

**VILLAGE OF MONROE PLANNING BOARD  
7 STAGE ROAD  
MONROE, NY 10950  
(845) 774-4546**

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**PLANNING BOARD SUBDIVISION APPLICATION**

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In order to be placed on the Village of Monroe Planning Board workshop and meeting agenda you must submit the application fee (see attached fee structure), plus **15 copies** of the following to the Village of Monroe Planning Board, Village Hall, 7 Stage Road, Monroe, NY:

- Completed Application
- SEQRA Environmental Assessment Form
- Owners Endorsement
- Consent of Property Owner form
- Authorization to Inspect Property
- Any and all supporting documents

All papers must be received by the **submission deadline** date listed for that month. A copy of the Village of Monroe Planning Board Meeting dates and Submission Deadlines is attached. If documents are not submitted by the submission deadline, the application will be scheduled for the following month.

You will receive a telephone call or email confirming your appearance date, however, it is your obligation to confirm all scheduled appearances.

All meetings begin at **8:00 p.m.** unless otherwise specified, and are held at Village Hall, 7 Stage Road, Monroe, NY.

Once received, your application will be distributed to the Planning Board Members, Planning Board Attorney and Village Engineer for review prior to the scheduled meeting. Direction on how to proceed further will be provided at the meeting by the Board and its consultants.

Upon final Approval of the project it is the Applicant's responsibility to secure a building permit through the Village of Monroe Building Department. Application for a building permit will not be accepted without a site plan signed by the Planning Board Chairman, and work may not commence without issuance of a Building Permit.

## **PLANNING BOARD FEES**

### **Fees Due upon Application:**

Application - \$300 – all matters – includes FIRST appearance only

Site Plan Review – (in addition to above)

Non Residential - \$250 plus \$0.10 per square foot of building floor area

Residential - \$500 or \$100 per lot or dwelling unit

Subdivision – (in addition to above)

\$500 or \$100 for each lot shown on Plat, or \$200 for each acre disturbed

State Environmental Quality Review Act (SEQRA) (in addition to above)

a. Short Form (EAS) \$250

b. Long Form (EAS) \$500

c. Plus all fees as subject to Section 617.17 SEQRA Part 617 NYCRR

### **Other Fees:**

Appearance Fee - \$100 per appearance – all matters – (including regular meetings, special meetings, workshop meetings, public hearings and field inspections)

Pre-Application Review - \$250 each

Informal Presentation - \$250 (no review, one appearance only)

Inspection Fee – Five Percent (5%) of the estimated cost of the public improvements as determined by the Village Engineer

Fee in Lieu of Parkland: \$2,500 for first dwelling unit plus \$2,500 for each additional lot or dwelling unit

Fee in Lieu of Parking – CB District - \$625/parking space (Amended by Local Law #2 of 2000)

The Applicant is responsible for any and all legal, engineering and/or other consulting fees and/or costs determined necessary by the board

**ARTICLE V**  
**Levy for Unpaid and Delinquent Fees**  
**[Adopted 6-3-2008 by L.L. No. 2-2008]**

**§180-21 Unpaid and delinquent accounts**

A. Any fee due by a property owner or incurred by the property owner's duly authorized representative in connection with land use applications submitted to the Village Planning Board, Zoning Board of Appeals, Building Inspector or Village Board which shall remain unpaid for more than 30 days shall be deemed delinquent.

B. Upon resolution of the Village Board any delinquent fee may be levied together with all accrued late fees and/or interest upon the ensuing Village tax billing. The levy of delinquent charges upon the Village tax billing shall not constitute an election of remedies by the Village.

## **Subdivision Sketch Plan Submissions:**

The Sketch Plan shall be prepared, sealed and signed by a legally qualified engineer, architect or surveyor, shall be based on Tax Map information or some other similarly accurate base map, and shall contain the following information:

