

Town of Marlborough Planning Board Application

Application For: (Check One)

Subdivision X **Site Plan** **Lot Line Revision**

Application Number: _____

Date of Submission: _____

Name of Project: Subdivision of lands of Gregory Tonsing and Dorothy E. Tonsing

Location of Project: 20 Walnut Lane Milton, NY

Tax Section Block and Lot: SBL: 103.1-4-21 & 22

Zoning District: R-AG-1

Number of Acres: 14.96 Sq. Footage of Building: _____

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

 2 Lot Subdivision

Name of Property Owner: Gregory Tonsing

Address of Property Owner: 20 Walnut Lane Milton, NY 12547

Telephone Number of Property Owner: 845-391-4383

Name of Property Owner: Dorothy E. Tonsing

Address of Property Owner: 5153 Jekyll Court Fernandine Fl. 32034

Telephone Number of Property Owner: 904-583-3484

Name of Applicant: same as owners

Address of Applicant: same as owners

Telephone Number of Applicant: same as owners

Name of Surveyor: Brooks & Brooks, Land Surveyor, PC

Address of Surveyor: 11 Main Street Highland, NY 12528

Telephone Number of Surveyor: 845-691-7339

Name of Engineer: n/a

Address of Engineer:

Telephone Number of Engineer

Name of Attorney: n/a

Address of Attorney:

Telephone Number of Attorney:

Reason For Application: to obtain Planning board approval for this 2 lot subdivision.

Description of Proposal: Applicants, Greggory Tonsing and Dorothy Tonsing are co-owners of property located on Walnut Lane in the Town of Marlborough having the Tax Map designation of SBL: 103.1-4-21 & 22 and is located in the R-AG-1 zoning district. Parcels are serviced by municipal water.

The property is divided by Walnut Lane. Having 3.79 acres on the north side and 11.17+-acres on the south side of said Walnut Lane. We propose to use the road line, being 25 feet from the center line, as the new division line to create a 2 lots subdivision.

Proposed Lot 1, the 3.79 acre parcel has an 2 existing houses, septic system and a block storage building.

Proposed Lot 2, the 11.17+acre piece is a vacant wooded parcel. No development is proposed at this time.

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. x_____ Completed Application
 2. x_____ Environmental Assessment Form (*May be obtained from Planning Board*)
 3. x_____ Letter of Agent Statement
 4. x_____ Application Fee (*Separate check from escrow fee*)
 5. x_____ Escrow Fee (*Separate check from application fee*)
 6. x_____ Copy of deed
 7. x_____ Completed checklist (*Automatic rejection of application without checklist*)
 8. x_____ Agricultural Data Statement (*if applicable*)
 9. x_____ 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. x_____ Name and address of applicant
 2. x_____ Name and address of owner (*if different*)
 3. x_____ Subdivision name and location
 4. x_____ Tax Map Data (*Section-Block-Lot*)
 5. x_____ Location map at a scale of 1" = 2,000
 6. x_____ Zoning table showing what is required in the particular zone and what applicant is proposing.
 7. x_____ Show zoning boundary if any portion of proposed subdivision or site is within or adjacent to a different zone
 8. x_____ Date of plat preparation and/or plat revisions

9. x_____ Scale the plat is drawn to (Max 1" = 100')
10. x_____ North Arrow
11. at final Surveyor's Certification
12. at final Surveyor's seal and signature
13. x_____ 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. x_____ Federal Wetland Boundary
17. x_____ Metes and bounds of all lots
18. n/a 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. x_____ Lot area acreage. For lots under 2 acres, list in square feet & acres.
23. x_____ Number of lots including residual lot.
24. x_____ 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. x_____ Applicable note pertaining to owners review and concurrence.
27. x_____ Show any public improvements, i.e. drainage systems, water lines,
 sewer lines, etc.
28. n/a Show all existing houses, accessory structures, wells and septic
 systems on and within 200 feet of the parcel to be subdivided.
29. n/a 2 Foot Contours

30. x_____ 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. x_____ 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. x_____ Agricultural setbacks.
43. x_____ 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: 
Licensed Professional

November 22, 2021
Date

Stamp

Legal Notices for Public Hearing

Public Hearings will be held only on the first (1st) 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, Greggory Tonsing, residing at 20 Walnut Lane Milton, NY 12547, make the following statements about interests in the real property which is the subject of this application, petition or request for a 2 lot subdivision, before the Planning Board 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: Greggory Tonsing
Date: 11-17-21

ACKNOWLEDGMENT

State of New York
County of: Ulster

On 11/17/2021, before me personally appeared Greggory Tonsing, 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.

