

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:

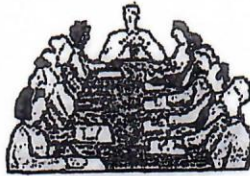
Minor Subdivision (1-4 lots) &
Lot Improvements
\$75 application fee plus \$25 per lot *

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 _____ day of _____, 200__.

Notary Public

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ acres		
b. Total acreage to be physically disturbed?		_____ acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres		
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

		NO	YES	N/A
5. Is the proposed action,	a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____		<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		<input type="checkbox"/>	<input type="checkbox"/>	
	b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____		<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____		<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban				
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?		<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?		<input type="checkbox"/>	<input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

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	YES
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	YES
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	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE 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"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT

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