- General Location: a location map set as minimum scale of 1" = 2,000' (1:24,000) to indicate the relationship of the proposed development to significant existing community facilities.
- Development Plan: ten (15) print copies of plans of the entire contiguous holding at a scale of one inch equal two-hundred feet (1" = 200') or larger scale, and measuring twenty-four by thirty-six (24" x 36") inches in size showing the following:
  - 1. A map of the entire holding indicating the location of that portion which is to be subdivided in relation to the entire tract, and the distance to the nearest existing street intersection.
  - 2. Topographic contours at intervals of not more than 20 feet based on USGS datum.
  - 3. The name of the owner and of all adjoining property owners as disclosed by the most recent tax records.
  - 4. The Tax Map section, block and lot numbers of the subject parcel and all adjoining property owners.
  - 5. All the utilities available and all streets which are either proposed, mapped or built.
  - 6. The proposed patterns of lots (including lot width and depth), street layout, recreation areas, systems of drainage, sewerage and water supply within the subdivided area, but with reference to surrounding properties and street patterns.
  - 7. All existing restrictions on the use of land, including easements and covenants.
  - 8. A location map at a minimum scale of one inch equals 2,000 feet (1:24,000) to indicate the relationship of the proposed subdivision to significant existing community facilities which will serve or influence the layout, such as major traffic arteries, shopping areas, schools, parks, employment centers, churches, etc. This map shall be drawn to scale suitable to indicate the above features. It shall show the North point, scale and date.

- 9. Existing drainage features (i.e. culverts, marshes, wetlands, ponds and streams) within the portion to be subdivided and within 200 feet thereof.
- 10. General site conditions, which would include rock outcrops; isolated trees over 12 inch caliber and all trees over 24 inches caliber; orchards; hedges and other ornamental landscaping; wooded areas; existing structures; stone walls; roads or lanes; power lines; easements; and other existing improvements within the portion to be subdivided and within 200 feet thereof.
- 11. Zoning district or districts.
- 12. Zoning requirements (Bulk Table).
- 13. Acreage of each land use and proposed density.
- The Planning Board may require additional supporting material in addition to the above.

## **MINOR SUBDIVISION FINAL APPROVAL:**

The Final Subdivision Plat shall conform to the layout shown on the sketch plan, plus any recommendations made by the Planning Board, and shall also conform to the requirements listed below:

- 1. Proposed subdivision name; name of the village; town and county in which it is located; name and address of record owner and subdivider; North point; map scale; date of drawing; and of latest revision (if any).
- 2. An actual field survey of the boundary lines of the entire tract and of the lots to be subdivided from the tract giving complete descriptive data by bearings and distances made and certified to by a licensed land surveyor. The corners of the tract shall also be located on the ground and marked by monuments, as approved by the Village Engineer, and shall be referenced and shown on the plat.
- 3. All on-site sanitation, stormwater controls and water supply facilities shall be designated to meet the minimum specification of the State Department of Health or New York State Department of Environmental Conservation, and a note to this effect shall be stated on the plat and signed by a licensed engineer. The location and results of the percolation test(s) on which the septic system design (s) is (are) based shall be indicated on the plat.
- 4. Upon approval, the plat is to be filed with the County Clerk. It shall be printed upon linen or be clearly drawn in India ink upon tracing cloth. The size of the drawing sheet shall be not less than 8 ½ inches by 11 inches, nor more than 34 inches by 44 inches.
- 5. Accompanying information:
  - (1) A copy of such covenants or deed restrictions as are intended to cover all or part of the tract.
  - (2) Letter of approval (if applicable) from the village, town or Orange County Department of Public Works or the New York State Department of Transportation relative to access to a public road under their jurisdiction.
  - (3) SEQRA documents, including, as a minimum, a long environmental assessment form.

## **MAJOR SUBDIVISION – PRELIMINARY APPROVAL**

The Preliminary Plat shall be prepared, sealed and signed by a legally qualified engineer, architect or surveyor, shall be based on Tax Map information or some other similarly accurate base map, and shall contain the following:

- A. Drawing Sheet.
  - (1) Size shall be in conformance with requirements for filing in the County Clerk's office.
  - (2) If more than one sheet is required, a clearly drawn cut line shall be shown on both sheets and on the key map.
  
- B. Title Block.
  - (1) The name of the subdivision; name of village, town and county in which it is located.
  - (2) The name and address of the subdivider, and record owner.
  - (3) The name and address, license number and seal and signature of the design professional who prepared the drawings.
  - (4) Total acreage for entire tract and for each zoning district within the tract.
  - (5) Total number of proposed lots.
  
