



SITE PLAN APPLICATION CHECKLIST

1. _____ Site Development Plan Application (Yellow Form #PB-1)
 - a. _____ Affidavit of Ownership attached to application (see #14 on Form #PB-1)
 - b. _____ 10 Letters from applicant's design professional providing Narrative Summary (see #13 on Form #PB-1)
2. _____ Consent to Enter (form #PB-4)
3. _____ Designation of Applicant's Agent (Attachment C-2)
4. _____ General Municipal Law Section 809 Affidavit (Attachment B)
5. _____ Owner's Consent Affidavit (not needed if fee owner is applicant) (Attachment C-1)
- 6.* _____ 10 Building floor plans and elevations. (Not for Subdivisions)
- 7.* _____ 10 Cost Estimate Forms (Attachment D)
- 8.* _____ Copies of all required State and County Permits, D.E.C., County Hwy. Dept., County Health Dept., etc. (IF ANY)
9. _____ 12 copies of Site Development Plan (or Subdivision Plat)
10. _____ 10 COPIES OF Environment Assessment Form pursuant to the State Environmental Quality Review Act (SEQRA) Short Form E.A.F. (Side1) and Long Form E.A.F. (Part 1)
USE EAF MAPPER ON www.dec.ny.gov For completing these forms.
11. _____ Check, payable to the Village of Suffern in accordance with the Standard Schedule of Fees and Charges (Attached)

All applications must be **typewritten** and should be submitted three (3) weeks before the scheduled meeting, before 12:00 noon. (Regular meetings are usually on the third Wednesday @ 7:00 p.m.)

***NOT REQUIRED AT PRELIMINARY OR DISCUSSION LEVEL – ALL ELSE REQUIRED.**

Please Note This Application Should be TYPEWRITTEN OR NEATLY PRINTED

PLANNING BOARD

Village of Suffern
61 Washington Avenue
Suffern, NY 10901
(845) 357-2600

Date: _____

APPLICATION FOR SITE DEVELOPMENT PLAN APPROVAL

1. Name of project _____
2. Name of applicant _____ Phone: _____
Address _____
(Street No. & Name) (Post Office) (State) (Zip Code)
3. Owner of Record _____ Phone: _____
Address _____
(Street No. & Name) (Post Office) (State) (Zip Code)
4. Name of person preparing plan _____ Phone: _____
Address _____
(Street No. & Name) (Post Office) (State) (Zip Code)
5. Attorney _____ Phone: _____
Address _____
(Street No. & Name) (Post Office) (State) (Zip Code)
6. Location: On the _____ side of _____
(Direction) (Street)
_____ feet _____
of _____
(Street)
7. Acreage of parcel _____
8. Zoning district _____
9. Tax map designation: Section: _____ Lot(s): _____
10. Is this application for final approval? _____
11. Has the Zoning Board of Appeals granted any variance concerning this property? _____
If so, list Name and Date: _____

12. List all contiguous holdings in the same ownership:

Section: _____ Lot(s): _____

13. Attached hereto is a narrative summary prepared by the applicant's design professional stating the nature of the use, compliance with the Zoning Law, compliance with the Site Development Plan Rules and Regulations, any requested waiver or modification.

At the time of any additional submissions, a similar narrative summary shall be submitted indicating how the revised submission has been modified to comply with the Planning Board resolution, or the rationale for deviation from compliance.

14. Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the liber and page of each conveyance into the present owner as recorded in the Rockland County Clerk's Office. This affidavit shall indicate the legal owner of the property, the contract owner of the property and the date the contract of sale was executed. **IN THE EVENT OF CORPORATE OWNERSHIP:** A list of all directors, officers and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

STATE OF NEW YORK)
COUNTY OF ROCKLAND)

SS:

I, _____, hereby depose and say

that all the above statements and the statements contained in the papers submitted herewith are true.

