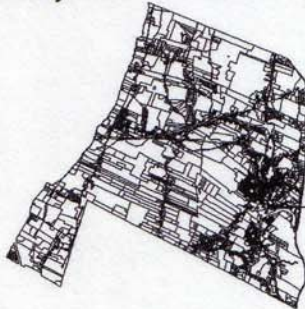


# Town of Lloyd Planning Board Application Packet

Town of Lloyd  
Highland, New York 12528



Parcel

3 0 3 6 Miles

**Location:**

12 Church Street  
Highland, NY 12528

**Application for:**

Site Plan  
 Subdivision/Lot Line

Return due date: \_\_\_\_\_

Phone: (845) 691-7167 (x 21)

Fax: (845) 691-2732

Email: [tlpz@townoflloyd.com](mailto:tlpz@townoflloyd.com)

**Town of Lloyd Planning Board**

Meets on the Fourth Thursday of Each  
Month at 7:00M in Town Hall.

Board Members of 2009 are:

Chair: Dominick Martorana

Vice Chair: Benjamin Bragg

Members: Louis DuBois

Joseph Nucci

Lawrence Hammond

Thomas Ryan

Carl DiLorenzo

Board secretary: Sandra L. Avampato

**Town of Lloyd Planning Board/ZBA 2009 Meeting Schedule**

<u>ZBA Application Submission Due Dates</u>		<u>ZBA Meeting Dates</u>
<u>2 Fridays prior to meeting date</u>		<u>2<sup>nd</sup> Thursdays, 7:30PM</u>
January	12/26/08.....	01/08/09
February	01/30/09.....	02/12/09
March	02/27/09.....	03/12/09
April	03/27/09.....	04/09/09
May	04/24/09.....	05/14/09
June	05/29/09.....	06/11/09
July	06/26/09.....	07/09/09
August	07/31/09.....	08/13/09
September	08/28/09.....	09/10/09
October	09/25/09.....	10/08/09
November	10/30/09.....	11/12/09
December	11/27/09.....	12/10/09

<u>PB Application Submission Due Dates</u>			<u>PB Meeting Dates</u>	
Usually Tuesdays, <b>except as noted*</b>			Usually Thursdays, <b>except as noted*</b>	
	<u>New</u>		<u>Revised</u>	<u>3rd Thursdays.</u>
<u>4:30PM</u>	<u>4<sup>th</sup> Thursdays, 7:00PM</u>			
January	01/07/09.....	01/07/09.....	01/15/09.....	01/22/09
February	02/03/09.....	02/10/09.....	02/19/09.....	02/26/09
March	03/03/09.....	03/10/09.....	03/19/09.....	03/26/09
April	04/07/09.....	04/07/09.....	04/16/09.....	04/23/09
May	05/05/09.....	05/12/09.....	05/21/09.....	05/28/09
June	06/02/09.....	06/09/08.....	06/18/09.....	06/25/09
July	07/07/09.....	07/07/09.....	07/16/09.....	07/23/09
August	08/04/09.....	08/11/09.....	08/20/09.....	08/27/09
September	09/01/09.....	09/08/09.....	09/17/09.....	09/24/09
October	10/06/09.....	10/06/09.....	10/15/09.....	10/22/09
*November	11/03/09.....	11/10/09.....	11/19/09.....	Thanksgiving
Recess	*December	xxxxxx.....	xxxxxx.....	
	xxxxxxx.....	12/03/09		

- Note: Some deadlines and meetings are adjusted as shown to accommodate intervening holidays. Deadlines are strictly adhered to due to the large volume of material that must be reviewed and/or referred for outside comment by agencies or consultants.
- Note: Both boards reserve the right to change meeting dates because of inclement weather, other emergency or extraordinary circumstances. We will make every effort to advise all involved/interested parties, including, but not limited to, radio and TV announcements (weather cancellations).
- Note: Special meetings are scheduled on an "as needed" basis and are announced by a press release notice to news print media (5 in our area: Highland Post-Pioneer, Southern Ulster Times, Poughkeepsie Journal, Times Herald Record, and the Kingston Daily Freeman), and on the Town's Clerk's board in town hall.
- Note: Usually meetings are conducted in the Town Hall meeting room on the first floor. Anticipated large public attendance for a particular application may require that the meeting be conducted at another town facility, pending availability, and this information is included in the meeting notice.

