

Town of Kent Planning Board

25 Sybil's Crossing

Kent Lakes, NY 10512

Phone: 845-225-7802 Fax: 845-306-5283

Email: planning@townofkentny.gov

APPROVAL REQUESTED FOR: (Check all that apply)

Pre-Application Review	_____	Preliminary Subdivision	_____
Final Subdivision	_____	Revised Lot Line	_____
Site Plan	_____	Conditional Use Permit	_____
Freshwater Wetland	_____	Steep Slope & Erosion Ctrl	_____

Name of Project: _____

Description of Proposed Activity:

Name of Applicant(s): _____

Address: _____

Telephone: _____

Name and Address of Record Owner(s): _____

Tax Map Number of all parcels: _____

A) For All Applications:

- 1) Total acreage involved in application: _____
- 2) Total contiguous acreage controlled by applicant/owner¹: _____
- 3) Total number of existing structures: _____
- 4) Type of existing structures: _____
- 5) Total square footage of all new construction: _____
- 6) Estimated value of new construction or addition: _____
- 7) Type of construction or activity proposed: (Check all that apply)

New Construction: Residential _____ Commercial _____ Institutional _____
Expansion: Residential _____ Commercial _____ Institutional _____
Home Occupation: _____ Change in use: _____ Other: _____

- 8) Zoning District: _____
- 9) Does applicant intend to request any information waivers? (See checklist)
No _____ Yes _____. If yes, please list all waivers (attach separate pages if necessary):

- 10) Are there agricultural and/or forestry exemptions affecting the property?
No _____ Yes _____. If yes, please list in detail (attach separate pages if necessary):

- 11) Have any area or use variances affecting the property been previously granted? Are any applications for area of use variance approval pending before the Town Zoning Board of Appeals?
No _____ Yes _____. If yes, please list in detail (attach separate pages if necessary):

1. Shall include lands owned by family members of the applicant, and any corporation(s), partnership(s), limited liability company(ies) or other entities in which the applicant has an interest.

12) Have any permits affecting the property been issued by any other governmental agency?

No _____ Yes _____. If yes, please list in detail (attach separate pages if necessary):

13) Has any application(s) for any other permit(s) for any activity affecting the property been submitted to any other governmental agency?

No _____ Yes _____. If yes, please list in detail (attach separate pages if necessary):

14) Attach a copy of the current deed and any easements, deeds, covenants, or declarations affecting the property.

Name and Address of Professional Engineer: _____

Telephone: _____

Name and Address of Licensed Land Surveyor: _____

Telephone: _____

Name and Address of Attorney: _____

Telephone: _____

Name and Address of Wetland Consultant: _____

Telephone: _____

B) For Subdivision and Revised Lot Line Applications:

- 1) Total number of lots proposed: _____
- 2) What is the size of the smallest lot proposed? _____
- 3) What is the size of the largest lot proposed? _____
- 4) Number of private driveways proposed: _____
- 5) Number of common driveways proposed: _____
- 6) Maximum number of lots serviced by a common driveway: _____
- 7) Number of private roads proposed: _____
- 8) Number of lots serviced by a private road: _____
- 9) Preliminary Plat includes _____ acres and tentatively includes _____ future lots.
The amount of area shown on this Preliminary Plat proposed to be dedicated for future public use, (exclusive of roads) is _____ (define measure: acres/square feet).
- 10) Does subdivider intend to submit a single subdivision plat for filing with County Clerk for all property in the Preliminary Plat? Yes _____ No _____. If no, state the number of sections to be filed _____.

C) For Freshwater Wetland Permit Applications:

- 1) A map of the site, prepared using a recent boundary and topographic survey of the property showing conditions on the site as of the date of application, shall be submitted.
- 2) The survey map shall show the location of the all federal, state, and local jurisdictional wetland boundaries as delineated by the applicant's consultant, and the location of proposed disturbance to wetlands and wetland buffers. The survey map shall also show the location of all regulated water bodies on the site and within 200 feet of the boundary of the site.
- 3) What is the date of the boundary and topographic survey used as the base map for the application? _____
- 4) Proposed activity is located in:
 - a) Lake/pond [] Control area of lake/pond []
 - b) Stream/River/Brook [] Control area of stream/river/brook []

c) Wetland [] Control area of wetland []

d) Not located in wetland/wetland buffer []

5) Attach a description of the proposed activity in the controlled area including the following: i.e. maintenance, construction of dwelling, addition, driveway, culverts, including size and location.

