyance and Storage
- Recreation Areas, Conservation Areas, Buffer Areas
- Land for park, playground or other recreational purposes
- Landscaping Plan and Planting Schedule w/ Details
- Proposed Grading, Fill, and Drainage Plan
- Specific Project Planning Board Requirements

Analysis and Impact Reports (may be required)

- SWPPP (Stormwater Pollution Prevention Plan)
- Areas of Protected Species, Flora, and Fauna
- Proximity of Historic Structures or Archeological Areas (within 500')
- Proximity of Agricultural Use (within 500')
- Waterways and/or Wetlands
- Groundwater Usage and Aquifer
- Shared Driveway/Utilities Agreement
- Homeowner's Association Restriction and Covenants
- Bonding/Performance Security
- Phasing of Project

Survey Checklist for Final Approval

- Survey – drawn to scale – MUST be drawn by licensed surveyor

Legal data

- Name and address of applicant(s)
- Name and address of owners(s) of record, if different from applicant
- Name and address of person or firm preparing the plan and map
- Address, SBL, and Deed Liber Identification of parcel
- Zoning classification of property, including exact zoning boundary if in more than one district
- Subdivision Name (if greater than 4 lots)
- North arrow, Scale, Plan Date and Revision Dates
- Location/Area Inset Map
- Total Acreage of entire parcel
- Total Acreage of Area proposed for development
- Table of Required Development Standards for Zoning District - Proposed/Existing Relationship

- Plan Reference Sources and Plan Notes
- Right to Farm Statement
- Certification of Plan
- Approval Signature Block

- Property boundary line, metes and bounds, and dimensions plotted to scale
- Structures, Buildings, Fences/Walls and other Improvements
- Public/Private Roads and Streets
- Easements, Accesses, and Rights-of-way
- Vehicle Access
- Pedestrian Walkways and Access
- Water Supply
- Sewage Disposal and Septic Area
- Utilities - electric, gas, phone, cable, green energy (include any easements or rights-of-way)
- Watercourses
- Wetlands – include flow and drainage area
- Flood Hazard Area
- Existing and proposed Stormwater Conveyance and Storage
- Recreation Areas, Conservation Areas, Buffer Areas

**Marbletown Planning Board
Major Subdivision Checklist**

The checklist is supplied as a guide and is not meant to be all-inclusive.

Forms and Submittals – Required with submission

- Zoning Permit and review form– Code Enforcement Office
- Application
- Fee
- SEQRA Environmental Assessment Form (Long EAF Part 1 only)

<http://www.dec.ny.gov/eafmapper/>

- Letter Authorizing Representative Powers
- A sketch plan drawn to scale or survey map
(Survey – drawn to scale – MUST be drawn by licensed surveyor required for final approval)
- Aerial Photos

Forms and Submittals – May be required with submission for some reviews

- Deed and Easements for each parcel
- Existing or proposed other agency Permits/Applications
- Ag Data Statement
- Waiver from Requirements Request (in writing)

Review Standards for the Planning Board

- Compliance with Zoning and Subdivision Regulations
- Health, Safety, and Community Character Standards
- Comprehensive Plan compatibility
- Streets and highways are sufficient width and suitably located to accommodate the prospective traffic, to afford adequate light and air, to facilitate fire protection, and to provide access of firefighting equipment to buildings.
- Suitable monuments placed at block corners and other necessary points
- Streets suitably graded and paved
- Street signs, sidewalks, street lighting standards, curbs, gutters, street trees, water mains, fire alarm signal devices (including necessary ducts and cables or other connecting facilities), sanitary sewers and storm drains installed in accordance with standards, specifications and procedures acceptable to the appropriate town departments
- Suitable driveway access
- Size, design and general site compatibility of buildings, improvements, and landscaping
- Location, arrangement, appearance and sufficiency of off-street parking.

- Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- Land for park, playground or other recreational purposes
- Overall impact on the neighborhood including compatibility of design consideration.
- Adequacy of stormwater retention and drainage facilities.
- Adequacy of water supply and sewage disposal facilities.
- Adequacy, type and arrangement of trees, shrubs and other landscaping
- Adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
- Incorporation of existing land conditions into the plan

**Physical Conditions and Site Work - Existing and Proposed
(for parcel – may be required for adjoining parcels within 200')**

- Property boundary line, metes and bounds, and dimensions plotted to scale
- Property lines, owner's names, SBL, and deed liber for all contiguous parcels (including across roadways or waterways)
- Structures, Buildings, Fences/Walls and other Improvements
- Public/Private Roads and Streets
- Easements, Accesses, and Rights-of-way
- Dimensions, Setback, Height, and Lot Coverage for existing and proposed improvements
- Visual Assessment, Elevations, and Architectural Renderings
- Vehicle Access – Permanent and Temporary (approved by State, County, or Town Highway)
 - Location, Surface Type, Sight Distance, Grade, Width, Curbing, Traffic Circulation
- Pedestrian Walkways and Access
- Fire and Emergency Access/Fire Suppression Measures
- Water Supply and path of piping (Board of Health approved or certified by licensed engineer)
- Sewage Disposal and Septic Area (Board of Health approved or certified by licensed engineer)
- Utilities - electric, gas, phone, cable, green energy (include any easements or rights-of-way)
- Street Lighting
- Street Landscaping
- Specific Project Planning Board Requirements

