

# Town of Marlborough Planning Board

## Application

**ALL APPLICATIONS MUST BE SUBMITTED TO THE BUILDING  
DEPT. FOR APPROVAL BEFORE BEING SENT TO THE  
PLANNING BOARD**

**For Office Use Only:**

**Signature**

DATE SKETCH PLAN APPROVED: \_\_\_\_\_

DATE PRELIMINARY PLAN APPROVED: \_\_\_\_\_

DATE OF SITE REVIEW: \_\_\_\_\_

DATE OF PUBLIC HEARING: \_\_\_\_\_

DATE OF CONDITIONAL FINAL: \_\_\_\_\_

DATE APPROVED BY U.C. HEALTH DEPT: \_\_\_\_\_

DATE APPROVED BY HIGHWAY DEPT: \_\_\_\_\_

DATE APPROVED BY TOWN ENGINEER: \_\_\_\_\_

DATE OF FINAL APPROVAL: \_\_\_\_\_

**TOWN OF MARLBOROUGH PLANNING BOARD**

Highland Pet Center  
Applicant's Name

**CHECKLIST FOR MAJOR/MINOR SUBDIVISION, SITE PLAN and/or LOT LINE REVISION**

- I. The following items shall be submitted for a COMPLETED Planning Board Application Form.
  1.  Completed Application
  2.  Environmental Assessment Form (*May be obtained from Planning Board*)
  3. on file  Letter of Agent Statement
  4. 8570  Application Fee (*Separate check from escrow fee*) 10885F
  5. \$750  Escrow Fee (*Separate check from application fee*)
  6. on file  Copy of deed
  7.  Completed checklist (*Automatic rejection of application without checklist*)
  8. N/A  Agricultural Data Statement (*if applicable*)
  9.  Provide twelve (12) copies of all maps, plans, reports and a PDF computer file on CD of all documentation submitted. Plan sets must be correlated packages.
  
- II. The following checklist items shall be incorporated on the Subdivision Plat, Site Plan, or Lot Line Revision prior to consideration of being placed on the Planning Board Agenda. Non-Submittal of the checklist will result in application rejection.
  1.  Name and address of applicant
  2.  Name and address of owner (*if different*)
  3. N/A  Subdivision name and location
  4.  Tax Map Data (*Section-Block-Lot*)
  5.  Location map at a scale of 1" = 2,000
  6.  Zoning table showing what is required in the particular zone and what applicant is proposing.
  7.  Show zoning boundary if any portion of proposed subdivision or

site is within or adjacent to a different zone

8. 6/1/2017 Date of plat preparation and/or plat revisions

9. 1" = 60' Scale the plat is drawn to (Max 1" = 100')

10. ✓ North Arrow

11. ✓ *Engineer*  
Surveyor's Certification

12. ✓ *Engineer*  
Surveyor's seal and signature

13. ✓ Name, SBL and acreage of adjoining owners

14. n/a NYSDEC Wetland and 100 foot buffer zone with an appropriate certification block regarding DEC requirements.

15. n/a Flood plain boundaries

16. n/a Federal Wetland Boundary

17. ✓ Metes and bounds of all lots

18. ✓ Name and width of adjacent streets, include dedication parcels. The road boundary is to be a minimum of 25 feet from the centerline of the paved street.

19. n/a Show existing or proposed easements (*note restrictions*)

20. n/a Right of way width and Rights of Access and utility placement.

21. n/a Road profile and typical section including existing proposed grades, vertical curve data, utilities, drainage and other improvements.

22. ✓ Lot area acreage. For lots under 2 acres, list in square feet & acres.

23. n/a Number of lots including residual lot.

24. ✓ Show any existing waterways, wetlands, ponds, lakes, streams, drainage courses within 200 feet of parcel boundaries.

25. n/a A note stating a road maintenance agreement is to be filed in the County Clerk's Office for private roads.

26. ✓ Applicable note pertaining to owners review and concurrence.

27. n/a Show any public improvements, i.e. drainage systems, water lines, sewer lines, etc.

28. ✓ Show all existing houses, accessory structures, wells and septic

systems on and within 200 feet of the parcel to be subdivided.

29.  2 Foot Contours

30.  *site plan*  
Indicate any reference to a previous subdivision, i.e., filed map number, data and previous lot number.

31.  *n/a*  
If a private road, Town Board approval of name required, and notes on the plan that no Town services will be provided and a street sign (per Town specs) is to be furnished and installed.

