



## **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. **Applicable filing fee**, payable to the Village of Chestnut Ridge, per attached Schedule of Fees to include escrow.
7. 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 Planning Board 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) 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 Building Department 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.

**\*The Certificate of Mailing (along with mailing receipts), the Affidavit of Posting and Publication, and the Affidavit of Referral Compliance must all be completed and submitted to the Clerk of the Planning Board no less than 5 days prior to the Public Hearing. Failure to do so may prevent the Planning Board from hearing your application and may cause you to have to repeat the notification process.**

**Chairman, Planning Board**

I have read the above information: \_\_\_\_\_ Date \_\_\_\_\_