- C. Other notations on the map.
  - (1) The date of original preparation and of each subsequent revision.
  - (2) Graphic scale of no less than 50 feet equals one inch.
  - (3) True or magnetic North point.
  - (4) Certification by the licensed land surveyor that the boundaries, easements, encroachments, rights-of-way and topography shown resulted from an actual land survey and/or aerial survey developed through the process of photogrammetry; and the date of that survey.
  - (5) Offers of dedications, statements establishing easements and similar statements should be indicated on the drawing.
  - (6) Zoning district, including exact boundary lines of district, if more than one district, and any standards from the zoning ordinance text applicable to the area to be subdivided.

- D. Key Map. A key map, preferably at a scale of one inch equals 2,000 feet (1:24,000) should be included on the plat which indicates the relationship of the site to the following:

- (1) Wetlands, marshes, rivers, lakes and watercourses.
- (2) Highways and streets.
- (3) Political subdivisions.
- (4) Cut or match lines for two or more drawing sheets shall be

indicated within the site boundaries, with each section numbered according to the corresponding sheet.

- E. Adjacent properties within 200 feet of the site which are displayed on the latest tax map sheet(s) shall be identified by the names of the owners of record together with section, block and lot numbers.

- F. Boundaries of special districts (such as water, sewer, fire, school, historic lighting, etc.)

- G. Topographic contours at two-foot intervals referenced to the United States Coast and Geodetic Survey data and mean sea level.

(1) Smaller or larger intervals may be required by the Planning Board when advisable due to the terrain.

(2) Topographic and planimetric information shall extend 100 feet as a minimum (or as necessary) beyond the subdivision boundary line.

(3) Proposed finish grades shall be indicated.

- H. Existing site conditions.

(1) An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified to by a licensed land surveyor. The corners of the tract shall also be located on the ground and marked by substantial markers of size and type as approved by the Village Engineer, and shall be referenced and shown on the plat.

(2) Street rights-of-way and widening of rights-of-way on the subdivision and within 200 feet of its boundaries.

(a) Name.

(b) Location and width.

(c) Center line elevations at intersections and other critical

points.

(3) Other rights-of-way and easements on the subdivision.

(a) Identification.

(b) Location and width

(c) Restrictions on use, if any.

(4) Drainage structures on the subdivision and within 200 feet of its boundaries.

(a) Type of structure.

(b) Location, invert elevations, gradients, types and sizes of all pipe and all other structures, where applicable, and direction of flow.

(5) Location and size of capacity of all other utility structures, such as water and gas mains and power lines on the subdivision and within 200 feet of its boundaries.

(6) Wetlands, marshes, ponds, steams and land subject to periodic or occasional flooding or similar unstable conditions on the subdivision and within 200 feet of its boundaries.

(a) Location and area covered indicating the apparent high-water level.

(b) Waterline on the date of the survey and the survey date.

(c) Maximum depth of water at critical points.

(7) Subsurface data in accordance with the Orange County Department of Health Requirements.

(a) Date, location and graphic representation of findings for all test holes, including the location and results of percolation and other tests to ascertain subsurface soil, rock and groundwater conditions, and the depth of groundwater, unless pits are dry at a depth of five feet.

(b) Locations shall be indicated where critical conditions exist, as well as areas where drainage structures requiring seepage are to be constructed.

(8) Village or other public lands, lands designated as parks, open spaces or for other public areas. Buildings and other structures located on and within 200 feet of the site.

(9) Location of rock outcrops; wooded areas; isolated trees with a diameter of eight inches or more as measured three feet above the base of the trunk; orchards; hedges and other ornamental landscaping; stone walls; roads or lanes; power lines; easements; and other significant existing features within the portion to be subdivided and within 100 feet or a minimum of 50 feet thereof.

(10) Location of historically significant sites/districts which are located within the site or within 200 feet of the site.

(I) Proposed Site Development.

(1) Streets.

(a) Name, to be checked prior to submission (with Village Clerk) to avoid duplication.

(b) The width and location of any streets or public ways or places shown on the Official Map or the Master Plan, if such exists, within the area to be subdivided, together with street profiles of all streets or public ways proposed by the developer.

(c) Right of way width.

(d) Tentative center-line elevations at intersections and at principal changes in gradient.

(e) Tentative center-line gradients shown in percent of slope.

(f) Plans and cross sections showing the proposed location and type of sidewalk, street lighting standards, street trees, curbs, water mains, sanitary sewers and storm drains, and the size and type thereof, the character, width and depth of pavements and sub base, the location of manholes, basins and underground conduits.

(g) Preliminary designs of any bridges which may be required.