6) Attach a statement of compliance with §39A-8 of the Town Code.

D) For Steep Slopes and Erosion Control Permit² Applications:

1) A map of the site, prepared using a recent boundary and topographic survey of the property showing conditions on the site as of the date of application, shall be submitted.

2) Does the project involve any of the following:

a) Any disturbance involving 5,000 square feet or more of land disturbance? Yes ____ No ____.

b) Any disturbance on ground areas having a topographical gradient equal to or greater than fifteen percent (15%) measured by utilizing two (2) foot contours? Yes ____ No ____.

c) Any disturbance within 100 feet of a wetland or watercourse as defined in Chapter 39A, "Freshwater Wetlands", of the Town of Kent. Yes ____ No ____.

d) Excavating or filling which exceeds a total of 100 cubic yards of material within any parcel or any contiguous parcels. Yes ____ No ____.

3) What is the date of the boundary and topographic survey used as the base map for the application?

By His/Her signature the Applicant avows that: 1) He/She has read this application and is familiar with its content; and 2) He/She has read, is familiar with, and understands the requirements of the Town Kent Code provision(s) affecting or regulating the project for which this application is made; and 3) He/She agrees to comply with the requirements of the Town Kent Code provision(s) affecting or regulating the project for which this application is made including any general or special conditions of any permits or approvals granted by any board, agency, or department of the Town of Kent; and 4) He/She has read this statement and understands its meaning and its terms.

Applicant Signature: _____

Date: _____

2. Required for most site plan, subdivision, and special permit applications where land disturbance would meet or exceed 5,000 square feet.

Agricultural Data Statement

In accordance with §283-a of the New York State Town Law and §305-a of the Agriculture and Markets Law, this Data Statement will be used to evaluate the potential impacts of a proposed development on farm operations in agricultural districts.

Name of Applicant(s): _____

Address: _____

Telephone: _____

Description of the Project: _____

APPROVAL REQUESTED FOR: (Check all that apply)

Pre-Application Review	_____	Preliminary Subdivision	_____
Final Subdivision	_____	Revised Lot Line	_____
Site Plan	_____	Conditional Use Permit	_____

Project Location: _____

Tax Map Number of all parcels: _____

Is any portion of the project site currently being farmed? _____

Is the project site located in an Agricultural District? Yes _____ No _____

Who is farming the site? _____

Does the person farming the site: Rent _____ Own _____ the land?

Attach a list of the names and addresses of the owners of land within an agricultural district containing a farm operation located within 500 feet of the boundary of the project property, and the tax parcel number of the farm parcels. Attach a copy of the tax map and indicate with an "X" the farm parcels within 500 feet of the project property.

I hereby confirm that the information provided herein is true and accurate.

Signature of Applicant: _____ Date: _____

Notes for Plans Involving Private and Common Driveways

The following notes shall be placed on a development plan where such plan involves construction or re-construction/re-development of private and common driveways. See Chapter 57 of the Town Code for further information. In areas where topography is such as to make it impractical to conform to the following specifications the Planning Board may, upon the written recommendation of the Planning Board's Professional Engineer, set aside these specifications and may authorize the use of other standards.