32.  *n/a*  
The amount of grading expected or known to be required to bring the site to readiness.

33.  *n/a*  
Estimated or known cubic yards of material to be excavated.

34.  *n/a*  
Estimated or known cubic yards of fill required.

35.  *n/a*  
The amount of grading expected or known to be required to bring the site to readiness.

36.  *n/a*  
Type and amount of site preparation which falls within the 100 foot buffer strip of wetlands and within the Critical Environmental Area. Please explain in square feet or cubic yards.

37.  *n/a*  
Amount of site preparation within a 100-year flood plain or any water course on the site. Please explain in square feet or cubic yards.

38.  Planning Board approval block 4" x 2"

39.  *n/a*  
Special district boundaries, agricultural, school, fire, water, sewer, etc.

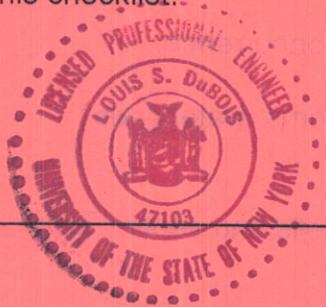
40.  *n/a*  
Sight distance of all intersections and driveways.

41.  *n/a*  
Ridgeline and steep slope notation.

42.  *n/a*  
Agricultural setbacks.

43.  After final approval is given by the Planning Board, the Building dept. needs to be contacted for further guidance.

The plat for the proposed subdivision, site plan, or lot line revision has been prepared in accordance with this checklist.



By:

*LSD*

Licensed Professional

6/1/2017

Stamp

Date

## Legal Notices for Public Hearing

Public Hearings will be held only on the first (1<sup>st</sup>) Monday of the Month.

### **Procedure for Notice:**

1. Planning Board will schedule Public Hearing during a regularly scheduled meeting, after approval for such is granted.
2. Applicant is to obtain surrounding property owner names and addresses from Assessor's Office.
3. Applicant is to send Public Notice Letter, obtained from Planning Board Office, via Certified Mail with Return Receipt to property owners no less than 10 days prior to Public Hearing.
4. Planning Board Office will send notification to the town's official newspaper.
5. All Certified Mail with Return Receipt receipts and a copy of the Assessor's listing of names and addresses must be submitted at Public Hearing.

***Any questions regarding procedures may be answered at 845-795-5243.***

## Ethics Code

### TOWN OF MARLBOROUGH NOTICE OF DISCLOSURE OF INTEREST

In accordance with the Town of Marlborough Code of Ethics, Article 13-3 (E) and Public Officers Law § 209, the following disclosure notice ("notice") must be completed and signed by any individual, including any officer or employee of the Town of Marlborough, who has an application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, special use permit, site plan, subdivision, exemption from a plat or official map, license or permit, pursuant to the provisions of the zoning and planning regulations of the Town of Marlborough before any Town of Marlborough Board, Agency or Department ("decision-making authority"), in which a Town officer or employee has an interest in the subject of the application. The purpose of the disclosure notice is to identify and disclose any potential or actual conflict of interest for the Town employee or officer, which may compromise his/her ability to make decisions solely in the public interest. Please refer to the Town of Marlborough Code of Ethics for further information.

Under the Town of Marlborough Code of Ethics an interest is defined as: a participation, connection or involvement of any sort whether direct or indirect, pecuniary or non-pecuniary, personal or professional, which may result in a benefit. For the purposes of the Town of Marlborough Code of Ethics, the "interests" of a Town officer or employee shall be deemed to include the "interest" of:

- A. An immediate family member. Immediate family member is defined as: grand parents, parents, spouse, significant other, children, grand children, brother, sister, dependent, or any household member of a Town officer, Town Board member or employee.
- B. Any person other than a bank, trust company or other lending institution with whom he/she has a substantial debtor-creditor or other financial relationship.
- C. Any person by whom he/she is employed or of which he/she is an officer, director or member having a controlling interest in any business or enterprise in which the Town employee or officer holds stock or has any other profit-bearing or beneficial relationship.
- D. An officer or employee shall also be deemed to have an interest in a matter if he/she or any person described in A through C above is a party to an agreement, expressed or implied, with any applicant before any Board of the Town, whereby he/she may receive any payment or other benefit whether or not for services rendered, dependent or contingent upon the favorable approval of any such application, petition or request by any Town body.

