

**Mollie Messenger**

Code Enforcement Officer



5250 MAIN STREET  
SOUTH FALLSBURG  
NEW YORK 12779  
(845) 434-8811  
FAX:(845) 434-5883

**TOWN OF FALLSBURG  
CODE ENFORCEMENT OFFICE**

Member: New York State Building Officials Conference, Inc.

TO: **PROJECT DEVELOPERS**  
FROM: **TOWN OF FALLSBURG PLANNING BOARD  
DENISE MONFORTE, CLERK**  
SUBJECT: **PLACEMENT ON PLANNING BOARD AGENDAS**

All Planning Board Meetings are held on the second Thursday of each month beginning at 7:00 pm. The meetings are held at 12 Laurel Avenue, South Fallsburg. The Senior Center across from Fallsburg Lumber.

In order to appear at a scheduled meeting of the Town of Fallsburg Planning Board, ALL of the following information must be on file in the Code Enforcement Office, **NO LATER THAN FIFTEEN (15) DAYS PRIOR TO THE DATE OF THE MEETING: \*\***

1. A written request to be placed on the agenda for all projects and all subsequent Planning Board Meetings (including those in which the Board requests project return at the next scheduled meeting)  
**NO VERBAL REQUESTS WILL BE ACCEPTED**
2. Completed Site Plan and/or Subdivision and/or Special Permit Application (depending upon project) submitted. **(12 copies - first page only)**
3. Subdivision (Survey) Map and/or Site Plan Map both requiring a minimum of 10' contour intervals. **12 copies** of overall plan. Three (3) copies of technical drawings.
4. Environmental Assessment Form (SEQRA) submitted. **(12 copies)**
5. Tracking Document
6. Applicable Fees, as follows:
 

Conceptual Review . . .	\$100.00
Preliminary Plat Minor Subdivision	\$100.00 filing fee & \$50.00 per lot
Major Subdivision	\$100.00 filing fee & \$100.00 per lot
Final Plat Minor Subdivision	\$100.00 filing fee & \$50.00 per lot
Major Subdivision	\$100.00 filing fee & \$100.00 per lot
Site Plan . . . . .	\$100.00 filing fee plus \$100.00 per residential dwelling and/or \$100.00 per 1,000 s.f.
Special Permit . . . .	\$100.00 filing fee plus \$100.00 per residential dwelling and/or \$100.00 per 1,000 s.f.
7. List of Adjoining Property Owners Located Within 300' of Property Line (500' for Special Permit). **(1 copy)**
8. Twelve (12) packets must be put together with one each of #2, #3 and #4 and clipped together as a packet. Do not submit 12 copies of each item separately. **The copies for Board members must be prepared as packets to readily present to each member.**
9. For all subdivision approvals and special permits, a public hearing is mandatory. Legal Notices must be mailed **Certified** to all adjoining property owners located within 300' of the property line (500' for Special Permit). Legal Notice will be provided by the Code Enforcement Office. Mailings are the responsibility of the applicant or representative thereof. **Notices must be mailed no more than ten and no less than five days from the date of the meeting.** Certified slips must be submitted at the meeting for which application is scheduled; they will subsequently be filed with the application in the Code Enforcement Office.

\*\* Due to the large number of applicants received, it is imperative that all of the above items be received on schedule. Failure to include any given item(s) will result in removal from agenda.

**The meeting now begins at 7:00. No new items will be heard after 10:00 pm**

**APPLICATION FOR SITE PLAN APPROVAL  
TOWN OF FALLSBURG**

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

Zone: \_\_\_\_\_ Total Acres of Site \_\_\_\_\_ SBL #: \_\_\_\_\_

Name of Proposed Development: \_\_\_\_\_

Applicant Name, Address, Phone _____ _____ _____	Architect/Engineer/Surveyor Name, Address, Phone _____ _____ _____
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Owner (if different): \_\_\_\_\_

Ownership Intentions: \_\_\_\_\_

Location of Site: \_\_\_\_\_

Type and Number of Units:

_____ Single Family	_____ Multi Family	_____ Condominium
_____ Apartments	_____ Mobile Homes	_____ Other

Explain: \_\_\_\_\_

Will the development be phased? \_\_\_\_\_

**Fee Schedule  
(All Fees Must Be Paid Prior To Appearance)**

Conceptual Review: \$100.00  
(All projects may be first presented as conceptual)

Site plan Approval: \$100.00 review plus \$100.00 per residential dwelling unit or \$100.00 per 1,000 s.f.

**Total Fee Amount Due: \$** \_\_\_\_\_ **Total Paid: \$** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ Date of first submission to Planning Board

\_\_\_\_\_ Site endorsed with written approval from appropriate agencies, i.e., sewer district, highway department., County Planning Board, DEC.

