

**APPLICATION FOR APPROVAL OF SUBDIVISION PLAT
TOWN OF NORTH SALEM
WESTCHESTER COUNTY, NEW YORK**

The undersigned hereby makes application to the Planning Board of the Town of North Salem under provisions of the Land Subdivision Regulations of the Town for one of the following:

- Approval of a preliminary plat
- Approval of a final plat
- Approval of a minor subdivision as a final plat
- Approval of a revision of a previously filed plat
- Recommendation on SWPPP as part of a subdivision

In accordance with the adopted policy of the Town of North Salem Planning Board, an application for site development plan approval shall consist of ELEVEN (11)¹ copies of each of the following documents:

1. Application form
2. SEQRA documentation – EAF forms (Applicant to Complete Part I Only)
3. The subdivision maps (folded), prepared in accordance with the Land Subdivision Regulations, reflecting the Bulk Calculations consistent with the Town’s Zoning Ordinance
4. Bulk Calculation form
5. Fees in accordance with the Town of North Salem Standard Schedule of Fees
6. Affidavit signed by all parties in accordance with the Town of North Salem Application Processing Restrictive Law
7. Digital: Can you submit a digital/electronic copy of the Plan(s)? YES NO

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

I. Identification of Applicant and Owner:

a. Applicant: _____
Address: _____

Telephone: _____
Email: _____

¹ Eight copies are required initially. Once an application is found to be complete a minimum of eleven copies will be required. Additional copies may also 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.

Fax: _____

b. Owner of property, if not the same as Applicant:

Name: _____

Address: _____

Telephone: _____

II. Attachments: Each of the following, when applicable, shall be attached to and are made a part of this Application (check the items attached):

Section A-1: Affidavit of Ownership, executed by the individual, or by the general partner of a partnership, that is the owner of property if not the same as the Applicant; or

Section A-2: Affidavit of Ownership, executed by a corporation that is the owner of the property, if not the same as Applicant.

Section B: Certification executed by the Applicant, and by the owner of the property, if not the same as the Applicant, if either the Applicant and owner, or both, are a partnership, corporation, association or business trust.

Section C: Disclosure Statement under Section 809 of the General Municipal Law.

Section D: Identification of Property and Proposal.

Section E: Identification of Plans and Documents.

Section F: Waivers, if any, are requested under Item III of this Application (attach a statement specifying the request and reasons).

Note: Appendices C, D and E are required for all applications.

III. Plan Requests and Authorizations:

a. As part of this Application, request is hereby made to the Planning Board to determine that all or part of the subdivision map information specified in the Town's Land Subdivision Regulations is not necessary and need not to be submitted.

None requested.

Request, as set forth in Section F (Waiver) together with the reasons therefor.

b. The Applicant and Owner, hereby grant to the Planning Board, the Town Board, the Zoning Enforcement Officer, and the Superintendent of Highways, and their authorized agents, permission to enter upon the property that is the subject of this Application for the purpose of inspection and enforcement of the Zoning Ordinance and Land Subdivision Regulations, including the taking of tests and material samples.

IV. Fees:

By submitting this application, I understand that I am assuming responsibility for the payment of all fees charged by the Town, in connection herewith, as specified in the Standard Schedule of Fees of the Town of North Salem.

V. Endorsements:

Date: _____ Signed: _____
Applicant

By: _____
Authorized Agent

Date: _____ Signed: _____
Owner

By: _____
Authorized Agent

A-1 Affidavit of Ownership (Individual or Partnership):

State of New York)

ss.

County of Westchester)

_____, being duly sworn, deposes and says that he/she resides at _____ in the County of _____, State of _____, that he/she (a general partner of _____) is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Town of North Salem, New York, aforesaid and known and designated on the Tax Map of the Town of North Salem as Lot Number(s) _____, Block _____, on Sheet _____ and that deponent (said partnership) acquired title to the said premises by deed from _____, dated _____, and recorded in the Office of the Clerk of the County of Westchester on _____, in Liber _____ of Conveyance at Page _____, and that consent is hereby given to _____ to make the annexed application for approval of the map (or project) entitled: _____ and that statements of fact contained in said application, including the statements contained in all of the exhibits transmitted herewith, are true to the best of the deponent's knowledge and belief.

(Signed) _____

Sworn to before me this

_____ day of _____, 20 __

Notary Public

A-2 Affidavit of Ownership (Corporation):

State of New York)

ss.

County of Westchester)

_____, being duly sworn, deposes and says that he/she resides at _____, in the County of _____, State of _____, that he/she is the _____ (Title) of: _____ (Name of Corporation) which is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Town of North Salem, New York, aforesaid and known and designated on the Tax Map of the Town of North Salem as Lot Number _____, Block _____, on Sheet _____, and that said corporation acquired title to the said premises by deed from _____, dated _____, and recorded in the Office of the Clerk of the County of Westchester on _____ in Liber _____ of Conveyances at Page _____, and that consent is hereby given to _____ to make the annexed application for approval of the map (or project) entitled: _____ and that statements of fact contained in said application, including the statements contained in all of the exhibits transmitted herewith, are true to the best of the deponent's knowledge and belief.

(Signed) _____

Sworn to before me this

_____ day of _____, 20 __

Notary Public

B Certificate of Ownership:

1. If owner or applicant is a general or limited partnership, attach notarized certification listing names and addresses of all partners and participants. If a partnership, corporation, association, or business trust, provide the information required by this section for such partner.
2. If owner or applicant is a corporation, association or business trust, attach notarized certification listing position, name and address of all officers, directors and all shareholders owning (whether beneficially or equitably) five (5) percent or more of any class of such party's stock.

