



4052 Route 42, Monticello, NY 12701 | Phone: (845) 794-2500 | E-mail: Planning@townofthompson.com

## SITE PLAN/SUBDIVISION APPLICATION

DATE STAMP	FEES DUE:		AMOUNT	STATUS
	Application Fee:		_____	<input type="checkbox"/> Paid <input type="checkbox"/> Due
	Preliminary Plan Review Fee:		_____	<input type="checkbox"/> Paid <input type="checkbox"/> Due
	Final Plan Review Fee:		_____	<input type="checkbox"/> Paid <input type="checkbox"/> Due
	Other Fees:		_____	<input type="checkbox"/> Paid <input type="checkbox"/> Due

PROJECT INFORMATION:		
Project Name/Title: _____		
Type of Review:	<input type="checkbox"/> SITE PLAN REVIEW <input type="checkbox"/> SUBDIVISION OF LAND (# OF LOTS: _____) <input type="checkbox"/> LOT LINE CHANGE <input type="checkbox"/> OTHER: _____	
Purpose of Review (describe briefly): _____ _____		
PROPERTY INFORMATION:		
Physical Location/Address: _____		
Zoning District(s):	S/B/L:	Acreage:
Easements or other restrictions on property (describe briefly): _____ _____		
CONTACT INFORMATION:		
PROPERTY OWNED BY:	PLANS PREPARED BY:	
Individual: _____	Individual: _____	
Company: _____	Company: _____	
Address 1: _____	Address 1: _____	
Address 2: _____	Address 2: _____	
Phone: _____	Phone: _____	
E-mail: _____	E-mail: _____	
Name of person who will appear before the Planning Board: _____		
Affiliation: <input type="checkbox"/> Owner <input type="checkbox"/> Agent/Representative <input type="checkbox"/> Contract Vendee <input type="checkbox"/> Other: _____		
CERTIFICATION/ACKNOWLEDGEMENT		
THE UNDERSIGNED HEREBY REQUESTS APPROVAL BY THE PLANNING BOARD ON THE ABOVE-IDENTIFIED APPLICATION. BY SIGNING THIS APPLICATION, THE UNDERSIGNED ACKNOWLEDGES RESPONSIBILITY FOR PAYMENT OF ALL FEES AND PROFESSIONAL SERVICES INCURRED BY THE PLANNING BOARD IN REVIEW OF THIS APPLICATION INCLUDING BUT NOT LIMITED TO PLANNER/CONSULTANT, ENGINEER, LEGAL, PUBLIC HEARING AND/OR SITE INSPECTION.		
Signature: _____	Title: _____	
	Date: _____	

Project Name/Title: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

## SITE PLAN/SUBDIVISION APPLICATION CHECKLIST

A COMPLETED CHECKLIST MUST BE SUBMITTED ALONG WITH THE SITE PLAN/SUBDIVISION APPLICATION.

NON-SUBMITTAL OF THE CHECKLIST COULD DELAY PROCESSING OR RESULT IN REJECTION OF THE APPLICATION.

THIS CHECKLIST IS DESIGNED TO BE A GUIDE ONLY, AND ADDITIONAL ITEMS MAY BE REQUESTED BY THE BOARD OR STAFF.

<b>ENVIRONMENTAL ASSESSMENT FORM (EAF):</b> <input type="checkbox"/> SHORT EAF <input type="checkbox"/> FULL EAF <i>Note: NYSDEC's <a href="#">EAF Mapper Tool</a> is a helpful resource that can be used to pre-fill information for your site directly into the EAF Form.</i>	
<b>OWNER'S PROXY ATTACHED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>APPLICATION FEES PAID?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO

THE FOLLOWING ITEMS SHALL BE INCORPORATED ON ANY SITE PLAN OR SUBDIVISION PLAT PRIOR TO CONSIDERATION FOR BEING PLACED ON THE PLANNING BOARD AGENDA. DO NOT LEAVE ANY BLANKS. PLACE AN "X" IN EACH BOX OR "N/A" IF NOT APPLICABLE.	
	Name & Address of Applicant
	Name & Address of Owner (if different from Applicant)
	Site/Subdivision Name & Location
	Tax ID (S/B/L)
	Location map at a scale of 1": 2,000' (maximum)
	Zoning Compliance Table (what is required vs. proposed for lot area, coverage, setbacks, parking, etc.)
	Zoning boundary if any portion of the property is within or adjacent to a different zoning district
	Date of Site Plan/Plat preparation and/or revisions
	Plan scale (1" = 100' maximum) and north arrow
	Name(s) of any adjoining owners
	Lot area in acres (lots less than 2 acres may be listed in square feet)
	Existing vs. proposed structures and site improvements (parking, drainage, water lines, sewer lines, wells, septic systems, etc.)
	Existing or proposed easements
	Name and width of adjacent streets (road boundary is to be a minimum of 25' from the centerline of the street)
	Right-of-way width and rights of access and utility placement
	Road profile(s) and typical section (minimum traveled surface - excluding shoulders - is to be 20' wide)
	Topographic contours at 2' intervals
	Federal and/or NYSDEC wetlands with 100' buffer zone(s)
	Type and amount (in square feet or cubic yards) of site preparation within 100' wetland buffer zone
	Flood plain boundaries
	Boundaries of any existing waterways/watercourses
	Type and amount (in square feet or cubic yards) of site preparation within 100-year floodplain or any watercourse
	Number of acres to be cleared or timber harvested
	Amount of grading expected or known to be required to bring the site to readiness.
	Estimated or known cubic yards of material to be excavated
	Estimated or known cubic yards of fill required
<b>SUBDIVISIONS ONLY:</b>	
	Name and acreage of all lots (including residual lot)
	Final metes and bounds of all lots (including residual lot)
	Surveyor's Certification, Seal & Signature
	Certified sewage system design and placement by a licensed engineer
	Existing structures, wells and septic systems on and within 200' of the parcel to be subdivided
	Note pertaining to owners review and concurrence with plat together with owner's signature
	Reference to any previous subdivision (i.e. filed map number, date and previous lot number)

[SEAL]

Prepared by: \_\_\_\_\_

\_\_\_\_\_  
Licensed Professional\_\_\_\_\_  
Date

Project Name/Title: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

OWNER’S PROXY STATEMENT

(Owner) \_\_\_\_\_ hereby deposes and says that he/she resides at \_\_\_\_\_ in the county of \_\_\_\_\_ and State of \_\_\_\_\_ and that he/she is the owner of the premises described in the foregoing application and that he/she has authorized \_\_\_\_\_ to make the foregoing application as described therein.

\_\_\_\_\_ Date \_\_\_\_\_ Owner’s Signature \_\_\_\_\_ Witness’ Signature \_\_\_\_\_

INTEREST DISCLOSURE

AS REQUIRED BY ARTICLE 18, SECTION 809 OF THE NYS GENERAL MUNICIPAL LAW

Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is part, in the person partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

APPLICATION BEFORE: ☐ Planning Board ☐ Zoning Board of Appeals ☐ Town Board ☐ County Planning Board

TYPE OF APPLICATION: ☐ Variance ☐ Site Plan ☐ Subdivision ☐ Special Use ☐ Change of Zone  
☐ Other: \_\_\_\_\_

NAME	RESIDENCE	NATURE & EXTENT OF INTEREST

The above individuals have interest requiring disclosure in accordance with section 809 of the NYS General Municipal Law. If none, then so state.

\_\_\_\_\_ Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_