

TOWN OF UNION VALE  
PLANNING BOARD REVIEW PROCESS

For all applicants requiring approvals from the  
Town of Union Vale Planning Board

**Pre - Application Process and Review Procedures**

1. The Town Code Enforcement Officer / Zoning Administrator, George Kolb, must review all requests to instruct each applicant regarding next steps. Applicants cannot be placed on the agenda for either the Planning Board or Zoning Board of Appeals without prior consultation or approval of the Code Enforcement Officer/Zoning Administrator.
2. A zoning determination letter will be provided, outlining what town approvals may be required for the project. The Zoning Administrator will send the applicant to the Zoning Board or the Planning Board depending on what is needed, to process your application.
3. An initial *Work Session* is suggested and may be required by all new applicants. This one-hour meeting is with the Town Code Enforcement Officer, Planning Board Chair, the Town of Union Vale Engineer and/or Land Use Attorney (one or both as needed). It will be for an initial conceptual review with these representatives of the Town to get an indication of the project's desirability for the area and a technical review by the Town's Consultants. This meeting will allow an applicant to get a general idea of some of the issues that may need to be addressed during the formal review process. It is a cost effective way to get an overview of any or all hurdles one may face. Conceptual plans (defined as a basic drawing, photos, survey and material samples etc.) must be submitted for this meeting.
4. You will be given a checklist to track the project's direction and approval. (see Exhibit A)
5. After the *Work Session*, if the Applicant chooses to make a full application to the Planning Board they will be given a checklist to track the projects direction and approval.

***Non-refundable Fee: \$500.00***

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## **Application Fees - Planning Board**

An applicant can request an Application for Town Board, Planning Board or Zoning Board projects *after a Work Session*. The Application must be completed and submitted with the appropriate fees as listed in the approved Town Fee Schedule. All checks are made out to “The Town of Union Vale” and will be categorized as 1) Application/Administrative or 2) Escrow fees. Completed Applications and fees should be submitted to the Land Use Secretary.

*Please be aware that all costs incurred by the Town for the retention of engineering, planning, legal, technical or environmental consultants or professionals, including Town officials and Town Committees, to assist the Town in its review of matters presented for land use projects, including expenses related to any required SEQR review will be required to be reimbursed and paid through funds placed in escrow by each Applicant.*

## **Process - Withdrawals from Escrow**

After escrow funds are established according to the approved Town Fee Schedule, each project will be assigned an identifying name/title and have review fees placed in escrow to be tracked individually.

The billing and withdrawal process will be handled as follows during the Planning Board Process:

1. The Town of Union Vale consultants will review your project and make specific comments both in writing and verbally during any meeting they attend; after which, they submit a billing statement. Their billing statement will detail the scope of work and time involved to review specifics including any research involved, etc. Billing will occur on a monthly basis and the Town will pay the Consultants’ bills after receiving approval from the Planning Board Chair or Supervisor’s Office. The Town pays Consultants by debiting an Applicant’s escrow fund. Upon request an applicant can get a monthly Escrow Report and/or a copy of Consultants’ bills, if desired. Applicants must communicate with the Land Use Secretary if there are any billing questions before the next scheduled meeting concerning the project. If no objections or questions are raised, it will be assumed the Applicant understands the billing and is ready to move forward.

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2. All escrow accounts will be required to be replenished to initial balances once the account is drawn down to approximately 20% of the original deposit. The replenishment must be completed before you are placed on the next meeting agenda. This requirement will be strictly enforced. Keeping escrow accounts properly funded will protect the Town from incurring expenses that are the responsibility of each applicant.

**Important - Comment Letters and Follow Up**

After each applicant’s review with the Planning Board and Town Consultants, Consultants will respond to the applicant with a “comment letter”. Applicants must complete all tasks assigned and respond completely to the comment letter before the next meeting with the Planning Board will be scheduled.

*We strongly recommend, for the most efficient and cost effective review process, every comment letter from the Town of Union Vale professionals be thoroughly addressed before you or your team tries to schedule the next meeting with the Planning Board.*

**The undersigned acknowledges this document and has agreed to the procedures referenced and conditions set forth above for the review of the submitted project.**

Applicant (Print): \_\_\_\_\_

Applicant (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address of Applicant: \_\_\_\_\_

Email Addresses of Applicants’ team members: \_\_\_\_\_

\_\_\_\_\_

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***Exhibit A***  
**NOTICE TO ALL PLANNING BOARD APPLICANTS**

Effective April, 2018, no application will be accepted by the Planning Office unless all of the below stated is included. Payment for application fees are due at the time of submission.

**REQUIRED:**

- ✓ Letter of Determination – from Building Dept./Zoning Administrator
- ✓ Completed Application Form & copies with any supplemental attachments (PDF copy as well)
- ✓ Copy of current land survey prepared by a licensed land surveyor
- ✓ Short / Long Environmental Assessment Form
- ✓ Map/Survey showing existing conditions of site plan
- ✓ Owner’s Authorization Form
- ✓ Application Fee

\_\_\_\_\_ Application Fee – Site Plan, Special Use Permit, Subdivision, Sketch Plat

\_\_\_\_\_ Escrow deposit – Site Plan, Special Use Permit, Subdivision

*Total \$:* \_\_\_\_\_ Due at submission

**Recommended to Application:**

\_\_\_\_\_ Building Plans    \_\_\_\_\_ Photographs    \_\_\_\_\_ Technical reports    \_\_\_\_\_ Letters

Follow up materials submitted & Date:

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