(Signature)

Mailing address: _____

SWORN to before me this

_____ day of _____, 20____

NOTARY PUBLIC

Village of Suffern

61 Washington Avenue
Suffern, New York 10901

Telephone: (914) 357-2600 • FAX: (914) 357-0649

AFFIDAVIT OF OWNERSHIP

STATE OF NEW YORK)
COUNTY OF ROCKLAND) SS.:

I, _____
being duly sworn, hereby depose and say that I reside at:

I am the * _____ owner
in fee simple of premises located at _____

_____ described in a certain deed of said premises recorded in the Rockland
County Clerk's Office in Liber _____ of conveyances, page _____.

Said premises have been in my/its possession since 19 _____. Said
premises are also known and designated on the Town of Ramapo Tax Map
as section _____ lot (s) _____.

** _____

Sworn to before me this _____
day of _____ 19 _____

Notary Public

* If owner is a corporation, fill in the office held by deponent and name of corporation, and provide a list of all directors, officers and stockholders owning more than 5% of any class of stock.

** If corporate officer indicate position.

Village of Suffern

61 Washington Avenue
Suffern, New York 10901

Telephone: (845) 357-2600 • FAX: (845) 357-0649

E-mail: suffernclerk@creativeonline.com

CONSENT TO ENTER

NAME OF APPLICATION: _____

Permission is granted to each member of the Planning Board to enter onto the property of the applicant, located at _____, _____, at any reasonable time during the pendency of the application to view the property and the conditions thereon. The member of the Planning Board will notify the applicant of his intention to view the property prior to entering onto the property or immediately upon entering onto the property.

Signature of Applicant: _____

Dated: _____

ATTACHMENT A. VILLAGE OF SUFFERN BULK TABLE FORMAT

	ZONING DISTRICT	MINIMUM LOT AREA (SQ. FT.)	MINIMUM LOT WIDTH (FT.)	MINIMUM FRONT YARD (FT.)	MINIMUM SIDE YARD (FT.)	TOTAL SIDE YARD (FT.)	MINIMUM REAR YARD (FT.)	MAXIMUM DEVELOPMENT COVERAGE (% OF LOT AREA)	MAXIMUM HEIGHT		NUMBER OF PARKING SPACES*
									STORIES	FEET	
REQUIRED											
PROPOSED											

* - SHOW CALCULATION.

ATTACHMENT B. VILLAGE OF SUFFERN 809 AFFIDAVIT

AFFIDAVIT PURSUANT TO SECTION 809 OF THE GENERAL MUNICIPAL LAW

Village of Suffern
Municipal Building
61 Washington Avenue
Suffern, New York 10901
(914) 357-2600

STATE OF NEW YORK)
COUNTY OF ROCKLAND) SS.:
VILLAGE OF SUFFERN)

I, _____,
being duly sworn, hereby depose and say that all the following statements and the statements contained in the papers submitted herewith are true and that the nature and extent of any interests set forth are disclosed to the extent that they are known to the applicant.

1. Print or type full name and Post Office Address _____

certifies that he is the owner or agent of all that certain lot, piece or parcel of land and/or building described in this application and if not the owner that he has been duly and properly authorized to make this application and to assume responsibility for the owner in connection with this application for the relief below set forth:

2. To the _____ of the
(Board, Commission or Agency)
Village of Suffern, New York

Application, petition or request is hereby submitted for:

- () Variance or modification from the requirement of Section _____.
- () Special Permit per the requirements of Section _____.
- () Review and approval of proposed subdivision plat;
- () Exemption from a plat or official map;
- () An order to Issue a Certificate, Permit or License;
- () An amendment to the Zoning Local Law or Map or change thereof;
- () Other (explain) _____.

To permit the construction, maintenance and use of _____

3. Premises affected are in the _____ (zone) and from the Suffern Tax Map the property is known as Section _____ Lot _____.