Natural Features (location and description) – existing and proposed

- Topography and Contour Lines (2 foot)
- Watercourses
- Wetlands – include flow and drainage area
- Flood Hazard Area
- Area proposed to be Disturbed
- Soil Types - Hydric Soils, Prime and Important Soils (agricultural)
- Natural Resource Restrictions – rock outcroppings, steep slopes, vernal pools
- Wooded Areas, Landscaping, Ground Cover, Trees, and Natural Screening
- Existing and proposed Stormwater Conveyance and Storage
- Recreation Areas, Conservation Areas, Buffer Areas
- Land for park, playground or other recreational purposes
- Landscaping Plan and Planting Schedule w/ Details
- Proposed Grading, Fill, and Drainage Plan
- Specific Project Planning Board Requirements

Analysis and Impact Reports (may be required)

- SWPPP (Stormwater Pollution Prevention Plan)
- Areas of Protected Species, Flora, and Fauna
- Proximity of Historic Structures or Archeological Areas (within 500')
- Proximity of Agricultural Use (within 500')
- Waterways and/or Wetlands
- Groundwater Usage and Aquifer
- Shared Driveway/Utilities Agreement
- CPS-7
- Homeowner's Association Restriction and Covenants
- Bonding/Performance Security
- Phasing of Project

Survey Checklist for Final Approval

- Survey – drawn to scale – MUST be drawn by licensed surveyor

Legal data

- Name and address of applicant(s)
- Name and address of owners(s) of record, if different from applicant
- Name and address of person or firm preparing the plan and map
- Address, SBL, and Deed Liber Identification of parcel

- Zoning classification of property, including exact zoning boundary if in more than one district
 - Subdivision Name (if greater than 4 lots)
 - North arrow, Scale, Plan Date and Revision Dates
 - Location/Area Inset Map
 - Total Acreage of entire parcel
 - Total Acreage of Area proposed for development
 - Table of Required Development Standards for Zoning District - Proposed/Existing Relationship
 - Plan Reference Sources and Plan Notes
 - Right to Farm Statement
 - Certification of Plan
 - Approval Signature Block
 - Property boundary line, metes and bounds, and dimensions plotted to scale
 - Structures, Buildings, Fences/Walls and other Improvements
 - Public/Private Roads and Streets
 - Easements, Accesses, and Rights-of-way
 - Vehicle Access
 - Pedestrian Walkways and Access
 - Water Supply
 - Sewage Disposal and Septic Area
 - Utilities - electric, gas, phone, cable, green energy (include any easements or rights-of-way)
 - Watercourses
 - Wetlands – include flow and drainage area
 - Flood Hazard Area
 - Existing and proposed Stormwater Conveyance and Storage
- Recreation Areas, Conservation Areas, Buffer Areas

Application Referrals

The Planning Board may be required by law to refer your application to outside agencies for review when specific conditions apply. The most common of these are detailed below. Additionally, the Planning Board may refer your application to interested and/or involved agencies for review, comment and/or further information on items particular to your applications.

Town Planner or Engineer:

In accordance with the Town of Marbletown Code, any application received by the Town of Marbletown Planning Board may be referred for professional review and an escrow account established.

The Planning Board shall review applications and shall authorize professional referral by resolution.

The applicant is responsible for the fees associated with the Planner and/or Engineer through an Escrow Account.

Ulster County Planning Board:

In accordance with New York State General Municipal Law sections 239-M and 239-N, the Planning Board is required to refer your application to the Ulster County Planning Board for recommendations upon meeting certain thresholds as follows:

Within 500 feet of:

- The boundary of any City, Village or Town
- The boundary of any existing or proposed county or state park or any other recreational area
- The right of way of any existing or proposed county or state parkway, thruway, expressway, road or highway
- The existing or proposed boundary of any county or state owned land on which a public building or institution is situated
- The boundary of a farm operation located in an agricultural district, defined by article 25-AA of the Agriculture and Markets Law.

In accordance with Ulster County Charter Sections C-51- A and B the Planning Board may be required to refer your application to the Ulster County Planning Board for recommendations.

Some examples of other involved/interested agencies

(This list is not meant to be all inclusive but rather to illustrate the types of agencies which might be contacted for information and comment)

- Army Corps of Engineers
- NYS Department of Environmental Conservation (DEC)
- NYS Department of Transportation (DOT)
- NYS Office of Parks, Recreation and Historic Preservation (SHPO)
- NYS Agriculture and Markets
- Ulster County Board of Health
- Ulster County Department of Public Works
- Local Fire Districts
- Town of Marbletown Highway Department
- Town of Marbletown Environmental Conservation Commission
- Town of Marbletown Historic Preservation Committee