(h) All proposed improvements to meet or exceed those requirements as described in the Village Street Specifications.

(2) Lot layout.

(a) Lot lines and dimensions scaled to the nearest foot. Suggested location of buildings.

(b) Building setback line (dashed) and dimensions.

(c) Identification of the buildable portion on each lot.

(3) Easements, parks, restricted areas and other improvements.

(a) Purpose and restrictions.

(b) Designation of areas or rights-of-ways which are to be offered for public dedication or deeded to a homeowners' association or other private corporation, with clear indications of proposed changes in grades and landscaping thereon. The Board may require specific recreation improvements and planting of trees, shrubs, grass and other landscaping in all areas to be so dedicated.

(4) Preliminary storm water drainage system plan.

(a) A drainage report describing existing and future flows for two, twenty-five and one-hundred year storm events.

(b) Drainage structures shall be shown on the preliminary layout indicating the approximate location and size of proposed retention/detention basins, quality controls, lines and culverts and their profiles, as well as connection to existing lines or alternate means of disposal.

(c) An outline of watersheds tributary to drainage structures and their approximate area in acres, including those which extend beyond the boundaries of the subdivision, shall be shown with red pencil on only two copies of the preliminary layout.

(5) Preliminary water supply and sewage treatment systems. The approximate location, size and profiles of all proposed waterlines, valves, hydrants and sewer lines shall be shown, as well as connections to existing lines or alternate means of water supply or sewage disposal and treatments, as provided in the Public Health Law.

(6) Easements. Where the topography is such as to make difficult the inclusion of any of the required facilities within the public areas as laid out, the preliminary plat shall show the boundaries of proposed permanent easements over or under private property, which permanent easements shall not be less than 25 feet in width and which shall provide satisfactory access to an existing public highway or the proposed public highway or public open space shown on the subdivision or the Official Map.

OWNER'S ENDORSEMENT

COUNTY OF ORANGE)

SS:

STATE OF NEW YORK)

\_\_\_\_\_ being duly sworn, deposes and says that he/she resides at \_\_\_\_\_ in the County of \_\_\_\_\_ and State of \_\_\_\_\_ and that he/she is the owner in fee or (\_\_\_\_\_) of the \_\_\_\_\_ Corporation which is the owner in fee, of the premises described in the foregoing application and that he/she has authorized \_\_\_\_\_ to make the foregoing application to the Village of Monroe Planning Board as described herein.

\_\_\_\_\_  
Owner's Signature

Sworn before me this \_\_\_\_\_ day of

\_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
Notary Public

CONSENT OF PROPERTY OWNER(S)

DATE: \_\_\_\_\_

RE: NAME OF PROJECT: \_\_\_\_\_

SECTION \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_

I (we) \_\_\_\_\_,

OWNERS of the above noted parcel(s) of land authorize

\_\_\_\_\_ to act as my/our agent with regard to this application and all related proceedings for

\_\_\_\_\_ (ex. Site plan, Subdivision, etc.)

Signed: \_\_\_\_\_  
Owner

Print: \_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Address

\_\_\_\_\_  
Owner Telephone

Signed: \_\_\_\_\_  
Owner

Print: \_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Address

\_\_\_\_\_  
Owner Telephone

**VILLAGE OF MONROE**  
**PERMISSION TO INSPECT PROPERTY**

The applicant (or agent of the applicant), by submitting an application to the Planning Board and by signing this permission form, consents to inspection by Village Personnel, staff or consultants of the project site or facility for which an approval is sought and, to the extent necessary, the property owned by the applicant adjacent to the project site or facility. This consent allows Village Representatives to enter upon and pass through such property in order to inspect the project site or facility, without prior notice, between the hours of 8:00 a.m. and 8:00 p.m. Monday through Friday.

Inspections may take place as part of the application review prior to a decision to grant or deny the approvals sought. By signing this consent form, the applicant agrees that this consent remains in effect as long as the application is pending, and is effective regardless of whether the landowner or agent are present at the time of the inspection. In the event that the project site or facility is posted with any form of "posted" or "keep out" notice, or fenced in with an unlocked gate, this permission authorized Village Representatives to disregard such notices or unlocked gates at the time of inspection.

The applicant further agrees that during an inspection in connection with this application, among other things, Village Representatives may take measurements, may analyze physical characteristics of the site including, but not limited to, soils and vegetation and may make drawings and photographs.

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date