

**TOWN OF CHESTER PLANNING BOARD
SUBDIVISION APPLICATION
PLEASE TYPE OR PRINT LEGIBLY**

DEADLINE FOR NEW SUBMISSIONS IS TWO (2) WEEKS PRIOR TO THE FIRST WEDNESDAY OF THE MONTH TO BE DELIVERED TO THE PLANNING BOARD OFFICE AT TOWN HALL. THE PROJECT WILL BE PLACED ON THE NEXT AVAILABLE AGENDA.

APPLICANT MUST PROVIDE THE FOLLOWING:

- ONE ORIGINAL SET OF ALL PAPERWORK AND/OR PLANS
- EMAILED OR ONE (1) CD OF PLANS IN PDF FORM (EMAIL PREFERRED)
- ANY FEES THAT APPLY (CHECK PAYABLE TO THE TOWN OF CHESTER)
- WRITTEN NARRATIVE DESCRIBING PROPOSED PROJECT I.E. PROPOSED USE, ANTICIPATED TRAFFIC FLOW, PARKING, NUMBER OF EMPLOYEES, HOURS OF OPERATION, LIGHTING, LANDSCAPING, ETC,
- ENVIRONMENTAL ASSESSMENT FORM
- DISCLOSURE ADDENDUM STATEMENT
- NOTARIZED PLANNING BOARD DISCLAIMER STATEMENT
- AGRICULTURAL DATA STATEMENT IF APPLICABLE, ACCOMPANIED BY A STAMPED ADDRESSED ENVELOPE TO EACH IDENTIFIED OPERATION ALONG WITH COPIES OF THE TAX MAP INDICATING LOCATION OF PROPOSED ACTION TO THE FARMING OPERATION.
- NOTARIZED OWNERS AUTHORIZATION FOR REPRESENTATIVE TO ACT OF HIS/HER BEHALF (IF APPLICABLE)

PLEASE NOTE: APPLICATION WILL BE DEEMED INCOMPLETE IF ALL INFORMATION, FEES AND CORRECT AMOUNT OF COPIES ARE NOT PROVIDED. THE TOWN OF CHESTER PLANNING BOARD IS TRYING TO GO GREEN.

**TOWN OF CHESTER
PLANNING BOARD
SUBDIVISION APPLICATION**

DATE: _____

APPLICANT: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL _____

OWNER OF PROPERTY (IF NOT SAME AS ABOVE)

NAME _____

ADDRESS _____

TELEPHONE _____ EMAIL _____

**PERSON WHO IS RESPONSIBLE FOR ANY FEES INCURRED AND WHO IS TO
RECEIVE STATEMENTS:**

NAME _____

BILLING ADDRESS _____

EMAIL ADDRESS _____

CONTACT PHONE # _____

PROPERTY DESCRIPTION:

TAX MAP: SECTION _____ BLOCK _____ LOT _____

LOCATION OF PROPERTY: _____

SQUARE FOOTAGE _____ PRESENT ZONING _____

NAME OF PROJECT _____

INTENDED USE _____

NUMBER OF LOTS _____

PROJECT ENGINEER _____

ADDRESS _____

EMAIL _____

TELEPHONE # _____ LICENSE# _____

PROJECT ATTORNEY _____

ADDRESS _____

EMAIL _____

TELEPHONE # _____

TOWN OF CHESTER PLANNING BOARD
PRESUBMISSION
**PLAN ELEMENT CHECKLIST FOR
PRELIMINARY AND MINOR SUBDIVISION**

PROJECT NAME: _____

The following checklist items shall be incorporated on the Subdivision Plat prior to consideration of being placed on the Planning Board Agenda.