4. There is no state officer, Rockland County Officer or employee; or Village of Suffern officer, or employee, nor his or her spouse, brother, sister, parent, child or grandchild, or a spouse of any of these relatives who is the applicant or who has an interest in the person, partnership or association making this application, petition or request, or is an officer, director, partner or employee of the applicant, or that such officer or employee, if this applicant is a corporation, legally or beneficially owns or controls any stock of the applicant in excess of 5% of the total of the corporation if its stock is listed on the New York or American Stock Exchanges; or is a member or partner of the applicant, if the applicant is an association or a partnership; nor that such Village officer or employee nor any member of his family in any of the foregoing classes is a part to an agreement with the applicant, express or implied whereby such officer or employee may receive any payment or other benefit, whether or not for services rendered, which is dependent or contingent upon the favorable approval of this application, petition or request.

5. That to the extent that the same is known to your applicant, and to the owner of the subject premises there is disclosed herewith the interest of the following officer or employee of the State of New York, or the County of Rockland or of the Village of Suffern in the petition, request or application or in the property or subject matter to which it relates:

(if none, so state)

a. Name and Address of Officer or employee _____

b. Nature of Interest _____

c. If stockholder, number of shares _____

d. If officer or partner, nature of office and name of partnership _____

e. If a spouse or brother, sister, parent, child, grandchild or the spouse of any of these blood relatives of such State, County or Village of Suffern officer or employee, state name and address of such relative and nature of relationship to officer and employee and nature and extent of office, interest or participation in the ownership or any person, partnership or association having an interest in such ownership or in any business entity sharing in such ownership.

f. IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers and stockholders of each corporation owning more than five (5%) percent of any class of stock, must be attached, if any of these are officers or employees of the State of New York, or of the County of Rockland, or the Village of Suffern.

I. _____,

do hereby depose and say that all the above statements and statements contained in the papers submitted herewith are true, knowing that a person who knowingly and intentionally violates this section is guilty of a misdemeanor.

Mailing Address _____

Sworn to before me this

_____ day of _____, 19_____.

Notary Public

ATTACHMENT C-1. VILLAGE OF SUFFERN OWNER'S CONSENT AFFIDAVIT

OWNER'S CONSENT AFFIDAVIT

1. Name of Project _____

2. Name of Fee Owner _____ Phone _____

Address _____
(Street No. and Name)

_____ (Post Office) (State) (Zip Code)

STATE OF NEW YORK)
COUNTY OF ROCKLAND) SS.:
VILLAGE OF SUFFERN)

_____ being duly sworn, deposes and says that he resides at _____ in the County of _____ in the State of _____ that he is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Town of Ramapo aforesaid and designated as Lot No. _____, in Section No. _____ of the Ramapo Tax Map and that he hereby authorizes the within application in his behalf and that the statements of fact contained in said application are true, and agrees to be bound by the determination of the Board.

Mailing Address _____

Sworn to before me this _____ day of _____, 19_____.

Notary Public

ATTACHMENT C-2. DESIGNATION OF APPLICANT'S AGENT

DESIGNATION OF APPLICANT'S AGENT

TO: VILLAGE OF SUFFERN PLANNING BOARD

RE: APPLICATION OF _____

I wish that all correspondence, meeting notices, decisions, etc., from your office relative to the above application be sent to (only one person is to be listed).

Applicant's Signature

Date _____

Note to Applicant: It will be the responsibility of the one person designated on this form to notify and provide copies of all notices, decisions, minutes, correspondence, etc. to all other interested parties (for example, attorney, architect, engineer, surveyor, applicant, etc.)

