

TOWN OF SHAWANGUNK PLANNING BOARD SUBMITTAL OF COMPLETE APPLICATION
Meetings are held on the FIRST / LAST Tuesday of the Month – limited to five (5) appearances

Submit twelve (12) PACKAGED copies of the following:

Application Form – **MUST** have “Original Signatures signed by **ALL** owner(s) and applicant(s)
Copy of All Deeds of all properties involved
Copy of Tax Map – if applies submit copy of NYSDEC Map, Flood Map, Federal Wetland Map
EAF short form / Full EAF for if required / requested [LINK: www.dec.ny.gov/eafmapper/](http://www.dec.ny.gov/eafmapper/)
Survey / Site Plan maps
Fee – for various applications please see Town Board fee schedule *Stormwater Fee may be required at final

“The Planning Board reserves the right to request additional information / materials
if warranted or make special concessions on a case by case basis.”

An application shall not be deemed complete until such time that the following data are submitted.
An application shall be deemed complete by the Planning Board prior to moving forward for a Public Hearing.

Any waivers from the data required to be submitted in conjunction with a site plan and / or subdivision plan
shall be made in writing to the Planning Board and approved by same.

And the following items are to be on the survey / site plan:

- No subdivision or site plan shall be considered complete until all on-site freshwater wetlands have been delineated, surveyed, and depicted on the plan; it will not be considered complete until verified by the Town wetland consultant, NYS DEC or the ACOE has signed off.
- All on-site wetlands, detention basins and floodplain shall be delineated for purposes of determining the development yield in accordance with Local Law No. 8 of 2004, which requires that 100-year FEMA floodplains, NYSDEC and ACOE freshwater wetlands be excluded from the minimum lot area calculation. Unless the wetland delineation is submitted to ACOE for jurisdiction determination, the Town shall assume that all on-site wetlands are ACOE-regulated.
- The Town requires the subdivision / site plan disclose the name of the person who has delineated the wetland and the date of the delineation, field data sheets are to be submitted with the application. The subdivision / site plan shall include a note or notes as follows:
 - *“I, (name), hereby certify that I delineated the freshwater wetlands shown herein on (date). Wetlands have been delineated in accordance with the 1987 Corps of Engineers Wetland Delineation Manual, as may be amended from time to time”.*
 - *I, (name) hereby certify that I delineated the freshwater wetlands on (date), which meet the definition provided in section 24-0107(1) of the NYS Freshwater Wetland Act.”*
- Boundary survey with bearings and dimensions; north arrow, scale, date; noted easements and deed restrictions; adjoining property owners; names, locations and widths of adjacent street.
- Zoning District in which the parcel is located; proposed use; and bulk table indicating all requirements of the zoning district; a Legend and Location Map.
- Location of existing site features, including wetlands, flood plain, topography (two-foot contour) and existing manmade improvements.
- Proposed lot layout, showing proposed improvements, including house, well, septic and driveway location(s), detail(s) and grading plan.
- Building setbacks to be shown proposed / existing, including a building envelope and all requirements for house relocation note.
- Standard erosion and sediment control details, including limits of disturbances with calculations of area.
- Typical notes to be shown, such as the note indicating that lands within 25’ of the centerline of a town/county road to be deeded or dedicated to the Town / County for highway purposes.
- Permission for Town Engineer, Consultants, Open Space Committee & Planning Board for Site Visits.