

TOWN OF WOODSTOCK PLANNING BOARD
Ulster County, NY

PB Case # _____
Date Received: _____
Property violations? Y ☐ N ☐

Submit 3 copies of application, 3 copies sketch/preliminary maps + \$100 Application Fee (payable to Town of Woodstock). Completed *Part 1 – Project & Sponsor Info* of the *Short Environmental Assessment Form (EAF)* completed online, must accompany application + other forms, as applicable (see list page 2). Submit .pdf copy of maps to planning@woodstockny.org Questions? Call office: (845) 679-2113 x 16

LEGALIZATION OF PRE-EXISTING ILLEGAL SUBDIVISION
APPLICATION FOR MINOR SUBDIVISION PLAT REVIEW AND APPROVAL

PLEASE PRINT

Owner(s) of property to be legalized: _____
(name and mailing address) _____

Phone No. _____ Email: _____

Property acquisition date: _____
Property acquired from: _____

Land Surveyor, Professional Engineer _____
or Attorney (name & address) _____

Phone No. _____

Location of property to be legalized (street address): _____

Scenic Overlay (circle one): YES NO

Tax Parcel Number (Section-Block-Lot): _____

Zoning District(s): _____

Total area (acres) of existing lot to be legalized: _____

Does this differ from the information in your deed? ☐ Yes ☐ No

Was a Zoning Board of Appeals variance required prior to legalization? ☐ Yes ☐ No

If yes, please attach copy of the ZBA Decision & Order

Existing development, if any, on property being legalized: _____

Natural features on land being legalized (e.g. streams, wetlands, floodplains, waterfalls, large trees, stone walls, glacial boulders, etc.): _____

Restrictions or easements (incl. utility easements) affecting land to be legalized, if any: _____

What type of access to the lot being legalized (check one):

☐ Public roadway ☐ Private Right-of-Way ☐ Unimproved Easement

(application continues)

**Town of Woodstock Planning Board
Application to Legalize Subdivision (continued):**

Requested exceptions, *if any*: The Planning Board is hereby requested to authorize the following exceptions to, or waivers from, the Town's Land Subdivision Regulations in its consideration of this Subdivision Plat review and approval application. A specific list of any exceptions/waivers sought, and a statement of the reasons why each exception/waiver should be authorized by the Planning Board, must be attached to this application in order for the exception/waiver to be considered (waiver form attached): _____

The undersigned hereby requests:

(check one or both)

☐ sketch plat endorsement

☐ final plat approval

of the above-identified subdivision by the Planning Board in accordance with Chapter 202 of Woodstock Town Code, Land Subdivision Regulations, and Section 276 of Town Law of the State of New York. The undersigned further acknowledges that the official date of this application is that of the next regularly scheduled meeting of the Planning Board, as established by the Planning Board's annual calendar, provided that this application form, the required Environmental Assessment Form (EAF), and the required drawings have been submitted to the Planning Board office at least ten (10) days prior to said meeting. At the meeting, the proposed subdivision may be presented to the Planning Board in person by the applicant(s) or by an applicant's authorized representative (*see authorization form attached to application*).

Application submitted by: X
Signature of owner(s) of property being legalized

X

Date signed: _____

Name of Owner's Agent/Representative*: _____
**authorization to act on owner's behalf must be submitted with application (see form attached)*

Phone No. _____ Email: _____

Also refer to additional forms to be attached to this application* and other information:

* *Permission to Inspect Property* (part of application)

* Form to list contiguous property owners (part of application)

* *Short Environmental Assessment Form (EAF)* (part of application)

* *Authorization Form for Applicant's Representative/Agent* (part of application, if applicable)

* Waiver Request Form (if applicable)

Subdivision Application Checklist (assists with application & map preparation)

Sample Tabular Summary (Tabular Summary must be on all plots)

Memo: Sketch Plat or Plan Requirements

Memo: Missing or Requested Materials deadline for submission

Memo: General Business Law (Martin Act)

Legalize Subdivision Application & Checklist August 2020

PERMISSION TO INSPECT PROPERTY

Permission is granted to the inspecting party(s) to disregard No Trespassing signs, gates, posted notices and so forth, as necessary. You agree to remove any dangerous obstacles or hazards, or make them known to the Board in advance. You agree to keep a road or pathway clear and the property duly flagged, if required, or unless otherwise noted in the record.