1. *The driveway for any lot shall provide vehicular access to within 150 feet of the exterior wall of each habitable structure.*
2. *Lots legally in existence prior to January 24, 2012, for which no driveway permit has been issued and which are proposed to serve three or fewer single-family residential lots driveways shall meet the following standards:*
 - a. *Finished grades for all parts of any proposed driveway shall not exceed 10% and shall not be less than 1 1/2% nor exceed 5% within 30 feet of the intersection of the driveway with the Town road or private road and shall be paved for a distance of 30 feet from said intersection. The driveway shall slope down and away from the Town road or private road in this thirty-foot-long segment, except in the case of a driveway with a culvert (Figures 15 and 25 of Chapter 57). The slope shall not exceed 3% within 30 feet of a garage or parking pad. The Planning Board may grant a waiver for a driveway slope of up to 15% upon a showing by the applicant of practical difficulty in meeting these standards. The Board shall seek the input of the Town Highway Superintendent and Fire Department in such cases.*
 - b. *Any section of a proposed driveway that exceeds 10% finished grade shall be paved, except that driveways intersecting unpaved roads of any type shall not be paved within 30 feet of the intersection with the road as shown in Figure 25 of Chapter 57. The following apron shall be installed:*
 - i. *Filter cloth shall be placed over the eight-inch gravel base.*
 - ii. *A six-inch layer of one-inch to four-inch stone shall be placed over the filter cloth.*
 - iii. *The dimensions of this apron shall be the width of the driveway (12 feet minimum) plus an additional five feet on each side of the driveway.*
 - iv. *The edges of this apron shall be flush with the edges of the driveway and the road.*
3. *Lots created on and after January 24, 2012 and which are proposed to serve three or fewer single-family residential lots driveways shall meet the following standards:*
 - a. *Finished grades for the first 200 feet of any proposed driveway shall not exceed 10% and shall not be less than 1 1/2% nor exceed 5% within 30 feet of the intersection of the driveway with the Town road or private road and shall be paved for a distance of 30 feet from said intersection. The driveway shall slope down and away from the Town road or private road in this thirty-foot-long segment, except in the case of a driveway with a culvert (Figures 15 and 25 of Chapter 57). The slope shall not exceed 3% within 30 feet of a garage or parking pad. Finished grades for the remainder of the driveway shall not exceed 10%, except that the Planning Board may grant a waiver for a driveway slope of up to 15% upon a showing by the applicant of practical difficulty in meeting these standards. The Board shall seek the input of the Town Highway Superintendent and Fire Department in such cases.*
 - b. *Any section of a proposed driveway that exceeds 10% finished grade shall be paved, except that driveways intersecting unpaved roads of any type shall not be paved within 30 feet of the intersection with the road as shown in Figure 25 of Chapter 57. The following apron shall be installed:*
 - i. *Filter cloth shall be placed over the eight-inch gravel base.*
 - ii. *A six-inch layer of one-inch to four-inch stone shall be placed over the filter cloth.*

- iii. *The dimensions of this apron shall be the width of the driveway (12 feet minimum) plus an additional five feet on each side of the driveway.*
 - iv. *The edges of this apron shall be flush with the edges of the driveway and the road.*
- 4. *For all driveways:*
 - a. *The minimum driveway width shall not be less than 16 feet with a travel-way width of not less than 12 feet and a shoulder width of not less than two feet on each side. For driveways in excess of 500 feet, the Planning Board shall require pull-offs to provide safe passage for users of the driveway and shall require designation of areas along the driveway for snow storage. Passing turnouts shall be placed at not more than five-hundred-foot intervals along the length of the driveway. The passing turnouts shall have an additional four feet of shoulder width. The minimum dimension of a turnout shall be 20 feet in width and 50 feet in length.*
 - b. *Shoulders shall be top soiled, seeded with an appropriate grass or grass blend, and mulched.*
 - c. *All roots and stumps shall be grubbed, excavated and removed from the travel way and shoulders.*
 - d. *All unsuitable and unstable materials shall be completely excavated and removed, and all rocks or boulders larger than six inches across shall be excavated to at least eight inches below finished grade.*
 - e. *The foundation course of the driveway shall be a minimum of eight inches of clean, run-of-bank gravel.*
 - f. *The final course of the driveway shall be a minimum of four inches of Item 4 or processed gravel. Pavement, where required, shall be a minimum of three inches compacted thickness.*
 - g. *The paved and unpaved travel way, passing turnouts, shoulders and flow line of drainage ditches and swales shall be maintained in satisfactory condition to assure safe and continuous year-round access for all vehicles.*
 - h. *Trees and shrubs shall be trimmed and maintained so as not to hang into or obstruct the travel way, passing turnouts and shoulders. Overhead branches shall be trimmed and maintained to a height of not less than 13 feet six inches.*
- 5. *Common driveways. Private multiple-use driveways shall be classified as common driveways and shall be constructed in accordance with the standards as specified herein. All lots and properties served by a common driveway shall have easements and cross-easements for ingress and egress and a maintenance agreement, signed and recorded in the Putnam County Clerk's office, defining the rights and responsibilities of the lot and property owners and approved by the Planning Board, prohibiting parking on the common driveway easement and incorporating other standards acceptable to the Planning Board, its attorneys and the Fire Department. A maximum of three single-family residential lots shall be served by a common driveway.*
- 6. *Upon completion of grading and placement of sub-base material, and prior to final paving, the applicant's New York State licensed land surveyor shall provide to the Town an as-built survey depicting the actual grades and dimensions to which the driveway has been constructed. Such as-built survey shall accompany the application for issuance of a building permit for construction of on-site improvements. Upon completion of construction, the applicant's professional engineer shall certify to the Town that the driveway has been constructed in accordance with the approved plans and with these specifications.*
- 7. *Driveway access from private roads. Access from private roads shall be deemed acceptable only if such roads are designed and improved in accordance with these regulations.*

