

APPLICATION TO THE PLANNING BOARD

14 sets of the application packet, including all items below, must be submitted

1. Completed Application Review Form, including this cover sheet and Certificate of Resolution. If the owner and/or applicant is a legal entity such as a corporation, limited liability company, partnership, etc., this form must be filled out and submitted with the application advising of the names and official titles of the individuals authorized to act on behalf of the legal entity. The Certificate must also state the name and position of the person executing the Certificate.
2. Environmental Assessment Form.
3. Drawings in accordance with Village Subdivision/Site Plan Rules and Regulations.
4. A detailed Narrative explaining the project.
5. Any items that will help the Board judge your case. These may include; statements of neighboring property owners, building plans, map of area, Certificates of Occupancy/Use, etc.
6. Application Fee, per attached Schedule of Fees.
7. Escrow account in the amount of \$5,000.00 to be established at the time of filing an application which will be used to pay the Village's consultants for their time and related work in reviewing your project. Depending on how fast this escrow is drawn down to make these payments from time to time you will need to replenish this escrow account to bring its balance up to the \$5,000.00 amount. If all funds in your escrow account have not been used to pay our consultants, the balance will be returned to you. If you discontinue from returning to the Planning Board and upon receipt of a letter indicating that you are not proceeding with your project and wish your remaining escrow account funds be returned to you.
8. If an applicant wishes to proceed for an informal review to the CDRC and/or the Planning Board in lieu of a formal application, the applicant shall complete an application for informal review in the form as attached hereto. The above requirement for establishing an escrow account shall apply to informal applications.

Once a Public Hearing has been scheduled, the Village will provide the following:

1. A copy of the "Public Hearing Notice" along with an "Affidavit of Notification." The Public Hearing Notice must be sent via Certified Mail, by the applicant, not less than 10 days prior to the public hearing date, to all property owners within 500', as listed on the "Notice of Property Owners Affidavit."
2. Four completed "Notice of Public Hearing" posters along with an "Affidavit of Posting." The applicant must post all four posters, not less than 10 days prior to the Public Hearing date. Posters must be returned to Village Hall at the close of the Public Hearing.

Both Affidavits must be completed, notarized and returned to the Village Hall; along with certification receipts, no less than 7 days prior to the Public Hearing. Failure to supply this information in the time frame indicated may prevent the Planning Board from hearing your application and could cause you to have to repeat the notification process.

Chairman, Planning Board

I have read the above information: _____ Date _____

VILLAGE OF CHESTNUT RIDGE
INFORMAL APPLICATION REVIEW FORM

I wish to apply for an informal review to the (check all that apply):

- CDRC
 Planning Board

Project Name: _____

Tax Map Designation: _____

Acreage of Parcel: _____

Zoning District: _____

Project Description: (Attach a narrative summary describing the project)

Name and address of Applicant: _____

Name and address of Owner: _____

Applicant's Signature and Certification:

I hereby certify that all the above statements contained in the papers submitted herewith are true.

Owner's Consent to Application:

I am the owner in fee simple of premises that are the subject of this informal application. I hereby authorize the within application on my behalf, and that the statements of fact contained in said application are true.

Reimbursement of Professional Consulting Fees (to be signed by both the Applicant and the Owner):

The CDRC and Planning Board in the review of any application described above, may refer any such application presented to it to such engineering, planning, environmental or other technical consultant as such Board shall deem reasonably necessary to enable it to review such application as required by law. The charges made by such consultants shall be in accord with charges usually made for such services in the metropolitan New York region or pursuant to an existing contractual agreement with the Village for the cost of such consultant services upon receipt of the bill. I agree to reimburse the Village for the consulting costs.

Owner

Applicant