**This notice must be completed and included with the application, petition or request to the appropriate Town of Marlborough Board, Agency or Department.**

I, \_\_\_\_\_, residing at \_\_\_\_\_, make the following statements about interests in the real property which is the subject of this application, petition or request for a \_\_\_\_\_, before the \_\_\_\_\_ of The Town of Marlborough.

**PART I:** Except as otherwise set forth in Part II below:

**A. Individuals with an interest in the property.**

1. No individual, having an ownership interest in or has an interest in a contract to purchase the subject property is an officer or employee of the Town of Marlborough, Ulster County, New York.
2. No person having an ownership interest in or has an interest in a contract to purchase the subject property is a relative of any individual who is an officer or employee of the Town of Marlborough, Ulster County, New York.

**B. Corporations or other entities with an interest in the property.**

1. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity, which has an ownership interest in or has an interest in a contract to purchase the subject property is an officer or employee of the Town of Marlborough, Ulster County, New York.
2. No officer, director, partner, or employee of any corporation, partnership, company, trust, association, or other legal entity which has an ownership interest in or has an interest in a contract to purchase the subject property is a relative of any individual who is an officer or employee of the Town of Marlborough, Ulster County, New York.

**C. Stockholder or controlling interest**

1. No person who has a legal or beneficial ownership or control stock of a corporate applicant or is a member of a partnership or association with the applicant for the subject property is an officer or employee of the Town of Marlborough, Ulster County, New York.
2. No person who has a legal or beneficial ownership or control stock of a corporate applicant or is a member of a partnership or association with the applicant for the subject property is a relative of any individual who is an officer or employee of the Town of Marlborough, Ulster County, New York.

**D. Party to an agreement with the applicant**

1. No person is a party to an agreement with an applicant, express or implied, or may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application; petition or request for the subject property is an officer or employee of the Town of Marlborough, Ulster County, New York.
2. No person is a party to an agreement with an applicant, express or implied, or may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request for the subject property is a immediate family member of any individual who is an officer or employee of the Town of Marlborough, Ulster County, New York.

**PART II:** If any of the statements under A through D above is not true, please explain and set forth the name and the relationship to the applicant and subject property of any Town employee or officer involved:

**PART III:** This completed notice is to be submitted to the Board, Agency or Department that is authorized to review and render a decision on the application, petition or request. Further, the submittal must be made prior to any review of the application, petition or request. This notice shall be made part of that decision-making authority's official record, disclosing the exact nature of the conflict in detail. If there is an actual or potential conflict, the Town officer or employee shall abstain from voting or otherwise acting on the application, petition or request so as to avoid an actual conflict.

ANY QUESTIONS REGARDING THIS DISCLOSURE NOTICE OR THE CODE OF ETHICS ARE TO BE DIRECTED TO THE TOWN SUPERVISOR AT (845) 795-2220.

PLEASE TAKE NOTICE.....A KNOWINGLY FALSE STATEMENT IS PUNISHABLE UNDER  
N.Y. GEN. MUN. LAW § 809 AS A MISDEMEANOR.

Signed: Vincent R. R.

Date: 6-1-17

## ACKNOWLEDGMENT

State of New York  
County of:

On \_\_\_\_\_, before me personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to this instrument and acknowledged to me that [he/she/they] executed the same in [his/her/their] capacity(ies), and that by [his/her/their] signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

## Planning Board Fees

**(All Applications Subject To Escrow Fees)**

### Application Fees:

|  |   |
|--|---|
| Residential Subdivision – Single Family or Town House                            | \$500.00, plus \$150.00 per Lot or Unit         |
| Residential Site Plan – Multi Family Apartments or Condos                        | \$500.00, plus \$100.00 Per Unit                |
| Commercial Subdivision   | \$500.00, plus \$150.00 per Lot or Unit         |
| Commercial Site Plan   | \$550.00, plus \$10.00 per 1,000 sf of Building |
| All Other Site Plan Reviews  | \$550.00  |
| Lot Line Revision  | \$300.00  |
| Recreation Fees (Residential Subdivisions & Site Plans – Excludes parent parcel) | \$1,500.00 per Lot or Unit                      |
| Recreation Fees Adult Multiple Dwelling Affordable Housing (50 and over)         | \$500.00 per Unit                               |