This permission expires upon the resolution of your application, including a withdrawal. It continues where conditional approval(s) are granted, for the purpose of verifying that such condition(s) have been met.

Owner(s) Representative: _____
(with written authorization) (print) (sign)

Application Forms Att: Permission to Inspect/Jan 2016

(part of application form)

Applicant/Owner(s) _____

() Subdivision () Site Plan Review () Special Use Permit () Wetlands Permit

☐ List Names, Mailing Addresses and Tax Parcel ID numbers (Section-Block-Lot#) of ALL contiguous property owners, including those across streets, streams or other land features which would touch the subject property if the street/stream, etc., were not there. Addresses must be taken from the current tax rolls, available in the Woodstock Assessor's office, or by accessing the Ulster County Real Property parcel data from their website: ulstercountyny.gov/maps/parcel-viewer

☐ Also provide a copy of the relevant section(s) of the tax map for the subject property, available from the Assessor's office or County website, above.

1.	Section-Block-Lot #	Name & Address (please print)
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Attach additional page(s) if needed

Form updated Feb 2016

AUTHORIZATION FORM FOR APPLICANT'S REPRESENTATIVES/AGENTS

To the Town of Woodstock Planning Board:

This will authorize _____
(print representative's name)

to represent me/us and make statements on my/our behalf at scheduled meetings
before the Planning Board in the matter of _____

Check type of application(s):

() Subdivision () Site Plan Review () Special Use Permit () Wetlands Permit

Print property owner(s) name: _____

Owner's signature(s)*: X _____
X _____
X _____

Date signed: _____

***PLEASE NOTE:** If owner of record is an Estate, Trust, LLC, PC, etc., please submit evidence that the person signing has authority to do so as an agent of such entity, and include that person's title (printed), e.g. Trustee, Executor, Director, President, etc., with signature. **All owners of record must sign this authorization**, including spouses, partners, family members, etc.

Representative's signature: X _____

Date signed: _____

Representative's address: _____

Phone Number & Email: _____

TOWN OF WOODSTOCK
PLANNING BOARD

WAIVER REQUEST FORM

I/We _____, the applicant(s) and
owner(s) of the property located at _____
or the duly authorized representative of the owner, do hereby request the following
waiver(s) from application requirements for:

Type of review (check one):

- () Site Plan Review () Special Use Permit () Major Subdivision
() Minor Subdivision () Wetlands Permit

I/We request waiver(s) from: (check one and complete all information requested)

- () Town Code Chapter 260: Zoning Law, Section #: _____
Specific waiver(s): _____

- () Town Code Chapter 202: Subdivision of Land, Section #: _____
Specific waiver(s): _____

Reasons for waiver request: _____

Print (name): _____

Signature: _____

Date: _____

Town of Woodstock
Environmental Quality Review
617.20
Appendix B
Short Environmental Assessment Form

To access and complete the New York State Department of Environmental Conservation (DEC) State Environmental Quality Review Assessment Forms (EAF) go to: <http://www.dec.ny.gov/eafmapper/>

Applicant/project sponsor is required to **complete only Part 1 of the SHORT FORM EAF**. Please be sure to use a compatible search engine and shut off all pop-up blockers. Because the online form is self-populating for some answers, we recommend completing the EAF online and printing the completed form and any attachments to submit as part of your required Planning Board application paperwork. Download, complete any missing information, then sign and date your completed forms where indicated.

If you need assistance with the EAF online form, please contact:

David Rebecca

Cartographic Technician 1, Division of Environmental Permits

New York State Department of Environmental Conservation

625 Broadway, 4th Floor, Albany, NY 12233

P: 518-402-9485 | F: 518-402-9168 | david.rebecca@dec.ny.gov

www.dec.ny.gov |

PLEASE PROVIDE THE ORIGINAL AND 3 COPIES. IF NOT SUBMITTED, YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE.
QUESTIONS? CONTACT THE PLANNING BOARD OFFICE @ 845-679-2113 EXT. 16

TOWN OF WOODSTOCK PLANNING BOARD
SUBDIVISION APPLICATION CHECKLIST

Please note: this list is a guide only and is not all-inclusive. During the application review process, additional copies and/or information may be requested.

