

# VILLAGE OF WASHINGTONVILLE

## Planning Board/Zoning Board of Appeals

9 Fairlawn Drive  
Washingtonville, New York 10992

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**Website: [Washingtonville-ny.gov](http://Washingtonville-ny.gov)**

This is the cover sheet for the **2025 APPLICATION PACKAGE** for all Planning Board and Zoning Board of Appeals applicants which includes the following:

- Schedule of Dates** – A listing of the Work Session, Submittal Deadline and Regular Meeting dates.
- Application** – Please enter complete information and discuss your Project Cost with the Code Enforcement Officer before submitting the Application. Note this amount is required to be recalculated at the end of review for all projects that receive approval.
- NY State Environmental Quality Review (SEQR) Forms** – Submit either a "Short" or "Full" Environmental Assessment form as required.
- Summary of Fees** – Please find the section that applies to your project/application and enter the amounts. Please ask if you have any questions. Provide separate checks for each listed fee and include on the memo line the fee description (i.e. Review Fee, Project Cost Fee, Escrow, etc.).

### DRAWING REQUIREMENTS:

- The Project Name, Address, Drawing Title and Number, Owner's Name, Section Block & Lot Number and Drawing Date(s) should be placed in the lower right-hand corner of the drawing(s).
- Drawings, if less than 12 in a set, must be folded according to industry standards. Please inquire about folding standards if necessary.
- An Approval Box, 3 ½ wide X 2 1/2 "tall, with Project Number should also be included in the lower right corner such that it appears on the face of the folded drawings(s)

### PLEASE NOTE:

All Applications, Drawings and Documents must be submitted in sets of ten (10) – one original and 9 copies – to the Village office by the Meeting Submittal Deadline along with an electronic PDF.

It is the applicant's responsibility to request to be placed on Work Session and Regular Meeting Agendas. For the Regular Meeting Agenda, requests must be made by the Meeting Submittal Deadline Date.

If you need assistance with this process, do not hesitate to contact the Planning Board Secretary at the Village Clerk's office.

Upon submittal of an application, a copy of this cover sheet must be provided with the following information indicating receipt and understanding of the above:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Date

### BELOW FOR OFFICE USE ONLY

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Project #

\_\_\_\_\_  
VOW Recipients' Signature

\_\_\_\_\_  
Date



# PLANNING BOARD APPLICATION

## VILLAGE OF WASHINGTONVILLE

9 FAIRLAWN DRIVE, WASHINGTONVILLE, NY 10992  
PHONE: 845-496-3221 | FAX: 845-496-1990

### APPLICATION FOR PLAN APPROVAL

Type of Plan Submitted: [ ] Subdivision [ ] Site [ ] Amended Site [ ] Change of Use/Intensity

VOW File #: \_\_\_\_\_ Application Fee Amount \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Acres: \_\_\_\_\_ (Subject to Correction)

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

APPLICATION IS HEREBY MADE to the Village of Washingtonville Planning Board for a \_\_\_\_\_ plan approval for the parcel described herein.

#### 1. PROPERTY OWNER INFORMATION:

- a) Property Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- b) If the application is a corporation, give name and title of responsible officer:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_
- c) If applicant is different than property owner:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- d) Subdivision Engineer of Land Surveyor (Licensed)  
Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_
- e) If the applicant does not own the property, prepare an endorsement at the end of this form establishing the owner's authorization of the applicant's proposed subdivision/site use of their land.
- f) All communication regarding this subdivision/site plans shall be addressed to the following person until further notice:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. PROPOSED SITE:

a) Metes and bounds description of the entire holding, deed, restrictions, easement, etc., are attached hereto.

b) Deed or deeds recorded in the County Clerk's Office:

Date	Liber	Page

c) All marsh, water areas and lands subject to periodic or occasional flooding are located on the preliminary layout.

d) Existing structures not specifically located and described in the preliminary layout shall be removed.

e) The proposed subdivision is designed for the following type of land use:

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f) If there is any change of zoning requested at this time, or do you complete any future change in zoning? If so, describe the change:

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g) Are all the public open spaces shown on the layout to be dedicated for public use?

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h) How many acres are to be dedicated for public park or playground purposes? \_\_\_\_\_

i) The site will be serviced by the following special districts or utility companies:

Water: \_\_\_\_\_

Electricity: \_\_\_\_\_

Gas: \_\_\_\_\_

Telephone: \_\_\_\_\_

Other: \_\_\_\_\_

j) Will the final plat be filed in sections, or will it cover the entire preliminary layout?