**Escrow Deposit:** (To be replenished to 75% of original escrow when level drops to 25% remaining in account.)

|   |   |
|---|---|
| Residential Subdivision – Single Family or Town House     | \$500.00, plus \$150.00 per Lot or Unit                           |
| Residential Site Plan – Multi Family Apartments or Condos | \$500.00, plus \$100.00 per Unit                                  |
| Commercial Subdivision                                    | \$400.00 per Lot (up to 4 lots,) then \$200.00 per Lot Thereafter |
| Commercial Site Plan                                      | \$750.00 Minimum  |
| All Other Site Plans                                      | \$750.00 Minimum  |
| Lot Line Revision   | \$300.00 Minimum  |

### Engineer Inspection Fees (All Town Road Installation Inspections)

|   |                                       |
|---|---------------------------------------|
| Improvements as approved by Town Engineer | 5% of the estimated cost to construct |
|---|---------------------------------------|

Town of Marlborough  
Planning Board Application

**Application For:** (Check One)

**Subdivision**

**Amended  
Site Plan**



**Lot Line Revision**

Application Number:

17-1014

Date of Submission:

Name of Project:

Highland Pet Center

Location of Project:

131 Bailey's Gap Rd

Tax Section Block and Lot:

95.4-1-18.2

Zoning District:

R-AG-1

Number of Acres:

10

Sq. Footage of Building:

1088

Description of Project (include number of lots/units & bedrooms):

Construction of south kennel building  
attached to pet center - 1088 SF

Name of Property Owner:

Vin Mar Homes, Inc

Address of Property Owner:

478 Vineyard Ave., Highland, NY 12528

Telephone Number of Property Owner:

845-691-7882

Name of Applicant:

Vin-Mar Homes, Inc

Address of Applicant:

478 Vineyard Ave., Highland, N.Y. 12528

Telephone Number of Applicant:

845-691-7882

Name of Surveyor:

William Eggers, LS

Address of Surveyor:

Stone Ridge, NY

Telephone Number of Surveyor:

845-687-0047

Name of Engineer:

Louis S. Dubois, P.E.

Address of Engineer:

116 Vineyard Ave. Highland, NY 12528

Telephone Number of Engineer

845-224-7102 C

Name of Attorney:

Eugene T. Rizzo, Esq.

Address of Attorney:

272 Mill St., Poughkeepsie, NY 12601

Telephone Number of Attorney:

845-452-6100

Reason For Application:

Construction of additional dog kennel building connecting to existing Pet Center. required site plan approval by PB.

Description of Proposal:

Construction of additional kennel building as a result of demand by dog-owners.

## Disclaimer

The applicant is advised that the Town of Marlborough Town Code, which contains the Town's Zoning Regulations, is subject to amendment. Submission of an application to the Planning Board does not grant the applicant any right to continued review under the code's current standards and requirements. It is possible that the applicant will be required to meet changed standards or new code requirements made while the application is pending.

An approval by the Planning Board does not constitute permission, nor grant any right to connect to or use municipal services such as sewer or water. It is the applicant's responsibility to apply for and obtain Town of Marlborough and other agency approvals not within this Board's authority to grant.

**AFTER FINAL APPROVAL IS GIVEN BY THE PLANNING BOARD, THE BUILDING DEPT. MUST BE CONTACTED FOR FURTHER GUIDANCE.**

The Town of Marlborough Town Board sets forth the schedule of fees for applications to the Planning Board. The signing of this application indicates your acknowledgment of responsibility for payment of these fees to the Planning Board for review of this application including, but not limited to, fees for professional services (Planners/Consultants, Engineers, Attorneys,) public hearings and site inspections. Applicant's submissions and re-submissions that are not complete will not be considered by the Planning Board or placed upon its agenda unless all outstanding fees have been paid.

The undersigned applies for subdivision, site plan, or lot line approval as described above under the rules and procedures of the Town of Marlborough, New York as duly authorized by the Town Board of Marlborough, New York.

The undersigned also acknowledges receipt of the "Disclaimer" above.