1. ___ Name and address of applicant.
2. ___ Name and address of owner (if different from applicant).
3. ___ Subdivision location.
4. ___ Tax Map Data (Section-Block-Lot)
5. ___ Location map at a scale of 1"= 2,000 ft. or less on a tax map or USCGS map base only with property outlined.
6. ___ Zoning table showing what is required in the particular zone and what applicant is proposing. A table is to be provided for each proposed lot.
7. ___ Show zoning boundary if any portion of proposed site is within or adjacent to a different zone.
8. ___ Date of plan preparation and/or plan revisions.
9. ___ Scale the plan is drawn to (Max 1" = 100')
10. ___ North arrow pointing generally up.
11. ___ Planning Board Approval Box near lower right corner of plans (2 1/2"x4") for stamping.
12. ___ Plan legend (symbols & labels)
13. ___ Surveyor's and Engineer's Certificate and Title Block.
14. ___ Surveyor's seal and signature
15. ___ Name of adjoining owner's
16. ___ *Wetlands and required buffer zone with an appropriate note regarding DEC or ACOE requirements as applicable
17. ___ Delineation of soil unit boundary lines from Orange County Soils Survey
18. ___ Delineation of wooded areas and isolated trees with diameters of 12 inches or greater measured 3 feet up from base of trunk. Showing clearing limits
19. ___ Agricultural activity warning notes, if applicable.

20. ___ *Flood plain boundaries
21. ___ *Certified sewage system and water supply design and placement by a Licensed Professional Engineer must be shown on plans.
22. ___ Metes and bounds of parcel
23. ___ Name and width of adjacent streets; the road boundary is to be a minimum of 25 ft. from the physical center line of the street with dedication offerings as required.
24. ___ Show existing or proposed easements (note restrictions).
25. ___ *Right-of-way width and Rights of Access and Utility Placement.
26. ___ *If applicable, road profile and typical section of type(s) of road proposed. Indicate any desired waivers (sidewalks, street trees, street lampposts, etc.)
27. ___ Lot area (in sq. ft. for each lot less than 2 acres).
28. ___ Number of lots including residual lot.
29. ___ Show any existing waterways, including intermittent streams.
30. ___ A note stating a road maintenance agreement is to be filed in the County Clerk's Office where applicable.
31. ___ Applicable note pertaining to owners review and concurrence with plat together with owner's signature.
32. ___ Show improvements, i.e, drainage systems, water lines, sewer lines etc.
33. ___ Show all existing houses, accessory structures, wells and septic systems on and within 200ft. of the parcel to be subdivided.
34. ___ Show topographical data with 2 ft. contours extending 100' from property line utilizing USGS datum.
35. ___ Indicate any reference to a previous subdivision, i.e, filed map number, date and previous lot number.
36. ___ *Stormwater Management and Erosion and Sedimentation Control Plans.
37. ___ If a private road, Town Board approval of name is required, and notes on the plan that no Town services will be provided and a street sign (per Town specs) is to be furnished and installed..

The following is to be included in the Project Narrative.

38. ___ Number of acres to be cleared or timber harvested.
39. ___ Estimated or known cubic yards of material to be excavated and removed from the site.
40. ___ Estimated or know cubic yards of fill required.
41. ___ The amount of grading expected or know to be required to bring the site to readiness.
42. ___ Type and amount of site preparation which falls within the 100 ft. buffer strip of State Wetlands. Please explain in sq. ft. or cubic yards.
43. ___ Any amount of site preparation within a 100 year floodplain or any water course on the site. Please explain

in sq. ft. or cubic yards.

44. ___ Check here if sketch plan conference is requested.

Checklist items marked with * can await results of Sketch Plan conference.

Mark "N/A" for non-applicable items.

The plan for the proposed site has been prepared in accordance with this checklist.

By: _____ Date: _____
Applicant's Licensed Professional

This list is designed to be a guide ONLY. The Town of Chester Planning Board may require additional notes or revisions prior to granting approval.