Certificate _____

<u>Position</u>	<u>Name</u>	<u>Address</u>	<u>% Ownership</u>

(reference/attach page(s) if necessary)

The undersigned (corporate officer) hereby certifies that the information hereinafter set forth is true and correct.

Signature and Title

Sworn to before me this

_____ day of _____, 20__

Notary Public

C Disclosure Statement Accompanying Application or Petition:

1. Identification of Application or Petition
 - a. To: North Salem Town Board
North Salem Planning Board
Zoning Board of Appeals
Zoning Enforcement Officer/Building Inspector
 - b. Name of Applicant: _____
 - c. Residence: _____

- d. Date: _____
 - e. Nature of Application or Petition: _____
2. Nature and Extent of Interest of any State Officer or Municipal Officer or Employee in this Application (Set forth in detail).

3. Statement that no State Officer or Municipal Officer of Employee has an interest in this Application.

The Undersigned Applicant or Petitioner certifies by signature on this Disclosure Statement that, in accordance with the provisions of Section 809 of the General Municipal Law, no State officer or any officer or employee of the Town of North Salem or of any municipality of which the Town is a part has any interest in the person, partnership or association making the above application, petition or request.

Date: _____ Signed: _____
 Applicant or Petitioner

D-1 Property:

- a. Total acres: _____; square feet _____;
- b. Does application cover all contiguous land of the owner? Yes No
 If no, explain any excluded area: _____

- c. Tax Map Sheet _____ Block _____ Parcel(s) _____
- d. Last deed: Date _____; Liber _____; Page _____

D-2 Location:

- a. Zoning District(s) _____
- b. Property abuts (street or roads) _____

- c. Municipal Districts encompassing all or part of property:
 School: _____
 Fire Protection: _____
 Water: _____
 Lighting: _____

- d. Approximate acreage of land proposed as open space for parks and playgrounds:
_____ acres.
- e. Does the applicant propose to dedicate to public use all of the open space shown on the proposed plat? Yes No
- If no, describe: _____

- f. How is water supply to be provided? _____
- Has an application been made to the State of New York, Westchester County Department of Health, or New York City Department of Environmental Protection for approval of proposed water supply? Yes No
- If yes, give date and describe: _____

- g. How is sewage disposal to be provided? _____
- Has an application been made to the State of New York, Westchester County Department of Health, or New York City Department of Environmental Protection for sewage discharge or approval of sewage disposal system?
Yes No
- If yes, give date and describe: _____

- h. Does the proposed subdivision include any freshwater wetlands and/or water courses as defined by the State of New York, the Town's Freshwater Wetlands Protection Law, or other applicable law? Yes No
- If yes, describe: _____

- i. Are any signs proposed in connection with the subdivision? Yes No
- Are details and specifications for the proposed signs shown on plans accompanying the application? Yes No
- j. Does the applicant propose to establish any easements for access, drainage, utilities, or conservation of natural resources, or any reserved areas for recreation or conservation purposes? Yes No
- If yes, describe: _____

D-4 Procedure:

- a. Does the applicant (in the case of preliminary plats) propose to submit a final subdivision plat to cover the entire preliminary plat or to file same in sections?
Entire Sections

- b. Does the applicant intend to request approval from the Town Board for the plat under the following? Yes No If yes, specify:
 - Section 278 of Town Law (Cluster Development)
 - Section 280-a(4) (Open Development Area)
 - Other: _____

- c. Are any variances of the Zoning Ordinance to be requested from the Zoning Board of Appeals? Yes No

If yes, describe: _____

D-5 Encumbrances: If property is subject to any of the following encumbrances, describe or attach copies:

- a. Easements: _____

- b. Deed Restrictions: _____

- c. Mortgages: _____

- d. Liens: _____

- e. Leases: _____

- f. Other: _____

D-6 Minor Plat: If a request is made for acceptance of an application for final approval of a minor plat, complete the following:

- a. Does the plat incorporate all of the tract from which lots are proposed to be divided? Yes No

- b. Does the plat show all natural water courses, ponds, swamps, flood plains or other land subject to potential flooding within the plat and any drainage onto the plat from any existing State Highway, County Road or Town Street? Yes No

E-1 Identification of Plans and Documents:

a. Surveyor: Name: _____
Address: _____
Telephone: _____
N.Y. License No.: _____

b. Engineer: Name: _____
Address: _____
Telephone: _____
N.Y. License No.: _____

c. Architect: Name: _____
Address: _____
Telephone: _____
N.Y. License No.: _____

d. Landscape Architect: Name: _____
Address: _____
Telephone: _____
N.Y. License No.: _____

e. Other: Name: _____
Address: _____
Telephone: _____
N.Y. License No.: _____

E-2 Maps and Documents:

a. Title and Date of Proposed Site Plan: _____

No. of Sheets: _____

b. Title and Date of Preliminary Architectural Plans: _____

No. of Sheets: _____

c. Title, Date and Preparer of other Maps or Plans: _____

No. of Sheets: _____

E-3 Other: Give titles, dates and preparer of reports and documents accompanying application: (such as results of soil tests and reports on a drainage, sewage disposal and water supply):

F Waiver: Does the applicant request any waivers of the requirements of the Town's Land Subdivision Regulations? Yes No

If yes, specify: _____

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.