

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](mailto:planning@woodstockny.org). Questions? Call office: (845) 679-2113 x 16**

APPLICATION FOR MINOR SUBDIVISION PLAT REVIEW AND APPROVAL

**Please print**

Owner(s) of property to be subdivided: \_\_\_\_\_  
(name and mailing address) \_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Property acquisition date: \_\_\_\_\_

Licensed Land Surveyor or  
Professional Engineer (name) \_\_\_\_\_  
(mailing address) \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Location of property to be subdivided:  
(street address) \_\_\_\_\_

Tax Parcel Number (Section-Block-Lot): \_\_\_\_\_

Zoning District(s): \_\_\_\_\_

Scenic Overlay (circle one): YES NO

Total area (acres) of property to be subdivided: \_\_\_\_\_

Number of lots to be created: \_\_\_\_\_

Approximate lot areas (acres): \_\_\_\_\_  
\_\_\_\_\_

Existing development, if any, on property being subdivided: \_\_\_\_\_  
\_\_\_\_\_

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

Restrictions or easements (incl. utility easements) affecting land to be subdivided:  
\_\_\_\_\_  
\_\_\_\_\_

What type of access to the proposed lot(s) (check one):

( ) Public roadway ( ) Private Right-of-Way ( ) Unimproved Easement

(application continues)

## Proposed name of subdivision (if not owner's name): \_\_\_\_\_

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 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 all)

☐ sketch plat endorsement

☐ preliminary plat approval

☐ 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 form attached to application).

Application signature(s): X \_\_\_\_\_  
**Signature of owner(s)** of property being subdivided

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: \_\_\_\_\_

- \* *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 plats)
- Memo: Sketch plat or conceptual plan requirements*
- Memo: Missing or Requested Materials deadline for submission*
- Memo: General Business Law (Martin Act)*

**TOWN OF WOODSTOCK  
PLANNING BOARD  
PERMISSION TO INSPECT PROPERTY  
(part of application)**

It is necessary for some or all members of the Woodstock Planning Board (herein the Board) to inspect the property for the project you are proposing. By signing this permission form, you are granting permission for members of the Board, their consultants (such as professional planners and engineers), and persons accompanying the inspecting party (where needed for safety and/or administrative purposes), to access your property for the purpose of verifying information in your application and for facilitating the resolution of your application. This may occur with or without further notice or appointment. It may occur with or without you or your representative present. In some instances, the Board may require you or your representative to be present, and, if so, the Board will work with you to set a mutually convenient time to meet at the site. Measurements and other analyses may be required to be taken. The data gathering will be non-invasive unless additional permission is agreed to in advance.

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.

The Board agrees, without need for signature of this document, to try to keep such inspections as minimally invasive, safe and timely as possible.

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.

[illegible]

Owner(s) Representative: \_\_\_\_\_  
(with written authorization) (print) (sign)

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

**(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](http://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

**PLANNING BOARD  
TOWN OF WOODSTOCK**



planning@woodstockny.org

45 COMEAU DRIVE, WOODSTOCK NY 12498

Ph: 845-679-2113 Ext.16

Fax: 845-679-8743

*Colony of the Arts*

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:  
**New York State Department of Environmental Conservation**  
625 Broadway, 4<sup>th</sup> Floor, Albany, NY 12233  
P: 518-402-9485 | F: 518-402-9168 |  
[www.dec.ny.gov](http://www.dec.ny.gov) |

**PLEASE PROVIDE THE ORIGINAL AND 2 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.*