

# Middleburgh Town and Village Planning Board

## Application for Board Review & Fee Schedule

### Introduction

The Middleburgh Town and Village Planning Board reviews Town and Village residents' applications for the following types of projects:

- **Site Plan Review** Development plans are reviewed to ensure they abide by zoning laws
- **Special Use Permit** Development plans are reviewed to ensure alignment with zoning law allowable uses
- **Minor Subdivision (up to 4 plots)** Dividing a parcel to create up to 4 new parcels of land
- **Major Subdivision (5 or more plots)** Dividing a parcel into 5 or more new parcels of land
- **Lot Line Adjustments** Changing the boundaries of a property *without* creating a new parcel

### Zoning Laws

Please review the relevant Town of Middleburgh Zoning Law or Village of Middleburgh Zoning Law for specific details relating to your proposed project. These can be purchased from the Town or Village clerks. They are also available on the Town or Village pages at <http://www4.schohariecounty-ny.gov>

### Fee Schedule

Application fees are payable to the Town of Middleburgh at the time of application submission. In addition, the Applicant will be invoiced for the cost of any required Certified Mail notifications to adjoining property owners, as well as any other miscellaneous costs incurred during the processing of the application.

Site Plan Review	Special Use Permit	Minor Subdivision (up to 4 lots)	Major Subdivision (5 or more lots)	Lot Line Adjustment
\$150	\$200	\$100 per lot	\$250 per lot	\$100

### Meetings and Planning Board Contact Details

Planning Board meetings are held on the 2<sup>nd</sup> Wednesday of each month, 7pm at the Community Center located at 139 Cotton Hill Road. Completed applications must be submitted to the Planning Board 10 days before the next meeting. Please email [middleburghplanning@gmail.com](mailto:middleburghplanning@gmail.com) to be added to the agenda, ask any questions, and to submit your application digitally. Written correspondence can be sent to Middleburgh Town and Village Planning Board, PO Box 946 Middleburgh NY 12122.

### Application Next Steps

After the Middleburgh Town and Village Planning Board has reviewed an application and determined that it is complete the submission will be forwarded to the County Planning Commission for review. If required, a Public Hearing date will also be set. Public Hearings are necessary for Subdivisions and Special Use Permits.

# Application Form

## Applicant Details

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Applicant Name

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Applicant Address

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Applicant Phone

Applicant Email

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## Type of Application

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- |   |   |  |  |  |
|---|---|--|--|--|
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Lot Line Adjustment |
|---|---|--|--|--|
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## Property Details

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Tax Map #

Zoning District

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Location

Town  Village

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Is this property:  owned by the Applicant, or  Rented or Leased

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Are there any State/Federal wetlands located on the property?  Yes  No

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Is this parcel actively farmed?  Yes  No

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Is this parcel within 500ft of:

- A town or village property  Yes  No
- An existing or proposed county/state highway  Yes  No
- An existing or proposed county/state park  Yes  No
- An existing or proposed county/state public building  Yes  No
- A boundary of a farm in operation in an Agricultural district  Yes  No

If yes, Agricultural district number: \_\_\_\_\_

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## Additional Materials

For **all types of applications** the following materials must be submitted:

- Tax map
- Official Certification of No Unpaid Taxes, obtainable from County Treasurer's office (\$10 fee)
- Written narrative (a 1-2 paragraph statement explaining your request in detail)
- Statement of Ownership/Representation form (see page 4)
- Copy of lease (if property is leased/rented) or copy of deed (if property is owned)
- Scale drawing of proposed change, addition, or building, including all driveways, walkways, parking, screens, fences etc. *Please note: if the drawing is larger than Letter size please also supply in digital format, PDF preferred.*
- Full SEQR Environmental Assessment Form (FEAF) if the property is in an Agricultural District *or* within 500ft of a farm operation located in an Agricultural District *or* on a county or state highway  
**OR** Short SEQR Environmental Assessment Form (SEAF)

Both Full and Short SEQR forms can be found at [www.dec.ny.gov](http://www.dec.ny.gov)

## Site Plan Reviews Only

All of the above listed Additional Materials **PLUS additional Site Plan requirements detailed on Pages 5 and 6**

## Subdivisions ONLY

All of the above listed Additional Materials **PLUS the following additional requirements:**