Applicant's Name(Print):

*Vincent Rizzi Jr.*

Applicant's Signature:

*Vincent Rizzi Jr.*

Date:

*6/1/2017*

***\*\*Application will not be accepted if not signed and filled out completely\*\****

## Letter of Agent

I (We), Vincent J. Rizzo, Jr. am (are) the owner(s) of a parcel of land located on 131 Parley's Gap Rd in the Town of Marlborough, Tax Map Designation: Section 95.1 Block 1, Lot 18.2

I (We) hereby authorize Louis S. DuBois, P.E. to act as my (our) agent to represent my (our) interest in applying to the Town of Marlborough Planning Board for a Subdivision, Site Plan, or Lot Line Revision Application. (circle one) *Amended*

Signature

Date

---

**Signature**

Date

State Of New York }  
County Of YONKERS }

ss:

On the 1 day of JUNE in the year 2019 before me, the undersigned, a Notary Public in and for said State, personally appeared

VINCENT M. RIZZI, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity, and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

**ROSARIA PEPLOW**  
Notary Public, State of New York  
Qualified in Ulster County, Reg. # 01PE4850895  
My Commission Expires Jan 27 2018

Bruce Peplow  
Notary Public

## SHORT ENVIRONMENTAL ASSESSMENT FORM

for UNLISTED ACTIONS Only

## PART 1 - PROJECT INFORMATION

(To be completed by Applicant or Project Sponsor)

|  |   |
|--|---|
| 1. APPLICANT / SPONSOR<br><i>Vin Mar Homer, Inc.</i>   | 2. PROJECT NAME<br><i>Highland Pet Center</i> |
| 3. PROJECT LOCATION:<br>Municipality <i>131 Barkys Gap Rd - Highland</i> County <i>Ulster</i>  |   |
| 4. PRECISE LOCATION: Street Address and Road Intersections, Prominent landmarks etc - or provide map<br><i>500' south of intersection of Route 44-55 and Barkys Gap Rd</i>   |   |
| 5. IS PROPOSED ACTION : <input type="checkbox"/> New <input checked="" type="checkbox"/> Expansion <input type="checkbox"/> Modification / alteration  |   |
| 6. DESCRIBE PROJECT BRIEFLY:<br><br><i>Construction of additional dog kennel which will be attached to existing Pet Center.</i>  |   |
| 7. AMOUNT OF LAND AFFECTED:<br>Initially <i>10</i> acres      Ultimately <i>9.7</i> acres  |   |
| 8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER RESTRICTIONS?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      If no, describe briefly: <i>SiSC</i>  |   |
| 9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? (Choose as many as apply.)<br><input checked="" type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park / Forest / Open Space <input checked="" type="checkbox"/> Other (describe) <i>abandoned orchard</i> |   |
| 10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (Federal, State or Local)<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      If yes, list agency name and permit / approval: <i>Town of Marlboro Planning Board</i><br><i>Town of Marlboro Building Dept.</i>                               |   |
| 11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      If yes, list agency name and permit / approval:   |   |
| 12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT / APPROVAL REQUIRE MODIFICATION?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |   |
| I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE<br>Applicant / Sponsor Name <i>Vin Mar Homer, Inc.</i> Date: <i>6/1/2017</i><br>Signature  |   |

If the action is a Coastal Area, and you are a state agency,  
complete the Coastal Assessment Form before proceeding with this assessment

**PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)**

|   |  |   |
|---|--|---|
| A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4?  |  | If yes, coordinate the review process and use the FULL EAF.<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.<br><input type="checkbox"/> Yes <input type="checkbox"/> No            |  |   |
| C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)   |  |   |
| C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:<br>[Large empty box]         |  |   |
| C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:<br>[Large empty box]  |  |   |
| C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:<br>[Large empty box]  |  |   |
| C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:<br>[Large empty box]   |  |   |
| C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:<br>[Large empty box]  |  |   |
| C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:<br>[Large empty box]  |  |   |
| C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:<br>[Large empty box]  |  |   |
| D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? (If yes, explain briefly:<br><input type="checkbox"/> Yes <input type="checkbox"/> No [Large empty box] |  |   |
| E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? If yes explain:<br><input type="checkbox"/> Yes <input type="checkbox"/> No [Large empty box]  |  |   |

**PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question d of part ii was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide, on attachments as necessary, the reasons supporting this determination.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (If different from responsible officer)

