

## **Village of Liberty**

### **Subdivision Application Packet**

Your packet should consist of the following:

- 1) The site plan/special use permit application
- 2) A short form EAF application
- 3) An owner's authorization form
- 4) Survey/site plan maps containing all required plan development elements 5-9 copies depending on the scope of the project

The Village of Liberty Planning Board meets the second Thursday of any given month, subject to change due to holidays, lack of a quorum or inclement weather. It's always wise to call to confirm any meeting.

Meetings are held in the Village Municipal Building, 167 North Main Street in the Court Room at 6:00 p.m.

All applications, site plans, surveys and supporting paperwork and fees must be submitted to me at least ten (10) days before any given meeting date. This allows time for the information to be distributed to Board members for review.

It's strongly recommended that you follow the guidelines set forth in our Subdivision Requirements and the Developmental Elements. Failure to do so will only delay the review process and even the simplest subdivision takes two months minimum to approve.

Fees are as follows:

Minor Subdivision (1-4 lots) &  
Lot Improvements  
\$75 application fee plus \$25 per lot \*

Major Subdivision (5 + lots)  
\$250 application fee plus \$25 per lot \*

Special Use/Site Plan Approval  
\$100 non-refundable fee

\* The applicant is also responsible for costs incurred by the review process, i.e. engineering & consulting fees, legal fees, certified mailings and public notices.

Jasmine Bullaro  
Planning Board Secretary  
167 North Main Street  
Liberty, New York 12754  
(845) 292-2250 EXT 115  
e-mail: Jbullaro.vol@gmail.com



**LIBERTY PLANNING BOARD  
SUBDIVISION APPLICATION**

No. \_\_\_\_\_

Date \_\_\_\_\_

TYPE: Major \_\_\_\_\_ Minor \_\_\_\_\_ Lot Imp. \_\_\_\_\_  
Long Form E.A.F. Filed \_\_\_\_\_ Short Form E.A.F. Filed \_\_\_\_\_  
Owners Authorization Signed & Filed \_\_\_\_\_ Fee Paid \_\_\_\_\_ Zone \_\_\_\_\_

APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: Business \_\_\_\_\_

Home \_\_\_\_\_

PRESENTED BY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: Business \_\_\_\_\_

Home \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: Business \_\_\_\_\_

Home \_\_\_\_\_

PROPERTY LOCATION: SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

ROAD NAME: \_\_\_\_\_

INTERSECTING ROAD: \_\_\_\_\_

PROPERTY VIOLATION(S): YES \_\_\_\_\_ NO \_\_\_\_\_

SUBDIVISION: NUMBER OF LOTS \_\_\_\_\_ PREVIOUSLY SUBDIVIDED: YES \_\_\_\_\_ / DATE \_\_\_\_\_ NO \_\_\_\_\_

PROPOSED IMPROVEMENTS: ROADS - YES \_\_\_\_\_ NO \_\_\_\_\_ ROADS DEDICATED - YES \_\_\_\_\_ NO \_\_\_\_\_

WATER-WELLS \_\_\_\_\_ MUNICIPAL \_\_\_\_\_ SEWER-SEPTIC \_\_\_\_\_ MUNICIPAL \_\_\_\_\_

ADDITIONAL APPROVALS REQUIRED: DEC \_\_\_\_\_ COUNTY \_\_\_\_\_ OTHER \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

STATE OF NEW YORK  
COUNTY OF SULLIVAN } ss:

SWORN TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC



OWNER'S AUTHORIZATION.

Date: \_\_\_\_\_

(I, We) \_\_\_\_\_, owner (s) of the property identified  
by Village of Liberty Tax Map Number: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
and by the street address of \_\_\_\_\_  
do hereby authorize the applicant to file said application with my full knowledge  
and acceptance.

\_\_\_\_\_  
Signature (owner/s)

State of New York  
County of Sullivan

Sworn to before me this \_\_\_\_\_



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: _____ Date: _____ Signature: _____		

**Part 2 - Impact Assessment.** The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>



## Site Plan Development Elements

87.33 E. - The applicant shall cause a site development plan map to be prepared by a civil engineer, surveyor, land planner, architect or other competent person. Site development plan elements shall include those listed below which are appropriate to the proposed development or use as indicated by the Planning Board or its representative in the pre-submission conference:

1. Scale & dimensions. The map shall be at least eighteen (18) by twenty-six (26) and at a scale of ten (10), twenty (20) or forty (40) feet to the inch, except that if the property has a maximum dimension over nine hundred (900) feet, a scale of fifty (50) feet to the inch may be used.
2. Legal data.
  - a. Section, block and lot of the parcel for identification purposes.
  - b. Name and address of the owner of record of the parcel.
  - c. Name and address of the person, firm or organization preparing the map.
  - d. Date, North point, written and graphic scale.
  - e. Sufficient description or information to define precisely the boundaries of the property. All distances shall be in feet and tenths of a foot. All Angles shall be given to the nearest ten (10) seconds or closer. The error of closure shall not exceed one (1) in ten thousand (10,000).
  - f. The location, names and existing widths of adjacent street rights-of-way and curb lines.
  - g. The locations and owners of record of all adjoining lands.
  - h. Locations, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within or adjoining the property.
  - i. Existing zoning for the parcel.
3. Natural features.
  - a. Contours at six inch intervals for land with less than two per cent (2%) slope, one foot intervals between two per cent (2%) and five per cent (5%) or five foot intervals for land with grades over five per cent (5%). Contours shall be related to a datum acceptable to the Village Engineer.
  - b. Location and width of any existing watercourses, marshes, wooded areas and individual trees.
  - c. Approximate boundaries of any areas subject to flooding or storm water overflows.
4. Existing structures and utilities.
  - a. Locations of uses and outlines of structures drawn to scale on and within one hundred (100) feet of the property.
  - b. Paved areas, sidewalks and vehicular access between the site and public street.

- c. Locations, dimensions, grades and flow direction of existing sewers, culverts, water lines, as well as other underground and above-ground utilities within and adjacent to the property.
5. Proposed development.
- a. The location of proposed buildings or structural improvements.
  - b. The location of all uses not requiring structures.
  - c. The location and plans for any outdoor signs.
  - d. The location, direction, power and time of use for any proposed outdoor lighting.
  - e. The location and arrangement of proposed sidewalks, driveways, loading areas, off-street parking areas or other paved areas.
  - f. Any proposed grading, screening and other landscaping, including types and locations of proposed street trees.
  - g. Any proposed below-ground or above ground utilities, including storm water drainage.
  - h. An outline of any proposed deed restrictions or covenants.
  - i. Any contemplated public improvements on or adjoining the property as indicated by the Village Engineer.
  - j. If the site development plan only indicates a first stage, a supplementary plan shall indicate ultimate development.
6. Other information deemed by the Planning Board necessary to determine conformity with the intent of this local law.

**\* All subdivision applications must be submitted with enough maps for a proper review by all interested parties:**

Minor (1-4)	—	7 copies
Major (5 +)	—	9 copies