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I hereby depose and say that all above information and all statements and information contained in the supporting documents and drawings attached hereto are true.

X \_\_\_\_\_  
**Applicants Signature**

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

X \_\_\_\_\_  
**Notary Public**

Zone Property Location: \_\_\_\_\_  
\_\_\_\_\_

**Bulk Table:**

	Required		Provided	
Minimum Lot Area				
Minimum Lot Width				
Maximum Lot Coverage				
Minimum Yards	Front	Rear	One Side	Both Sides
Minimum Lot Area Area/Dwelling				

Technical Meeting Scheduled: \_\_\_\_\_

## **DISCLOSURE ADDENDUM STATEMENT TO APPLICATION, PETITION & REQUEST**

Mindful of the provisions of Section 809 of the General Municipal law of the State of New York, and of New York, and of the Penal Provisions thereof as well, the undersigned applicant states that no State Office, Officer or Employee of this municipality, or the Town of County of which it is a part, has any interest, financial or otherwise, in this application 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 types of interest, in the nature and to the extent hereinafter indicated:

☐ None

☐ Names: Address: Relationship or Interest (financial or otherwise)

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

☐ Village/Town Board

☐ Planning Board

☐ Zoning Board of Appeals

☐ Zoning Enforcement Officer

☐ Building Inspector

☐ Other

Dated: \_\_\_\_\_

X \_\_\_\_\_  
Individual Applicant

X \_\_\_\_\_  
Corporate or Partnership Application

By: \_\_\_\_\_  
Pres./Vice Pres./Partner/Sec./Treas.

# **VILLAGE OF WASHINGTONVILLE**

## **SCHEDULE OF PLANNING BOARD FEES**

### **Site Plan Fees:**

- A) Site Plan Review:** Three Hundred Dollars (\$300) application fee
- B) Residential:** Three hundred dollars (\$300) for the first two (2) dwelling units, three hundred seventy-five dollars (\$375) for the first three (3) dwelling units, plus fifty dollars (\$50) for each dwelling unit thereafter.
- C) Non-Residential:** The greater of:
  - a) One hundred fifty dollars (\$150) minimum plus fifteen cents (0.15) per square foot of building floor area for each square foot beyond three hundred (300) square feet.
  - b) One hundred dollars (\$100) per acre or any part thereof for each of the first three (3) acres, plus fifty dollars (\$50) for each additional acre; or
  - c) Use a reasonable market value standard as provided hereafter for building permit fees.
- D) Special Exception Use Applications:** Three hundred dollars (\$300)

### **Minor Subdivision Applications:**

- A. For two (2) lots: Three hundred dollars (\$300).
- B. For three (3) lots: Three Hundred Seventy-five dollars (\$375).
- C. For four (4) lots: Four hundred fifty dollars (\$450).
- D. Engineer charges related to inspection of improvements.
  - a) Five percent (5%) of the amount of the estimated cost of required public improvements.
  - b) Three percent (3%) of the amount of the estimated cost of nonpublic improvements which will connect with municipal systems or facilities.
  - c) Any amounts paid hereunder and not expended for the reasonable and necessary costs of inspection shall be refunded.
  - d) The amount required to be paid hereunder shall be deemed to be initial deposits and the applicant shall be responsible for any additional reasonable and necessary expenses incurred by the municipality.

### **Major Subdivision Applications:**

- A. For five (5) lots: Five hundred fifty dollars (\$550)
- B. For each additional lot: fifty dollars (\$50)
- C. Recreation fees in lieu of parkland: The sum of two hundred fifty dollars (\$250) for each additional lot created, unless otherwise determined by the Board of Trustees.

For other applicable fees resulting from a submitted application, refer to the Village Code of Washingtonville Chapter 150 – Subdivision of Land.

**FOR ALL QUESTIONS, PLEASE CONTACT THE PLANNING BOARD SECRETARY AT (845) 496-3221.**

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**OFFICE USE ONLY**

Revised Date: September 2023

# **GENERAL MUNICIPAL LAW OF THE STATE OF NEW YORK**

## **SECTION 809. DISCLOSURE IN CERTAIN APPLICANTS:**

- 1) 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 officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
- 2) For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them.
  - a. Is the applicant; or
  - b. Is an officer, director, partner, or employee of the applicant, or
  - c. Legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
  - d. Is a part to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition, or request.
- 3) Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
- 4) A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.