Steep Slope and Erosion Control Notes

In order to assure compliance of the project with both the Town Zoning Law and the NYSDEC regulations the following note shall be placed on all plat maps.

- A) Any individual or entity proposing to develop land within the Town of Kent or to conduct construction activities on land within the Town of Kent shall prepare an application pursuant to §66-6 of the Town of Kent Code for a steep slope and erosion control permit when one or more the following criteria are met:*
- 1) Any disturbance involving 5,000 square feet or more of land disturbance;*
 - 2) Any disturbance on ground areas having a topographical gradient equal to or greater than fifteen percent (15%) measured by utilizing two (2) foot contours, except for:*
 - a) Any planting of landscape materials or gardening which does not disturb the existing terrain in excess of a two-foot depth in two thousand (2,000) square feet;*
 - b) Emergency situations as determined by the Town Engineer, where the disturbance of steep slopes is required to protect persons, animals or property from imminent danger;*
 - c) Any routine road, highway or street maintenance; or*
 - d) Ordinary maintenance and repair of existing structures or facilities.*
 - 3) Disturbance within one hundred (100) feet of a wetland or watercourse as defined in Chapter 39A, "Wetlands and Watercourses", of the Town of Kent;*
 - 4) Excavating or filling which exceeds a total of one hundred (100) cubic yards of material within any parcel or any contiguous parcels.*
- B) Agricultural activities including household gardening shall be exempt from applying for a steep slope and erosion control permit.*
- C) The discharger, owner or operator shall at all times comply with the requirements of New York State SPDES General Permit (GP 0-15-002) or as amended. A copy of any completed Notice of Intent submitted to the New York State Department of Environmental Conservation pursuant to GP 0-15-002 shall be submitted to the Planning Board.*

**TOWN OF KENT PLANNING BOARD
SITE PLAN CHECKLIST**

APPLICANT NAME: _____

ADDRESS: _____

CONTACT TELEPHONE NUMBER: _____

TM: _____

The following preliminary information must be included on the site plan. Please either check box as completed or indicate N/A (not applicable).

1. _____ The dimensions of all property lines
2. _____ Identify scale used
3. _____ Name of all adjacent roads and driveway location
4. _____ Sight distances if new curb cut is requested
5. _____ Easements for utilities including overhead
6. _____ All existing structures (including pools) shown and labeled as to their use and the distance from proposed structure and property lines
7. _____ Distance from the proposed structure to ALL property lines
8. _____ Completed bulk zoning table
9. _____ Location of any wetland, stream, lake or body of water within 100 feet of the property line.
10. _____ Location of septic system (including 100% expansion area)
11. _____ Location of well head
12. _____ Pre and post-construction topography (grading plan)
13. _____ Total limit of disturbance line
14. _____ Area(s) of disturbance where slopes are greater than 15%
15. _____ Total area of disturbance calculation (in square feet)
16. _____ Erosion and sediment control plan (if area of disturbance is greater than 5,000 square feet)
17. _____ Cost estimate (breakdown) to implement erosion and sediment control plan
18. _____ KNOX box system (if commercial property)

Check list completed by:

(Print or type name here)

(Print or type Title here)

(Signature)

(Date)

DO NOT WRITE BELOW THIS LINE (OFFICIAL USE)

Plans Date Stamped: _____ Reviewer: _____ Date: _____

Notes: _____