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

| <b>Part 1 - Project and Sponsor Information</b>  |  |            |   |
|--|--|------------|---|
| Name of Action or Project:   |  |            |   |
| Project Location (describe, and attach a location map):  |  |            |   |
| Brief Description of Proposed Action:  |  |            |   |
| Name of Applicant or Sponsor:  |  | Telephone: |   |
|  |  | E-Mail:    |   |
| Address:   |  |            |   |
| City/PO:   |  | State:     | Zip Code:   |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?<br>If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.   |  |            | <input type="checkbox"/> <input type="checkbox"/> |
| 2. Does the proposed action require a permit, approval or funding from any other governmental Agency?<br>If Yes, list agency(s) name and permit or approval:   |  |            | <input type="checkbox"/> <input type="checkbox"/> |
| 3.a. Total acreage of the site of the proposed action? _____ acres<br>b. Total acreage to be physically disturbed? _____ acres<br>c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres   |  |            |   |
| 4. Check all land uses that occur on, adjoining and near the proposed action.<br><input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)<br><input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____<br><input type="checkbox"/> Parkland |  |            |   |

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 5. Is the proposed action,<br>a. A permitted use under the zoning regulations?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Consistent with the adopted comprehensive plan?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?<br>If Yes, identify: _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are public transportation service(s) available at or near the site of the proposed action?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does the proposed action meet or exceed the state energy code requirements?<br>If the proposed action will exceed requirements, describe design features and technologies: _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will the proposed action connect to an existing public/private water supply?<br>If No, describe method for providing potable water: _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will the proposed action connect to existing wastewater utilities?<br>If No, describe method for providing wastewater treatment: _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Is the proposed action located in an archeological sensitive area?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?<br>If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:<br><input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional<br><input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Is the project site located in the 100 year flood plain?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Will the proposed action create storm water discharge, either from point or non-point sources?<br>If Yes,<br>a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?<br>If Yes, briefly describe: _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|   |                             |                              |
|---|-----------------------------|------------------------------|
| 18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?<br>If Yes, explain purpose and size: _____ | NO <input type="checkbox"/> | YES <input type="checkbox"/> |
| 19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?<br>If Yes, describe: _____   | NO <input type="checkbox"/> | YES <input type="checkbox"/> |
| 20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?<br>If Yes, describe: _____   | NO <input type="checkbox"/> | YES <input type="checkbox"/> |
| <b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  |                             |                              |
| Applicant/sponsor name: _____   | Date: _____                 |                              |
| Signature: _____  |                             |                              |

**Part 2 - Impact Assessment.** The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

|   | No, or small impact may occur <input type="checkbox"/> | Moderate to large impact may occur <input type="checkbox"/> |
|---|--|---|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?   | <input type="checkbox"/>                               | <input type="checkbox"/>                                    |
| 2. Will the proposed action result in a change in the use or intensity of use of land?  | <input type="checkbox"/>                               | <input type="checkbox"/>                                    |
| 3. Will the proposed action impair the character or quality of the existing community?  | <input type="checkbox"/>                               | <input type="checkbox"/>                                    |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?                                     | <input type="checkbox"/>                               | <input type="checkbox"/>                                    |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?                           | <input type="checkbox"/>                               | <input type="checkbox"/>                                    |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?                | <input type="checkbox"/>                               | <input type="checkbox"/>                                    |
| 7. Will the proposed action impact existing: <ol style="list-style-type: none"> <li>public / private water supplies?</li> <li>public / private wastewater treatment utilities?</li> </ol> | <input type="checkbox"/>                               | <input type="checkbox"/>                                    |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?  | <input type="checkbox"/>                               | <input type="checkbox"/>                                    |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?                                    | <input type="checkbox"/>                               | <input type="checkbox"/>                                    |

|   | No, or<br>small<br>impact<br>may<br>occur | Moderate<br>to large<br>impact<br>may<br>occur |
|---|---|--|
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? | <input type="checkbox"/>                  | <input type="checkbox"/>                       |
| 11. Will the proposed action create a hazard to environmental resources or human health?                        | <input type="checkbox"/>                  | <input type="checkbox"/>                       |

**Part 3 - Determination of significance.** The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

|   |  |
|---|--|
| <input type="checkbox"/>  | Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required. |
| <input type="checkbox"/>  | Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.   |
| Name of Lead Agency _____   |  |
| Date _____  |  |
| Print or Type Name of Responsible Officer in Lead Agency _____      |  |
| Title of Responsible Officer _____                                  |  |
| Signature of Responsible Officer in Lead Agency _____               |  |
| Signature of Preparer (if different from Responsible Officer) _____ |  |