TOWN OF CHESTER PLANNING BOARD
PRESUBMISSION
PLAN ELEMENT CHECKLIST FOR
PRELIMINARY AND MAJOR SUBDIVISION

PROJECT NAME: _____

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3. ___ Subdivision location.
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5. ___ Location map at a scale of 1"= 2,000 ft. or less on a tax map or USCGS map base only with property outlined.
6. ___ Zoning table showing what is required in the particular zone and what applicant is proposing. A table is to be provided for each proposed lot.
7. ___ An indication of any special proposal (Cluster, Open Area Development, Planned Adult Community) together with applicable bulk table information.
8. ___ Show zoning boundary if any portion of proposed site is within or adjacent to a different zone.
9. ___ Date of plan preparation and/or plan revisions.
10. ___ Scale the plan is drawn to (Max 1" = 100')
11. ___ North arrow pointing generally up
12. ___ Planning Board Approval Box near lower right corner of plans (2 1/2"x4") for stamping.
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from base of trunk. Showing clearing limits

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44. ___ Any amount of site preparation within a 100 year floodplain or any water course on the site. Please explain in sq. ft. or cubic yards.

45. ___ Check here if sketch plan conference is requested.

Checklist items marked with * can await results of Sketch Plan conference.

Checklist items marked with ** can await Final Subdivision Approval request.

Mark "N/A" for non-applicable items.

The plan for the proposed site has been prepared in accordance with this checklist.

By: _____ Date: _____
Applicant's Licensed Professional

This list is designed to be a guide ONLY. The Town of Chester Planning Board may require additional notes or revisions prior to granting approval.

OWNER AUTHORIZATION

**State of New York
County of Orange**

I _____
Owner

Residing at _____
Owner Address

Being the owner of the premises _____
Property Location

Also known as Orange County Tax Map # _____
Tax Map#

Hereby authorize _____
Agent

Whose mailing address is _____
Agent Address

To appear on my behalf before the Planning Board of the Town of Chester, and to file any documents required with reference to my application for:

I hereby allow my agent, whose name appears above, to act on my behalf and I further agree to abide by any requirements imposed by the Board as a condition of their approval.

Owner Signature

Sworn to before me this _____
Day of _____, 201_____

**DISCLOSURE ADDENDUM STATEMENT TO APPLICATION,
PETITION AND REQUEST**

Mindful of the provisions of Section 809 of the General Municipal Law of the State of New York, and of the Penal provisions thereof as well, the undersigned applicant states that no State Officer, Officer or Employee of the Town of Chester, or Orange County, has any interest, financial or otherwise, in this application or with, or in the applicant as defined in said Statute, except the following person or persons who is or are represented to have only the following type of interest, in the nature and to the extent hereinafter indicated:

_____ NONE

_____ NAME, ADDRESS, RELATIONSHIP OR INTEREST
(Financial or otherwise)

This disclosure addendum statement is annexed to and made a part of the petition, application and request made by the undersigned applicant to the following Board or Officer of the Town of Chester.

_____ TOWN BOARD

_____ PLANNING BOARD

_____ ZONING BOARD OF APPEALS

_____ BUILDING INSPECTOR

_____ OTHER

_____ DATED

_____ INDIVIDUAL APPLICANT

_____ CORPORATE APPLICANT

_____ (PRES.) (PARTNER) (VICE PRES.)
_____ (SEC) (TREASURER)

PLANNING BOARD DISCLAIMER STATEMENT
TO APPLICANTS

The applicant is advised that the Town of Chester Municipal Code which contains the Town's Zoning Law, is subject to amendment. Submission of an application to the Board does not grant the applicant any right to continued review under the code's current standards and requirements. It is possible that the applicant will be required to meet changed standards or new code requirements made while the application is pending.

An approval by this Board does not constitute permission, nor grant the right to connect to or use municipal services such as sewer, water or roads. It is the applicant's responsibility to apply for and obtain the Town of Chester and other agency approvals not within this Board's authority to grant.

The applicant hereby acknowledges, consents, and agrees to the above.

Date

Applicant's Name (Printed)

Applicant's Signature

Notary Public
State of New York
County of Orange

I hereby depose and say that all the above statements and information, and all statements and information contained in the supporting documents and drawings attached hereto are true, that the application rules have been read and the requirements therein set forth are fully met. Further, I understand that compliance with the Town of Chester Zoning Ordinance and the Subdivision Regulations shall be the sole responsibility of the applicant and the owner or their representatives, and that compliance with the subject matter contained therein shall be deemed part of this application.

Signature of Applicant

Sworn to before me this _____
Day of _____, 201_____

Notary Public