**2009 Observed Holidays by Town of Lloyd (12)**

- |  |  |
|--|--|
| New Year's Day – Thursday, January 1       | Labor Day – Monday, September 7              |
| President's Day – Monday, February 16      | Columbus Day – Monday, October 12            |
| Good Friday – Friday, April 10             | Election Day – Tuesday, November 3           |
| Memorial Day – observed Monday, May 25     | Veteran's Day – Wednesday, November 11       |
| Independence Day – observed Friday, July 3 | Thanksgiving 2-day observance—November 26-27 |
|  | Christmas – Friday, December 25              |

# Town of Lloyd Planning Board

PB Chair: Dominick Martorana  
Office hours: M-F 8:30a-4:30p  
Tel: (845) 691-7167 x21  
Fax: (845) 691-6672  
E-mail [tlpz@townoflloyd.com](mailto:tlpz@townoflloyd.com)  
Info contact: Sandy Avampato

The purpose of Information Sheet is to guide you through the application process.

The Planning Board is a board of review to which the Town Board and the State of New York have delegated powers by law to review a project which involves land use and development, including but not limited to site plans and subdivisions. There are seven Planning Board members who are appointed by the Town Board for a term of 7 years each on rotating schedules, at no remuneration. They are residents of the Lloyd community. The Planning Board ordinarily meets twice per month: the third Thursday for a workshop to review the month's submissions and determine readiness for their regular meeting agenda; and the fourth Thursday of the month for their regular meeting with the applicants and/or their professional consultants.

When first visiting the Planning Board office you will receive an application packet, the contents of which are described below. You may have already visited the office of the town's code enforcement officer and building inspector and received relevant information on code and building regulations regarding your project. In that instance, the building inspector will have also forwarded a transmittal notification to the Planning Board office on his findings. This information will be included in the board's review process. The code officer and building inspector will be involved throughout the planning board's review by having material referred to him/her for their opinions and recommendations. This facilitates your process through their department when you are ready for a building permit.

## The Intake Process

NOTE: It is permissible to appear once before the board informally for a sketch plan review on a large, complex, or unusual project PRIOR to making a formal application. This is the exception rather than the rule and requires advance approval of the chairman. This would give you the opportunity to obtain direction from the board as you prepare your formal application material. This sketch plan review normally takes place at a workshop meeting. The formal application packet contains the following:

1. Application form with a list of the necessary documents (e.g., application fee, photocopy of your deed, letter of intent form, letter of agent form if someone else will represent you, survey map or site plan or subdivision plat of the subject property depicting your proposed project and the existing features)
2. Site plan or subdivision checklist which must be completed and returned with the completed application packet for in-house review
3. Environmental Assessment Form (short or long version - depending on the size or complexity of your project), Coastal Assessment for those sites bordering the Hudson River within the town's Waterfront Bluff Overlay District (WBOD), an Agricultural Data Statement, and Stormwater Management Plan and Report)
4. Meeting schedule chart with submission deadline dates

You should be aware that the board might require you to supply additional information after reviewing your

application material with you at your first appearance. In these instances, specific instructions to assist you will be provided.

Upon completing the application packet you will return to the Planning Board office and have it reviewed by the Administrative Assistant/Staff Planner for completeness. This does not constitute acceptance.

The Chairman and the board will then review the packet. When they accept it as complete, the application will begin movement through the process. If there are significant deficiencies in the packet, you may be required to correct them before the application can be accepted and scheduled for a meeting appearance.

### The Actual Review Process

#### First Review Session:

Your first meeting with the board is to familiarize the members with your project by direct discussion with you and/or your agent. At this time you may use visual, narrative, or written material to support your presentation.

#### Referral to Board Consultants/Escrow Accounts:

Some projects require consultant review by the town's engineers, environmental planner, or attorney. In this instance, the reasons will be explained to you or your agent by the board, and the process of establishing an escrow account to cover the additional costs will be initiated. Essentially, the consultants will be asked to do a preliminary review and develop comments in writing which will be relayed to you. You will receive monthly statements showing the status of your account. The account will be reconciled during the review process and prior to final approval. All fees must be paid prior to the chairman signing the maps.

Referrals will be made for comment from the relevant town and other jurisdictional agencies: county planning, highway, water, sewer, fire, etc.

#### Public Hearing:

If everything is in order and all questions of the board are satisfied, the board will direct their administrative assistant to schedule a public hearing for your project for the next regular monthly meeting. If the Planning Board determines that additional matters need to be addressed before a public hearing can be scheduled, the application will be tabled as incomplete to allow you time to develop the responses to the board's questions and return to a subsequent meeting. The PB office will remain in contact with you during this period. If you take no action or do not make responses to inquiries on the status of your return to the board with the requested information within three months, the PB may require that the board consider denial or abandonment of your project, and make an entry as such into the record. Alternatively the board may discuss with you the option of withdrawing the project without prejudice until you are ready to proceed.

At the public hearing, abutting property owners may appear pursuant to a notice sent to them by the board office; other members of the public are also allowed by law to attend and may introduce information to the record, or simply request information about the project.

If there are additional matters to address pursuant to the opening of the public hearing, discussion will be tabled and the hearing will be extended to allow you time to address the matters and return to the board at a subsequent meeting.