**PRINT**

**ULSTER COUNTY DEPARTMENT OF FINANCE  
REAL PROPERTY TAX SERVICE AGENCY**

**PO Box 1800, 244 Fair Street, Kingston, New York 12402  
Telephone (845) 340-3490 Fax (845) 340-3499**

**Burton Gulnick, Jr.**  
*Commissioner of Finance*



**Thomas Jackson**  
*Director of Real Property Tax Service  
Deputy Commissioner of Finance*

## **Procedure for Naming Roads in Ulster County**

Pursuant to Resolution 233 August 8, 1991 of the Ulster County Legislature, designating the Ulster County Real Property Tax Service Agency (RPTSA) as administrator of the Right-of-Way Naming Act and authorizing it to coordinate activities among various agencies, departments and municipalities, the following procedures for naming roads in Ulster County are established.

- All requests for new road names in Ulster County, including but not limited to new subdivision roads, new road names for previously unnamed private roads and road name changes must be reviewed and approved by the Ulster County Department of Emergency Management (EM).
- All such requests must first be reviewed and authorized by the municipal Assessor, who will assure the consent of any other local officials involved with road naming.
- The primary purpose of the review by EM is to promote public safety by eliminating possible duplications of the same or similar sounding road names already in existence.
- Prior to filing a subdivision map showing a new road name, a Road Name Request Form, a copy of which is attached hereto, signed by EM must be submitted with the subdivision map to RPTSA.
- EM will forward copies of all Road Name Authorization forms to RPTSA.
- Where appropriate, the tax map will be updated to show the new and revised road names authorized by EM.
- These road naming procedures shall be updated from time to time as needed.

**Last updated 2/19/2016**

*"Our Professional Goal – To Create And Preserve Tax Equity Within And Between All Municipalities"*

Ulster County Website: [www.ulstercountyny.gov](http://www.ulstercountyny.gov)

1136

VINMAR HOMES, INC.  
478 VINEYARD AVE  
HIGHLAND, NY 12528

10-4-220

6-1-17

Pay to the order of TOWN of MARLBOROUGH  
Seven Hundred Fifty and 00/100

\$ 750.00

dollars

Security Features  
Included  
Details on Back.

**A**M&T Bank

Highland Village Office

for ESCROW

100113610220000461

986051886011

*Vincent R. J.*

MP

1135

VINMAR HOMES, INC.  
478 VINEYARD AVE  
HIGHLAND, NY 12528

10-4-220

6-1-17

Pay to the order of TOWN of MARLBOROUGH  
Five Hundred Seventy and 00/100

\$ 570.00

dollars

Security Features  
Included  
Details on Back.

**A**M&T Bank

Highland Village Office

for

100113510220000461

986051886011

*Vincent R. J. —*

MP



**COUNTY OF ULSTER**  
EMERGENCY COMMUNICATIONS / EMERGENCY MANAGEMENT  
238 GOLDEN HILE LANE  
KINGSTON, NEW YORK 12401-6440

Michael P. Hein, *County Executive*

Steven J. Peterson, *Director*



Emergency Management (845) 331-7000

Emergency Communications (845) 338-1440

Fax (845) 331-1738

## Road Name Request Form

Date: \_\_\_\_\_

*Submit this request to Ulster County Emergency Management at the above address*

**Please list three road name choices in order of preference:**

*(Submit a separate form for each road a name is being requested for)*

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

Name and contact information for requesting party: \_\_\_\_\_

Location of road: \_\_\_\_\_

Nearest intersection or cross street(s): \_\_\_\_\_

**This new road name is requested in connection with:**

- New subdivision road; Subdivision name: \_\_\_\_\_
- Conversion of previously unnamed private road
- Road name change; Current road name: \_\_\_\_\_
- Other, please describe \_\_\_\_\_

**Assessor authorization:** I, \_\_\_\_\_, Assessor for the town/city of \_\_\_\_\_, confirm that any necessary municipal approvals for the above requested road names are completed and the road names are authorized.