ATTACHMENT D. VILLAGE OF SUFFERN IMPROVEMENT COST ESTIMATE FORM
 (Additional items to be added as appropriate)

NAME OF PROJECT _____ On-Site _____
 Off-Site _____

<u>Description</u>	<u>Unit Quantity</u>	<u>Price</u>	<u>Total Cost</u>	<u>Amount Completed</u>
Roadway (30')	_____ L.F.	_____	_____	_____
Concrete Curb	_____ L.F.	_____	_____	_____
Concrete Sidewalk	_____ L.F.	_____	_____	_____
Storm Drain:				
_____ Pipe	_____ L.F.	_____	_____	_____
_____ Pipe	_____ L.F.	_____	_____	_____
_____ Pipe	_____ L.F.	_____	_____	_____
_____ Pipe	_____ L.F.	_____	_____	_____
_____ Pipe	_____ L.F.	_____	_____	_____
Catch Basins	_____ Each	_____	_____	_____
Manholes	_____ Each	_____	_____	_____
Concrete Headwalls	_____ Each	_____	_____	_____
Sewers:				
_____ Pipe	_____ L.F.	_____	_____	_____
_____ Pipe	_____ L.F.	_____	_____	_____
_____ Pipe	_____ L.F.	_____	_____	_____
_____ Pipe	_____ L.F.	_____	_____	_____
Manholes	_____ Each	_____	_____	_____
Monumentation	_____ Each	_____	_____	_____
Street Signs	_____ Each	_____	_____	_____

ATTACHMENT E. VILLAGE OF SUFFERN PLANIMETRIC SITE LAYOUT SHEET

<p>SITE PLAN</p>	<p>VICINITY MAP (SCALE: 1" = 300')</p>	
	<p>NOTES: (REFER TO § 228-20.F. FOR STANDARD SITE PLAN NOTES)</p>	
	<p>REVISIONS:</p>	
	<p>PB CHAIRMAN'S SIGNATURE</p> <p>(3.5 inch square)</p>	
	<p>SITE PLAN FOR (NAME OF APPLICATION) VILLAGE OF SUFFERN TOWN OF RAMAPO ROCKLAND COUNTY, NEW YORK (PROVIDE GRAPHIC SCALE)</p>	
<p>BULK TABLE (REFER TO ATTACHMENT A OF THE SITE PLAN REGULATIONS)</p>	<p>LICENSED ENGINEER, LAND SURVEYOR, SEAL AND SIGNATURE</p>	<p>SITE PLAN PREPARER'S TITLE BLOCK</p>

ATTACHMENT C-2. DESIGNATION OF APPLICANT'S AGENT

DESIGNATION OF APPLICANT'S AGENT

TO: VILLAGE OF SUFFERN PLANNING BOARD

RE: APPLICATION OF _____

I wish that all correspondence, meeting notices, decisions, etc., from your office relative to the above application be sent to (only one person is to be listed).

Applicant's Signature

Date _____

Note to Applicant: It will be the responsibility of the one person designated on this form to notify and provide copies of all notices, decisions, minutes, correspondence, etc. to all other interested parties (for example, attorney, architect, engineer, surveyor, applicant, etc.)

Village of Suffern

61 Washington Avenue
Suffern, New York 10901

Telephone: (845) 357-2600 • FAX: (845) 357-0649

www.suffernvillage.com

VILLAGE OF SUFFERN

RESOLUTION NO. 14 OF 2005

BE IT ENACTED by the Board of Trustees of the Village of Suffern as follows:

Section 1. The Standard Schedule of Fees of the Village of Suffern is hereby

amended to provide for the following fees:

Zoning Board Fees	\$	250.00
Plus each additional Variance		
Vacant Land		300.00
All Others		400.00
Use Variance		300.00
Municipal Search		150.00
Money in Lieu of Land		5,000.00 See attached
Subdivision Review		
Sketch		250.00
Plus Per Lot		150.00
Preliminary Review		300.00
Plus Appearance/Meeting		150.00
Final		300.00
Plus per Lot		150.00
Plus appearance/Meeting		
CDRC Meeting (tech)		300.00
Informal Discussion		250.00
Site Plan Review		
Submission		350.00
Plus per 1000 sq. ft.		100.00
Plus Appearance per Meeting		150.00
Final Site Plan Review		300.00
Revised Site Plan		300.00