- ☐ \$100 Application Fee made payable to Town of Woodstock
- ☐ Requested # of copies of application and required attachments, *including*:
 - ☐ Signed & completed Part 1 of Town of Woodstock Short Environmental Assessment Form (EAF) (Do not complete Part 2)
 - ☐ Copy of tax map(s) for subject parcel, and list of names, addresses and tax map #s for all contiguous property owners per current Assessment Roll
- ☐ Requested # of copies of sketch plats certified by Licensed Land Surveyor or Professional Engineer (see additional info below)
- ☐ Signed Authorization to Represent Applicant form, if applicable
- ☐ Signed Permission to Inspect Property
- ☐ Completed Waiver Request form, if applicable
- ☐ **Sketch and Preliminary plats must include:**
 - ☐ Area map
 - ☐ Actual field survey
 - ☐ Stamp/signature blocks for owner(s) including statement: "I/We hereby grant my/our approval to this plat and consent to the filing of it in the Office of the Ulster County Clerk". Also provide a signature block for Planning Board's endorsement with the PB's assigned case number. (Clerk can provide block samples, case #s, if necessary)
 - ☐ Areas of parcel subject to periodic inundation of stormwater, wetlands, wet areas, streams, ponds, other natural or manmade bodies of water or drainageways (ditches, swales, culverts) + any proposed drainage improvements
 - ☐ All Zoning District boundaries, where applicable
 - ☐ Documentation regarding all rights-of-way and easements, incl. utility easements (existing or proposed), where applicable
 - ☐ Septic system(s) and reserve area locations
 - ☐ Well location(s)
 - ☐ Proposed new and/or deleted lot lines (properly labeled, see below); buildings; roads; road specifications; road names and any signage details; parking; driveways and driveway design standards; highway work permit/curb cut approvals
 - ☐ Tabular Summary: table showing the Area & Bulk Regulations for the Zoning District and how proposed action complies/doesn't comply, including proposed setbacks, lot areas, etc. (refer to Town Zoning Law, Schedule of Area & Bulk Regulations, 260 Attachment 2. Sample summary is included in application packet)
 - ☐ Date, North arrow, map scale, name & street address of owner(s)/subdivider
 - ☐ Tax map numbers (Section-Block-Lot) and proposed Subdivision Name (if different than owner's name)
 - ☐ Place this note on all plats: "Planning Board approval of this map does not waive any zoning violations which may exist with respect to this/these lot(s)."

In addition for Lot Line Revisions:

- ☐ Show proposed new and existing lot lines as solid lines. Label proposed lines as "new lot line". Use dashed or hash-marked lines to show which lines will no longer exist, and label them as "old lot line to be removed".

(continued)

Subdivision Checklist continued:

Lot Line Revisions (cont.):

- ☐ Place note on plat: *"Proposed lot lines to supersede previous configuration of lots. Previously approved and filed lot lines to become null and void".*
- ☐ Add note to plat (if applicable): "The ___-acre parcel shown hereon shall merge and become one with the ___-acre parcel adjoining on the ___ and ___ (directions: north, south, east, west), belonging to the same owner (name) _____."
- ☐ Show resulting acreage of each new lot
- ☐ If applicable, cross-reference any existing Road Maintenance Agreement (by Liber/Page) on file with County Clerk OR add statement: "A Road Maintenance Agreement is being filed simultaneously with this approved subdivision map"

For Subdivision Legalizations:

- ☐ Place note on plat: "This subdivision is for the purposes of legalizing the ___-acre parcel shown hereon, and does not intend to nor does it legalize any other parcel of land."
- ☐ Add deed plot of the parent lot or other lots involved in the unapproved land subdivision

If septic drainfield cannot be found

- ☐ Place note on plat: "Septic drainfield cannot be found on Lot # ____". Then show (label) septic pipe location on plat as it exits the premises.

NOTE: *Additional notations on final plats may be required by the Planning Board on a case-by-case basis.*