### **Ulster County Emergency Management authorization:**

The following road name is approved: \_\_\_\_\_

Date \_\_\_\_\_

Emergency Management authorized signature \_\_\_\_\_

*Please transmit a copy of the approved form to the Ulster County Real Property Tax Service Agency for inclusion with the subdivision map certification form and/or tax map revision.*

# CHECKLIST FOR FILING OF SUBDIVISION MAP



## County Clerk

Nina Postupack, County Clerk



→ Original Subdivision map  
printed on mica or mylar

→ One paper copy of original  
Subdivision map

→ Ulster County Finance Dept  
Tax Certification → Tax →  
Town Tax Certification if fil-  
ing between Jan 1st and  
May 31st

→ School Tax Certification  
See Certification timetable  
when required for filing

→ Real Property Certification  
→ \$10.00 Filing Fee payable  
to the Ulster County Clerk

## For Further Information Contact.....

Ulster County Clerk's Office  
(845)340-3288  
Nina Postupack, County Clerk

Ulster County Dept of Finance  
(845) 340-3431  
Burton Gulnick, Director

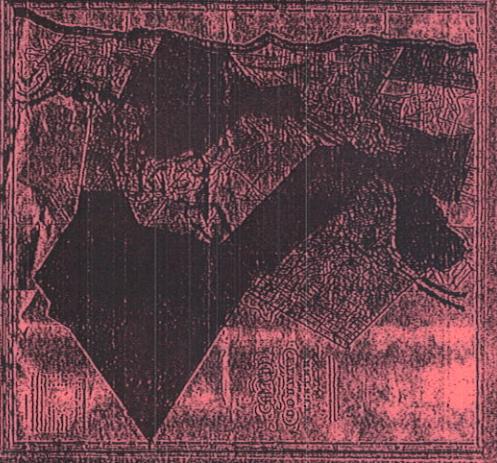
Ulster County Real Property Office  
(845) 340-3490  
Dorothy Martin, Director

Or Visit our Website at.....  
[www.co.ulster.ny.us](http://www.co.ulster.ny.us)

For information on School and  
Town Taxes you must contact  
the town tax collector or the  
local school district that the  
property is located in.

## SUBDIVISION MAPS

Ulster County Clerk  
240 Main Street  
Kingston, NY 12401



# Filing Requirements Subdivision Maps

## General Requirements

1. Map must be in ink and legible, no erasures.
2. Map must be submitted to the Planning Department, 100 Main Street, Suite 100, Lancaster, PA.
3. Surveyors certificate showing date of completion of survey and names of the surveyor and the name of the subdivision must be original, signed and sealed by the Surveyor.
4. Platting fees must be paid in advance of the surveyor's acceptance of the map.
5. Platting fees are non-refundable to the User. County Platting fees are \$10.00.

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## Certifications

1. DEED OF FINANCIAL CERTIFICATE - Issued by the User County Dept. of Finance (\$10.00 fee) for the COMPANY CERTIFICATE is issued by an Absentee Company stating that a five year search of the property shows all taxes paid.
2. REAL PROPERTY CERTIFICATE - Issued by the Real Property Office along with the financing documents and executed by the User County Street Name. A fee of \$10.00 to \$100.00 based on number of lots.
3. TOWN TAX CODE OF CERTIFICATE - Issued by the town tax collector stating that all taxes are paid for current year. Issued from Lancaster County Dept. of Finance. Taxes are paid to the User County Finance Dept.
4. SCHOOL DISTRICT CERTIFICATE - Issued by the school district management. School year taxes are paid. (See Education Tax Table)

## Certification Requirements

1. All certifications must be signed by the agency and seal must be affixed.
2. All certifications must be dated in the month the taxes are paid.
3. All certifications must be originals.

## Tax Certification

GENERAL TAXES - The County of Lancaster taxes are collected from January 1 through June 30. Taxes are due on or before May 31. Taxes are payable at the User County Dept. of Finance.

KINGSTON CONSOLIDATED SCHOOL DISTRICT - Year runs from July 1 through June 30. Taxes are payable to the School District from September 15th to December 15th. A receipt date of 10/15/98 is issued. Taxes are due on or before December 31st. Taxes are payable to the User County Dept. of Finance.

There are fourteen other school districts in the User County. All taxes are collected from July 1 through June 30. Taxes are payable to the User County Dept. of Finance. Taxes are payable to the User County Dept. of Finance. Taxes are payable to the User County Dept. of Finance. Taxes are payable to the User County Dept. of Finance. Taxes are payable to the User County Dept. of Finance. Taxes are payable to the User County Dept. of Finance. Taxes are payable to the User County Dept. of Finance. Taxes are payable to the User County Dept. of Finance. Taxes are payable to the User County Dept. of Finance.

AN ATTACHED TAX RECEIPT WILL BE COLLECTED AND ISSUED BY THE USER COUNTY DEPT. OF FINANCE.

