



CDRC 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 Planning 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.

9. A Google Drive link will be provided for submittal upload.

The Applicant must also do the following:

1. At least 10 days prior to the public hearing, mail Notice of the Public Hearing by first class U.S. Mail to all property owners and registered mailing addresses within 500 feet of the perimeter of the site (as shown on the latest Town of Ramapo tax roll) and as set forth on "Notice of Property Owners Affidavit". A Certificate of Mailing as provided by the U.S. Postal Service evidencing the mailing must be filed with the Clerk of the Building Department at least 5 days prior to the Public Hearing.
2. At least 10 days prior to the public hearing, publish Notice of the Public Hearing in the official newspaper of the Village.
3. At least 10 days prior to the public hearing, post Posters (in a form as available from the Clerk of the Planning Board Department) shall be placed in visible locations on any public thoroughfare abutting the site at each boundary line, and at distances of every 200 feet along the entire street frontage of the property.
4. An "Affidavit of Posting and Publication" (in a form as available from the Clerk of the Planning Board) must be filed with the Clerk of the Planning Board at least 5 days prior to the Public Hearing.
5. Copies of the entire Application with all supporting materials must be sent for review to all interested agencies and entities as required by the NYS General Municipal Law and Village Code with the Village copied on the cover letter(s). An "Affidavit of Referral Compliance" shall also be filed with the Clerk of the Planning Board at least 5 days in advance of the Public Hearing.

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