- Sketch plan including:
  - The location of that portion which is subdivided in relation to the entire tract, and the distance to the nearest existing street intersection
  - Within the portion to be subdivided and within two hundred (200) feet thereof all existing structures, wooded areas, streams, and other significant physical features
  - The name of adjoining property owners
  - The kind of development proposed (such as residential, commercial, etc.)
  - All utilities available, and all streets which are either proposed, mapped, or built
  - The proposed pattern of lots (including lot width and depth), street layout, recreation areas, systems of drainage, sewerage, and water supply within the subdivided area
  - The date, north arrow, map scale, name, and address of recorded owner and Subdivider.
  - Name, address, phone, email and License # of Licensed land surveyor or engineer
- Copy of deed to clarify any easements, covenants or other restrictions on the property
- Town, County and State Highway Departments require permits for driveways: please contact the appropriate agency for your permit and provide the Planning Board with the permit details once obtained

## Statement of Ownership/Representation Form

Property Tax Map #
Owner Name/s
Owner Address
Owner Phone
Owner Email

### For Site Plan Reviews, Special Use Permits, and Lot Line Adjustments

I/We certify that I/we are the owners of the above Tax Map number, for which an application is being submitted for approval of a Special Use Permit, Lot Line Adjustment, and/or Site Plan Review by the Middleburgh Joint Planning Board.

(if required) \_\_\_\_\_ (print Representative name/s) will represent me/us regarding Middleburgh Joint Planning Board review of a Special Use Permit, Lot Line Adjustment, and/or Site Plan Review in the Town or Village of Middleburgh.

Signature	Signature
Date	Date
Notary	Notary

### For Minor and Major Subdivisions

As owner/s, I/we certify that I/we have caused the land described on this plat to be surveyed, divided, mapped, dedicated and access rights reserved as represented on this plat.

(if required) \_\_\_\_\_ (print Representative name/s) will represent me/us regarding Middleburgh Joint Planning Board review of a Subdivision of \_\_\_\_\_ Acres of land located at \_\_\_\_\_ in the Town or Village of Middleburgh

Signature	Signature
Date	Date
Notary	Notary

*If there are more than 2 owners please print and complete additional copies of this page.*

## Site Plan Review Applications – Additional Requirements

The following additional materials are needed for Site Plan Review applications ONLY

- Copy of denied permit from Code Enforcement Officer
- Title of drawing, including the name and address of the applicant and person(s) responsible for the preparation of such drawing.
- North arrow, scale, and date
- Accurate boundaries of the parcel plotted to a scale
- All existing watercourses
- Location of mapped floodplain, State and Federal wetlands, and slopes greater than 15% on a parcel, if applicable.
- Zoning District of parcel or parcels
- Existing buildings
- Grading and drainage plan, showing existing or proposed contours, rocky outcrops, depth to bedrock, soil characteristics, and watercourses
- Location, design, and type of construction, proposed use and exterior dimensions of all buildings
- Location, design, and type of construction of all parking and loading areas, showing access and egress
- Provision for pedestrian access
- Location of outdoor storage, if any
- Location, design, and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls, and fences
- Description of the method of sewage disposal and location, design, and construction materials of such facilities
- Description of the method of securing public water and location, design, and construction materials of such facilities
- Location of fire and other emergency zones, including the location of fire hydrants
- Location, size, and design and construction materials of all energy distribution facilities, including electrical, gas, and solar energy
- Location, size and design and type of construction for all proposed signs
- Location and proposed development of all buffer areas, including existing vegetative cover
- An estimated project construction schedule

- Identification and status of all necessary permits from other governmental bodies required for the project's execution, record of application for and approval status of all necessary permits from state and county officials
- A floor plan and front elevation of any building or fencing to include details of the areas to be used for offices, manufacturing areas and areas for retail/wholesale operations, including exterior display of products for sale
- General landscaping plan and planting schedule showing existing vegetative cover being retained as well as new plantings
- The locations of all outdoor lighting, including lighting levels and design of lighting fixtures to be utilized, both within the site and at the site's boundaries
- A copy of the deed to the property as most recently filed, and/or a copy of the executed contract of sale.
- A copy of each covenant, easement, or deed restriction in effect, or intended to cover all or part of the tract.

The following items may also be requested by the Planning Board depending on the scope, location, and complexity of the project as needed:

- Written offers of easement to the Town of Middleburgh or other public agencies for proposed of stormwater drainage, utility rights-of-way, etc., as needed.
- As applicable, soil logs from on-site borings or test pits, percolation test results, and stormwater runoff calculations
- As applicable, plans to prevent: 1) The pollution of surface or groundwater; 2) Erosion of soil both during and after construction; 3) Excessive runoff; 4) Excessive raising and lowering of the water table; and 5) Flooding of other properties
- Other elements integral to the proposed development as considered necessary by the Planning Board.