

## WOODSTOCK PLANNING BOARD

### FILING REQUIREMENTS FOR SUBDIVISION MAPS

In order for the Ulster County Clerk's Office to accept a subdivision map, the following conditions must be met:

1. Planning Board Approval must appear on the map. The map must be filed within sixty (60) days of the date of approval. All signatures must be original. No copies of signatures are acceptable.
2. A certificate must be obtained from the County Treasurer or an Abstract/Title Co. stating taxes for the last five (5) years have been paid, and
3. Depending on the time of year, a certificate from the Town Clerk and/or your local School Tax Collector may be needed, in addition to the County Treasurer's Certificate. (See Tax Information Section below)
4. The map must be printed on mylar or linen.
5. The minimum size a map can be is 8 1/2" x 11". The maximum size a map can be is 34" x 44".
6. A paper copy must be submitted with the original for transmittal to the Ulster County Real Property Tax Agency.
7. The Surveyor's certificate showing the date of completion of the survey and the making of the map, the name of the subdivision, and the original signature of the surveyor must appear on the map.
8. Certificate from Real Property Tax Agency for Ulster County Street Name Approval (if applicable).
9. Filing fee for map payable to the Ulster County Clerk (contact Clerk for fee amount).
10. Certificate of County Director of Real Property Tax that fee, if any, authorized by Real Property Tax Section 503, subd. 7 has been paid.

**TAX INFORMATION:** General Property Tax: (County, Town, Highway) are collected from January 1<sup>st</sup> thru May 1<sup>st</sup> for the current year only. During this time a certificate needs to be obtained from the Tax Collector showing taxes have been paid. After June 1<sup>st</sup>, taxes are payable at the Ulster County Treasurer's office.

School Tax: Bills are issued September 1<sup>st</sup> and are due by September 30<sup>th</sup>. They can be paid at your district's high school or by mail. After December 15<sup>th</sup>, unpaid school taxes are payable at the Ulster County Treasurer's office.

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: \_\_\_\_\_

**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 is Trust, LLC, PC, etc., please submit evidence that person signing has authority to do so as an agent of such entity, and include that person's title (printed) with signature (e.g. Trustee, Director, President, CEO, etc.). **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 WETLAND WATERCOURSE LAW PERMIT PROCESS

**STEP 1. IS YOUR  
PROJECT IN A  
REGULATED AREA  
OR IS IT A  
REGULATED  
ACTIVITY?**

Applicant - If your project is near a wetland, watercourse (stream or river), lake or pond - Submit an application for a Wetland Watercourse Determination

To Building Department if applying for a building permit for:

- Single family home
- Grading or filling
- Other activities requiring building permit that don't go to the Planning Board

To Planning Board Office if applying for:

- Site plan approval
- Subdivision approval
- Special use permit

Building Department forwards complete application to Wetland Inspector

Planning Board Office forwards complete application to Wetland Inspector

7 days

10 days

**Wetland Inspector:**

- Goes out to site
- Looks at maps, soils, aerial photos, other data
- Decides if project is in regulated wetland, watercourse or buffer area
- Decides if project is a regulated activity

Building Department – If no wetland watercourse permit needed – process building permit as usual

Wetland Inspector sends notification whether permit needed or not to:

- Applicant
- Building Department
- Planning Board

Planning Board – If no wetland watercourse permit needed – process application for site plan, subdivision, special permit as usual

No

No

Is a permit needed?

Yes

**STEP 2. IF  
WETLAND  
WATERCOURSE  
PERMIT IS  
REQUIRED –  
NEXT STEPS**

Applicant - If Wetland Watercourse Permit needed – Submit Wetland Watercourse Permit Application to Planning Board

Planning Board – Sketch Review meeting

Applicant may be required to submit additional information to Planning Board such as wetland delineation, more detailed mapping, hydrology, and/or mitigation plan

Yes

Is application in conjunction with site plan, subdivision or special permit?