If no adverse environmental impacts or other impediments are discovered, the board will close the public hearing and a vote will be taken. Post-approval process:

If your application is approved, the approval by the Planning Board may contain conditions which need to be met either prior to the signing of the maps by the chairman, or issuance of a building

permit, or issuance of a C.O. Some conditions might be: payment of all fees to include escrow or recreation fees, County Health Department or other jurisdictional agency approvals (e.g. highway curb cuts).

When the conditions have been met, your maps will be accepted for the chairman's signature and processing. Specific directions will be supplied to you relevant to your particular project. If the conditions pertain to the construction phase, the building department will receive a written copy of those conditions for inclusion in their site inspections.

If the nature of your application has been a subdivision (including lot line revisions), you are required to file the approved signed maps with the County Clerk, and the board office will supply you with a guide sheet to help you gather the documents you need for this filing.

If the nature of your application has been a site plan, signed maps are required for in-house use only, and you will receive specific instructions after the approval at the time you prepare your final maps. No filing at the county is required.

Denial of application:

A denial is also possible if conditions for approval cannot be met. Every alternative will be examined, and every opportunity given to you to provide substantive data to address the prevailing circumstances.

If the application still cannot be approved at this time, an opportunity to withdraw the application **without prejudice** will be offered to you, rather than have it receive a denial pursuant to a vote: the advantage to you here is that you might be able to return at some future time prepared to respond sufficiently to the difficulties encountered, and an approval at that time will require only a majority vote of the board. A denial with the current application would require a **unanimous** vote by the board, first to be able to appear, and then also to achieve approval, pursuant to NYS Town Law.

**Assessment Information:** if you file approved subdivision maps at the county clerk's office before March 1st, it will be identified as subdivision on the roll for the forthcoming year. If not filed before March 1st it will be apportioned. If you have any further questions on this matter, please feel free to contact our town assessor at 691-2197. Additionally, if one or several of the subdivided lots are to be sold, you will need specific figures for your closing settlement.

We hope this brief summary helps you to understand the process. If at any time during the process you have questions, you are invited to contact the Planning Board office. We will do our best to assist you.

TOWN OF LLOYD PLANNING BOARD APPLICATION FORM

Property Owner: \_\_\_\_\_
Owner's Mailing Address: \_\_\_\_\_
Owner's telephone/fax/email: \_\_\_\_\_
Business name, if applicable: \_\_\_\_\_
Location of subject site(s): \_\_\_\_\_
Tax Map SBL# \_\_\_\_\_ Zone: \_\_\_\_\_ Property size: \_\_\_\_\_
Name of Agent or Professional Rep: \_\_\_\_\_
Address of Prof Rep: \_\_\_\_\_
Telephone/Fax/Email Prof Rep: \_\_\_\_\_

Complete the description for as many application areas listed below as are appropriate:

1. SUBDIVISION

# lots \_\_\_ for purpose of: \_\_\_\_\_
b. Lot line revision for purpose of: \_\_\_\_\_

2. SITE PLAN: \_\_\_ commercial \_\_\_ residential

for purpose of: \_\_\_\_\_

Sign here and submit this application with the materials listed below:

\_\_\_\_\_  
SIGNATURE OF APPLICANT or AGENT (cross out one)

\_\_\_\_\_  
DATE

TO THE APPLICANT: Submission of the following information is required before the applicant can be presented to the Planning Board; forms supplied in the application packet are starred\*:

- 1. \*Completion of this application form
2. Non-refundable check, money order made out to "Town of Lloyd", or cash, for application fee
Amount being submitted: \$ \_\_\_\_\_ (see attached copy of fee schedule to calculate amount)
3. Photocopy of the deed to the entire parcel
4. \*Completion of the NYS SEQR Environmental Assessment Form (EAF) as appropriate for project, as follows:
a. short form, complete front side only
b. long form, complete section 1 only
c. Ag Statement if required
d. Stormwater Management Flow Chart is enclosed to assist in developing report, pursuant to MS-4 requirements
e. coastal assessment form (for use in the WBOD overlay zone), complete form in addition to short/long form
5. \*Letter of Agent if you are authorizing someone else to represent you at board meetings
6. Letter of Intent on our form or your letterhead
7. \*\*Five (5) copies of a graphic representation of your project depicted on a survey map with the stamp and seal of a professional engineer, surveyor or architect licensed in NYS, or a sketch of the parcel overlaid on a tax map for the board's preliminary review. Coordinate with your Letter of Intent (see #4), and the items on the checklist (see #8)
\*\*ALTERNATIVELY, GIVE US TWO copies of your map and send a .pdf by email to tlpz@townoflloyd.com for use at the meeting through the board's multi-media projector.
8. \*Subdivision or Site Plan checklist is provided with this application packet; it should be completed and accompany the map or sketch submitted. Directions for completion of the checklist are specified on that form provided to you in this application packet.