Notary

SUZANNE DEMSKIE
Notary Public, State of New York
Reg. No. 01DE6240448
Qualified in Ulster County
Commission Expires May 02, 2023

[Signature] 9

Planning Board Fees

(All Applications Subject To Escrow Fees)

Application Fees:

Residential Subdivision – Single Family or Town House	\$750.00, plus \$150.00 per Lot or Unit
Residential Site Plan – Multi Family Apartments or Condos	\$750.00, plus \$100.00 Per Unit
Commercial Subdivision	\$600.00, plus \$200.00 per Lot or Unit
Commercial Site Plan	\$1,000.00, plus \$10.00 per 1,000 sf of Building
All Other Site Plan Reviews	\$550.00
Lot Line Revision	\$600.00
Recreation Fees <i>(Residential Subdivisions & Site Plans – Excludes parent parcel)</i>	\$2,000.00 per Lot or Unit
Recreation Fees Adult Multiple Dwelling Affordable Housing <i>(50 and over)</i>	\$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	\$750.00, plus \$150.00 per Lot or Unit
Residential Site Plan – Multi Family Apartments or Condos	\$750.00, plus \$100.00 per Unit
Commercial Subdivision	\$600.00 per Lot (up to 4 lots,) then \$200.00 per Lot Thereafter
Commercial Site Plan	\$1,000.00 Minimum
All Other Site Plans	\$750.00 Minimum
Lot Line Revision	\$600.00 Minimum

Engineer Inspection Fees (All Town Road Installation Inspections)

Improvements as approved by Town Engineer	5% of the estimated cost to construct
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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): Greggory Tonsing

Applicant's Signature: 

Date: 11-17-21

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

Letter of Agent

I (We), Greggory Tonsing am (are) the owner(s) of a parcel of land located at
Walnut Lane in the Town of Marlborough, Tax Map Designation:
Section 103.1 Block 4 Lots 21 & 22.

I (We) hereby authorize Brooks & Brooks, Land Surveyors, PC to act as my
(our) agent to represent my (our) interest in applying to the Town of Marlborough Planning Board for
a 2 Lot Subdivision, Site Plan, or Lot Line Revision Application. (circle one)

Greggory M. Tonsing
Signature

11-17-21
Date

State Of New York }
County Of Ulster } SS:

On the 17th day of November in the year 2021 before me, the undersigned, a Notary
Public in and for said State, personally appeared

Greggory M. Tonsing, 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.

Suzanne Demskie
Notary Public

SUZANNE DEMSKIE
Notary Public, State of New York
Reg. No. 01DE6240448
Qualified in Ulster County
Commission Expires May 02, 2023

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

I, Dorothy E. Tonsing, residing at 2153 Jekyll Court Fernandine, Fl. 32034, make the following statements about interests in the real property which is the subject of this application, petition or request for a 2 lot subdivision, before the Planning Board of The Town of Marlborough.

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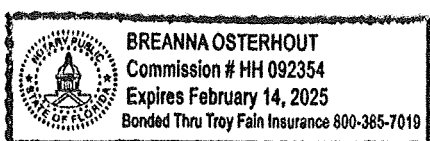
Signed: Dorothy E. Tonsing
Date: 10/23/21

ACKNOWLEDGMENT

State of Florida
County of:

On 10/23/21, before me personally appeared Dorothy E. Tonsing, 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.

Notary



Breanna Osterhout

Disclaimer

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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): Dorothy E. Tonsing

Applicant's Signature: 

Date: 10/23/21

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

Letter of Agent

I (We), Dorothy E. Tonsing am (are) the owner(s) of a parcel of land located at
Walnut Lane in the Town of Marlborough, Tax Map Designation:
Section 103.1 Block 4 Lots 21 & 22.

I (We) hereby authorize Brooks & Brooks, Land Surveyors, PC to act as my
(our) agent to represent my (our) interest in applying to the Town of Marlborough Planning Board for
a 2 Lot Subdivision, Site Plan, or Lot Line Revision Application. (circle one)

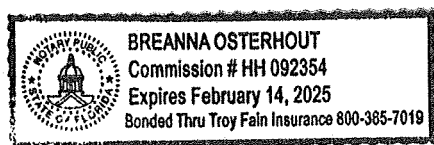
Dorothy E. Tonsing
Signature

10/23/21
Date

State Of Florida }
County Of Nassau } SS:

On the 23rd day of Oct in the year 2021 before me, the undersigned, a Notary
Public in and for said State, personally appeared

Dorothy Tonsing, 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.



Breanna Osterhout
Notary Public