

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
- ☐ Three (3) 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
- ☐ Three (3) 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 and reserve area location(s)
  - ☐ 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.*

# Memo

**To:** All Applicants  
**Subject:** Sketch Plat or Plan Requirements

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Prior to approval of any sketch plat or conceptual plan, the Planning Board may require identification and depiction of the following site constraints and/or natural and habitat features:

- \_\_\_\_\_ Wetland delineation including vernal pools
- \_\_\_\_\_ Full depiction of all watercourses, ponds and/or other water features
- \_\_\_\_\_ Topographical lines (US Geological Survey data)
- \_\_\_\_\_ Historical sites (as verified by NYS Office of Parks, Recreation & Historic Preservation)
- \_\_\_\_\_ Known Archeological site (NYSOPRHP and/or Phase 1 field survey)
- \_\_\_\_\_ Threatened or Endangered Plant and Animal Species (Natural Heritage Database and/or field survey)
- \_\_\_\_\_ Ground cover map incl. significant natural communities (Natural Heritage data) & Heritage Tree inventory
- \_\_\_\_\_ Depiction of land in adjacent municipalities
- \_\_\_\_\_ Unique geological formations incl. ridgelines, waterfalls, rock outcroppings, talus (e.g., rock piles at cliff bases), erratics (e.g., glacial boulders not native to the site), cliffs, caves or other unusual geological formations covering an area > 200 sq ft
- \_\_\_\_\_ Historic trails and manmade features (stone walls, cairns, etc)
- \_\_\_\_\_ Biodiversity Assessment
- \_\_\_\_\_ *Hudsonia* Habitat Survey data





# PLANNING BOARD

45 COMEAU DRIVE  
WOODSTOCK, N.Y. 12498

phone: 845-679-2113 ext.6

fax: 845-679-8743

The Subdivision Regulations and the Site Plan Review section of the Town Zoning Law require that a Tabular Summary of Area and Bulk Regulations be placed on subdivision plats and site plans. The Area and Bulk Regulations for each Zoning District can be found in Chapter 260 of Town Code (Zoning Law), Article IV, Section 260-16, 260 Attachment 2, Schedule of Area & Bulk Regulations.

The Table should include the relevant Zoning District, minimum lot area, minimum structure coverage, minimum yard requirements (setbacks), etc., and how the proposed action meets those area and bulk requirements. Any modifications to the standards due to a variance or pre-existing condition should be noted at the bottom of the Table.

Below are two examples of acceptable Tabular Summaries:

<i>ZONING SCHEDULE OF AREA &amp; BULK REGULATIONS</i>			
<i>ZONING: R8</i>	<i>REQUIRED</i>	<i>LOT NO. 1</i>	<i>LOT NO. 2</i>
MINIMUM LOT AREA PER DWELLING UNIT	8.0 ACRES	81.60± ACRES	8.45± ACRES
MAXIMUM STRUCTURE COVERAGE	10%	0.08%	0.4%
MINIMUM OPEN SPACE	85%	99.7%	98.5%
MAXIMUM STRUCTURE HEIGHT	35'	N/A	AS REQUIRED
MAXIMUM STORIES	2-1/2	1	AS REQUIRED
MINIMUM LOT WIDTH	300'	783'±	792'±
MINIMUM YARD REQUIRMENTS:	FRONT 75'	361.0'±	367'±
	SIDE 75'	234.7'±	162'±
	REAR 75'	2505.7'±	174'±

TOWN OF WOODSTOCK BULK REGULATIONS				
ZONING DISTRICT	R1.5 - RESIDENTIAL - W/O CENTRAL WATER OR COMMON SEWER			
	EXISTING	PROPOSED	REQUIRED	VARIANCE NEEDED
MIN. LOT AREA	2.17 AC.	2.17 AC.	1.5 AC.	NO
MAX. STRUCTURE COVERAGE	6%	17.6%	10%	YES
MIN. OPEN SPACE	43%	44%	70%	YES
MIN. LOT WIDTH	88.3'	88.3'	150'	N/A
MIN. YARD REQUIREMENTS				
FRONT	7.5'	16'	25'	YES
SIDE	7.0'	6.5'	25'	YES
REAR	85'	47'	50'	YES
FLOOR AREA RATIO	.06	0.19	0.25	N/A
MAXIMUM STRUCTURE HEIGHT	22'	42'	35'	YES

# MEMORANDUM

To: All applicants  
Subject: Missing or requested materials/documentation

Any outstanding items or changes requested by the Planning Board **must be submitted no less than ten (10) days prior to a Public Hearing**. This includes, but is not limited to, updated Site Plans or plats, missing forms, material samples and permits or determinations from other agencies.

Failure to submit the requested items in the specified time frame may result in cancellation of the Public Hearing (fee for cancellation applies) or a delay in the Planning Board's decision process.



# **PLANNING BOARD**

81 TINKER STREET  
WOODSTOCK, N.Y. 12498  
679-7025

## **MEMORANDUM**

**Date:** December 16, 1993  
**From:** Planning Board  
**To:** Applicant  
**Subject:** General Business Law §352-e (Martin Act)

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The above section requires that offers for sale of a participation interest in realty is prohibited without prior registration with the State of New York Department of Law. A participation interest can be defined as any obligation to own/or maintain property in common with other purchasers in the subdivision. Examples are: private roads, shared water/sewer systems, ponds, buffer areas, etc.

Registration consists of the submission of a proposed prospectus setting out the terms and risks of the offer of sale. Upon acceptance for filing of the prospectus by the Attorney General, lots in the subdivision may be offered for sale. The prospectus is valid for twelve months and must be amended semiannually initially, and annually, thereafter to remain effective until all lots are sold. In some cases most registration requirements are waived and a "NO-ACTION" letter issued. These letters are limited to offers that involve minimal obligations, e.g., four or fewer lots sharing a road.

The Town of Woodstock has no responsibility in and will take no enforcement action as to the above. However, failure to register may subject the offeror and any agent of the offeror to substantial costs and other penalties

For further registration information contact:  
State of New York Department of Law  
Real Estate Finance Bureau 23 Floor  
120 Broadway  
New York, NY 10271