BOARD USE ONLY FOR VERIFICATION OF SUBMISSION: Receipt date: \_\_\_\_\_ Intake Official initials: \_\_\_\_\_
Fee: \$ \_\_\_\_\_ Payment by (check one): \_\_\_\_\_ # check \_\_\_\_\_ # money order \_\_\_\_\_ cash # maps received: \_\_\_\_\_
Deed: \_\_\_\_\_ EAF: \_\_\_ short \_\_\_ long \_\_\_ coastal Letter of Intent: \_\_\_\_\_ Letter of Agent: \_\_\_\_\_
Checklist completed: \_\_\_ Y \_\_\_ N Other materials: \_\_\_\_\_

3/11/2009

**TOWN OF LLOYD DEVELOPMENT FEE  
SCHEDULE**

This Fee Schedule is established in order to ensure that the costs of any engineering, environmental, planning, legal, inspection or other fees or costs incurred by the Town of Lloyd with respect to matters brought before the Planning Board, the Zoning Board of Appeals, Town Board or any Town departments are to be borne by the Applicant.

Upon the filing of any application or any application for a permit, the Applicant shall pay or deposit with the Town a sum of money calculated in accordance with the fee structure as described below.

The Town shall not schedule an Applicant for appearances before any of the Boards to discuss any application or process any permit application until the appropriate fees are paid in full.

A Certificate of Occupancy shall not be issued unless all fees incurred by the Applicant's project have been paid in full to the Town.

This Fee Schedule may be revised from time to time by the Town of Lloyd Town Board by Resolution.

<b>SECTION</b>	<b>ACTION / JURISDICTIONAL BOARD/DEPT</b>	<b>FEE</b>
<b>1</b>	<b>Site Plan / Planning Board</b>	
1.1	All Structures, Commercial & Residential	\$1,000.00 up to 5,000 sq ft of floor area + \$200 per 1,000 sq ft over 5,000 sq ft of floor area
1.2	Parking in Commercial Zones	\$50 per required parking space
<b>2</b>	<b>Subdivision / Planning Board</b>	
2.1	Subdivisions	\$100 per lot
2.2	Lot Line Revisions	\$200 per submission

<b>3</b>	<b>Recreation / Planning Board</b>	
3.1	Single-Family Homes, Apartments, Condominiums, Cooperatives	<p>\$2,500 per new dwelling unit or newly created parcel.</p> <p>When the Zone does not allow a one or two-family dwelling, the Recreation fee shall apply to all proposed units, or if the subdivision creates more than 5 <b>new</b> parcels, each parcel shall pay the fee.</p> <p>If the parcel has been part of a subdivision, filed within the last two years, one dwelling unit fee shall be exempted from the calculation of the Recreation fee.</p>
3.2	PUD or PRD to provide own recreation according to zoning ordinance	<p>\$2,500 per dwelling unit (\$1,250 for Lloyd Recreation Department and \$1,250 for the Hudson Valley Rail Trail development)--dwelling units shall include but not be limited to apartments, condominiums, attached or detached homes, convalescent and long term care rooms, in-patient long term care rooms.</p>
<b>4</b>	<b>Zoning / Zoning Board of Appeals or Town Board</b>	
4.1	Residential Variances (ZBA)	\$100 + \$15 per dwelling unit
4.2	Commercial/Industrial Variances (ZBA)	\$300 plus \$45 per 1,000 sq ft of building area
4.3	Soil Mining Variances (Town Board)	\$600 plus \$200 per acre or part thereof
4.4	Special Use Permit (ZBA)	\$300
4.5	Rezoning (includes PUDs and PRDs filing for application/petition) (Town Board)	\$2,500 plus \$500 per acre or part thereof
4.6	Interpretation of the Zoning Code	\$200.00
4.7	Appeal as an Aggrieved Person(s)	\$200.00
4.8	Environmental Review (by any Board performing such review):	

Review of EAF, DEIS & FEIS documents as prepared by an Applicant and submitted to the Town, including preparation of Environmental Review Documents and Review of Impacts addressed under SEQRA will be charged if the services of a private consultant, as appointed by the Town Board, are required

The actual cost of review may be charged up to 2% of project cost, as stipulated by NYCRR 617.17 as may be amended; an escrow account will be established for the purpose of this review as authorized by Town Code Article IV, Section 100-8(F)(2)



Letter of Agent

I, \_\_\_\_\_, am the owner of the property

located at \_\_\_\_\_, Highland, New York,

identified as Tax Map SBL# \_\_\_\_\_

I hereby authorize \_\_\_\_\_ to act as my agent in an application to the

Check all that apply:

\_\_\_\_\_ Town of Lloyd Planning Board

\_\_\_\_\_ Town of Lloyd Zoning Board of Appeals

For \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_