\_\_\_\_\_ Public notification of adjoining landowners

\_\_\_\_\_ Public Hearing Advertised

\_\_\_\_\_ Public Hearing Held

\_\_\_\_\_ Offer of dedication to the public of all Highways, Streets or Parks shown on plan(s)

\_\_\_\_\_ Copies of any private restrictions/agreements, or other documents showing the manner in which areas are reserved by deed covenant

SEQRA Action Type:      \_\_\_\_\_ Short Form      \_\_\_\_\_ Long Form      \_\_\_\_\_ EIS

Declaration of Significance \_\_\_\_\_

\_\_\_\_\_ Amount of Performance Bond set by Planning Board (if required)

\_\_\_\_\_ Date Received

Form of Bond approved by Municipal Attorney \_\_\_\_\_  
Bonding or Surety Company \_\_\_\_\_  
Approved by Municipal Governing Body \_\_\_\_\_  
Security other than Bonding or Surety \_\_\_\_\_  
Company \_\_\_\_\_  
Approved by Municipal Governing Body \_\_\_\_\_

Site Plan Signed \_\_\_\_\_  
Lapse date for filing with County Clerk –  
60 days from Approval Date \_\_\_\_\_

Notice Received from County Clerk of  
Filing of Site Plan \_\_\_\_\_  
Bond Released by Municipal Governing Body \_\_\_\_\_

Hook Up Fees:      \_\_\_\_\_ In District      \_\_\_\_\_ Out of District

SITE PLAN REVIEW CHECKLIST

	Site Location Map
	Date
	North Arrow
	Name of Adjoining Property Owners for Subdivisions and Land Usage
	Boundary Lines
	Soil & Groundwater Tests (Perc if applicable)
	Map of entire holdings on tract if proposed development is only part of applicant's holdings
	Street Layout with names & widths of existing & proposed streets
	Street Grades
	Street Elevations
	Site Distances
	Street Access to Adjoining Properties
	Sidewalks
	Location of Parking Areas
	Storm Sewers, Catch Basins & Culverts
	Signage
	Fire Hydrants
	Walkway or Other Easements
	Right of Way Widths
	Proposed Park/Playgrounds/Open Space (Ownership & Maintenance)
	Topography (Contour Intervals)
	Dimension & Area of Lot
	Dimension & Bearings of Angles of all Property
	Location & Size of Existing Utilities
	Location & Size of Rock Outcrop, Streams, Special Vegetative Growth & Other Significant Natural & Man Made Features
	Erosion Control Plan
	Street Trees
	Street Lighting Standards
	Water Lines
	Sanitary Sewer System
	Proposed Restrictive Requirements
	Location of any Town Lines, Sewer/Water District Lines, Special District Boundaries, etc.
	Building Separation Distances

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.

<b>Part 1 - Project and Sponsor Information</b>				
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?			NO	YES
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.			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			<input type="checkbox"/>	<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				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<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?	NO	YES	
	<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: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
	<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: _____	NO	YES	
	<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: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____	NO	YES	
	<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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	NO	YES	
	<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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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: _____	NO	YES	
	<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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<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	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO	YES	
	<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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
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:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<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**



**THIS FORM MUST BE FILLED OUT IF YOU ARE GIVING  
SOMEONE ELSE PERMISSION TO ACT ON YOUR BEHALF  
DURING CONSTRUCTION**

**OWNERS PROXY**

(Owner) \_\_\_\_\_ deposes and states that he/she resides  
at:

\_\_\_\_\_  
\_\_\_\_\_

And that he/she is the owner of the premises described in the attached application for a building permit/zoning application/planning board application and further states that he/she has authorized \_\_\_\_\_ to make said application, secure any necessary permits and approvals, call for inspections, and request a certificate of occupancy upon satisfactory completion of the work described in said application.

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

\_\_\_\_\_  
Owners Signature

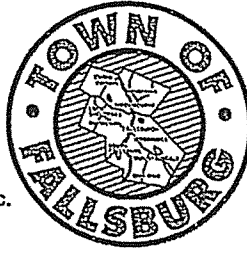
\_\_\_\_\_  
Witness' Signature

**Mollie Messenger**

Code Enforcement Officer

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CODE ENFORCEMENT OFFICE**

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LEGAL NOTICE

NOTICE IS HEREBY GIVEN that the PLANNING BOARD of the Town of Fallsburg, County of Sullivan, State of New York will hold a PUBLIC HEARING at 12 Laurel Avenue, South Fallsburg, New York (the Senior Center) on \_\_\_\_\_,

at 7:00 p.m. on the approval of the proposed \_\_site plan / \_\_subdivision \_\_special permit consisting of

\_\_\_\_\_ on the LANDS OF \_\_\_\_\_ LOCATED ON \_\_\_\_\_.

Application of the proposed \_\_\_\_\_ is on file and may be inspected at the Code Enforcement Office, 5250 Main Street, South Fallsburg, New York prior to the Public Hearing.

Dated:

By order of  
TOWN OF FALLSBURG PLANNING BOARD  
Arthur Rosenshein, Chairman