

NORTH SALEM PLANNING BOARD
PRE-APPLICATION REVIEW SUBMISSION

In accordance with the adopted policy of the Town of North Salem Planning Board, an application for Pre-Application Review shall consist of TEN (10)¹ copies of this Cover Sheet and the following documents:

1. SEQRA documentation – EAF Short Form, blank form available separately.
2. Sketch Plan.
3. Fees in accordance with the Town of North Salem Standard Schedule of Fees.
4. Affidavit signed by all parties in accordance with the Town of North Salem Application Processing Restrictive Law, blank form attached.

This pre-application submission concerns a proposed:

- | | |
|--|--|
| <input type="checkbox"/> Subdivision Plat | <input type="checkbox"/> Special Permit Use |
| <input type="checkbox"/> Site Development Plan Use | <input type="checkbox"/> Zoning Map/Text Amendment |
| <input type="checkbox"/> Other | |

All application materials and a request for an appearance before the Planning Board shall be submitted to the Planning Board Secretary at least twenty-one (21) days prior to a meeting date. A request to be on an agenda must be made at least fourteen (14) days prior to a meeting. Please refrain from direct contact with Town Consultants during review process. All contact should begin with the Planning Board Secretary.

The undersigned hereby transmits to the North Salem Planning Board a request for review and a

Sketch Plan Entitled _____ and Dated _____

pertaining to potential use and development of the following property:

Owner Name: _____

Address: _____

Site Location: _____

Acreage: _____ Sheet: _____ Block: _____ Lot: _____

Zone District: _____

¹Eight copies are required initially. Once an application is found to be complete a minimum of eleven copies will be required. Additional copies may be needed. Electronic copies may be acceptable in some instances. Contact the planning board secretary to confirm the number of hard copies and electronic copies.

The project would consist of the following (give general description):

It is understood that this submission is made to enable an informal review of a future project for purposes such as the following:

1. To review the nature of a project and the possible implications for the neighborhood and town as a whole:
2. To make an initial identification of possible planning and design criteria for the site: and
3. To include the procedures to be followed when formal application is made, including types of surveys, plans and studies that may be needed.

The undersigned hereby grants to the Planning Board, the Town Board, the Building Inspector and/or the Superintendent of Highways, and their authorized agents, permission to enter upon the property that is the subject of this submission for the purpose of study and evaluation of the proposed project.

Date: _____ Applicant (print): _____

Address: _____

Telephone #: _____ Fax #: _____

Email: _____

Signed: _____

Date: _____

AFFIDAVIT
APPLICATION PROCESSING RESTRICTIVE LAW
Town of North Salem
(Code of the Town of North Salem, Chapter 37)

I hereby certify that to the best of my knowledge no outstanding fees under the Standard Schedule of Fees of the Town of North Salem exist for the property identified below. Furthermore, I hereby certify that to the best of my knowledge, no outstanding violation of local laws or ordinances of the Town of North Salem exists with respect to the cited property or any structure or use existing thereon.

Property tax identification (please verify that the sheet, block and lot number(s) provided are correct. See tax bill or contact Town Assessor's Office):

Sheet _____ Block _____ Lot _____

Owner: _____ Agent: _____

Address of property subject to application: _____

Type of Application: _____

Submitted to North Salem Planning Board, North Salem, New York

Signed _____
Owner of Record/Date

Signed _____
Agent for Permit Application/Date

Notary Public: _____
Date _____

Notary Public: _____
Date _____

Confirmations **(Do not sign if note below applies):**

Signed _____
Building Inspector/Date

Signed _____
Planning Board Secretary/Date

Signed _____
Town Clerk/Date

Note: The processing and approval of any and all applications for approval and issuance of any permit or certificate of occupancy or use by any board or official of the Town of North Salem is prohibited for any property owner who has fees outstanding under the Standard Schedule of Fees of the Town of North Salem. The processing of applications is similarly prohibited when there are outstanding violations of any local laws or ordinances of the Town of North Salem on the property for which the approval is being requested. If the confirmations cannot be provided, an application cannot be processed. In accordance with the Code of the Town of North Salem, Chapter 37, Section 37-5, an applicant may make a written request to the Town of North Salem Town Board for a waiver of provisions of the Code Chapter 37.