Sr. Citizen Housing Per Unit	100.00
Conditional Use	350.00
Money in Lieu of Land (Multiple residents over 3)	5,000.00 See attached.
SEQRA (other than Type 2)	300.00
Engineering Inspection Fee	5%
Payment in Lieu of Shade Trees	500.00
Tire Disposal	5.00/tire
Annual Maintenance of Fire Hydrants on private property	\$ 250.00
Taxi Licences	175.00 per car for new applications 150.00 per car for annual renewal
Taxi Drivers License	75.00 per driver annually
Amusement devices (if permitted by Zoning Law)	75.00 annually per machine

Section 2. This resolution will take effect immediately. Motion made by Trustee Joseph Brennan, seconded by Trustee Thom Velto. Upon the vote the motion was carried unanimously.

Effective Date: June 6, 2005

with Planning Board - Attorney Rice said the guidelines, right. Trustee Meegan-Corrigan said and also what Tom said - to make sure it is a permanent structure. Attorney Rice said put it in the resolution that any project that receives a credit there should be either a dedication and/or sufficient assurances by means of easements, restricted covenants or conditions of approval to ensure that any use offered for recreational purposes is maintained for that use in perpetuity. The motion was seconded by Trustee Meegan-Corrigan.

VILLAGE OF SUFFERN

RESOLUTION NO. 13, 2013

BE IT RESOLVED by the Board of Trustees as follows:

Section 1. The Standard Schedule of Fees, Zoning, Subdivision "C", "Money in Lieu of Recreation," is hereby amended to provide as follows:

C. Money in Lieu of Recreation (per proposed dwelling/unit).

1 (new) lot/unit: \$5,000; and
2-5 lots/units: \$4,000 per lot/unit; and
6-10 lots/units: \$3,000 per lot/unit; and
11-50 lots/units: \$2,500 per lot/unit; and
51-100 lots/units: \$2,000 per lot; and
101 or more lots/units: \$1,800.

Appropriate credit to be determined by the Planning Board for on-site recreation facilities provided by the applicant, with the following to be utilized as guidelines to assist the Planning Board in undertaking the required individualized analysis:

Full public access to all on-site recreation facilities:
100% credit up to a maximum of \$50,000;
Semi-public access to all on-site recreation facilities:
50% credit up to a maximum of \$50,000;
Private use of recreation facilities-limited to residents of project: no more than 25% credit up to a maximum of \$50,000.

The Planning Board shall require for any project that receives a credit against the full recreation fee the dedication of the recreation lands depicted on the plan and/or sufficient assurances by means of easements, restricted covenants or conditions of approval to ensure that any property or facility offered for recreational purposes is maintained for that use in perpetuity.

Section 2. This resolution shall take effect immediately.

AYES: Mayor Dagan LaCorte said he votes yes.

Trustee Patricia Abatao said she was voting yes and contrary to Mr. Falciglia she does not want that expense passed on to the person who is trying to buy a home to live in. She said she thinks we are all falling on very hard times right now and that is exactly what is going to happen to each and every person who tries to get themselves a home for their family. That bigger number is going to be passed on to them. So she thinks this fee schedule is reasonable and she thinks it is a good plan for the Village and she votes yes.

Trustee Jo Meegan-Corrigan said she was voting yes because she had long conversations with John on this program and she truly understands what this is all about. And this is not about getting a revenue stream for the Village of Suffern because as soon as the last two lots are built on, unless someone is taking down a house and rebuilding it, which doesn't even count at that point because it is an existing building, this will go away. This will not be here forever. This is not something that ten years, fifteen years, twenty years down the road is going to be in existence. And we don't have that much park space left that has been deemed that we need to be able to actually charge these charges so she thinks to make something reasonable and projects to move forward to whomever is going to build them needs to happen. Otherwise we are going to be looking at vacant lots where no one wants to touch and we are going to be continuing to look at the same things that we are looking at right now. So she votes yes.