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www.willinghamengineering.com

March 3, 2023

Mr. Chris Brand, Chair and Board Members
Town of Marlborough Planning Board
21 Milton Turnpike
Milton, NY 12547

Re: **Summit Drive Properties LLC**
Summit Drive
Town of Marlborough, New York
Conceptual Site Plan Application
SBL: 108.4-6-29.311

Dear Chair Brand and Planning Board Members:

We are pleased to submit a Conceptual Site Plan Application for Summit Drive, SBL: 108.4-6-29.311. The parcel is 7.32 acres in size and is in the R – Residential District. The property is currently vacant with existing municipal sewer conveyance infrastructure on the property (manhole and line).

The applicant, Summit Drive Properties LLC, proposes to construct (4) 6-unit multifamily dwellings on the property. The zoning district allows for a maximum density of 6 dwelling units per acre so the proposed 24 dwelling units are below the maximum allowable 43 dwelling units. The property will access the cul-de-sac of Summit Drive with a private driveway leading to a 36-car parking lot designed per Town Code standards. The parking lot is proposed to have an emergency vehicle truck turnaround area. The project is proposed to utilize municipal sewer facilities which currently exist on the property and to obtain municipal water service with connection to the existing water main on Summit Drive. A vegetative buffer area will be provided at the property boundaries to provide screening from adjacent properties. As part of this project, a Stormwater Pollution Prevention Plan will be prepared and a SPDES permit will be required from the NYSDEC for construction activities.

Please find the attached documents for your review:

- Conceptual Site Plan
- Aerial Image of the Site
- Preliminary Conceptual Site Plan Application
- Preliminary Conceptual Site Plan Checklist
- Escrow Fee

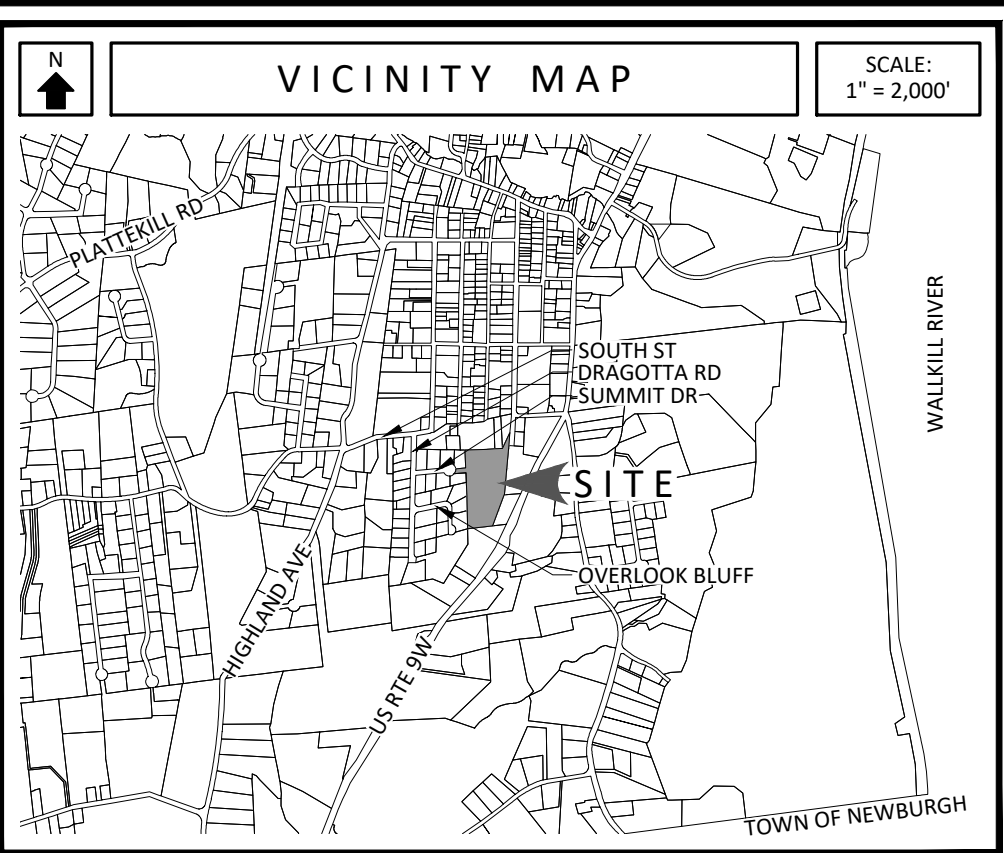
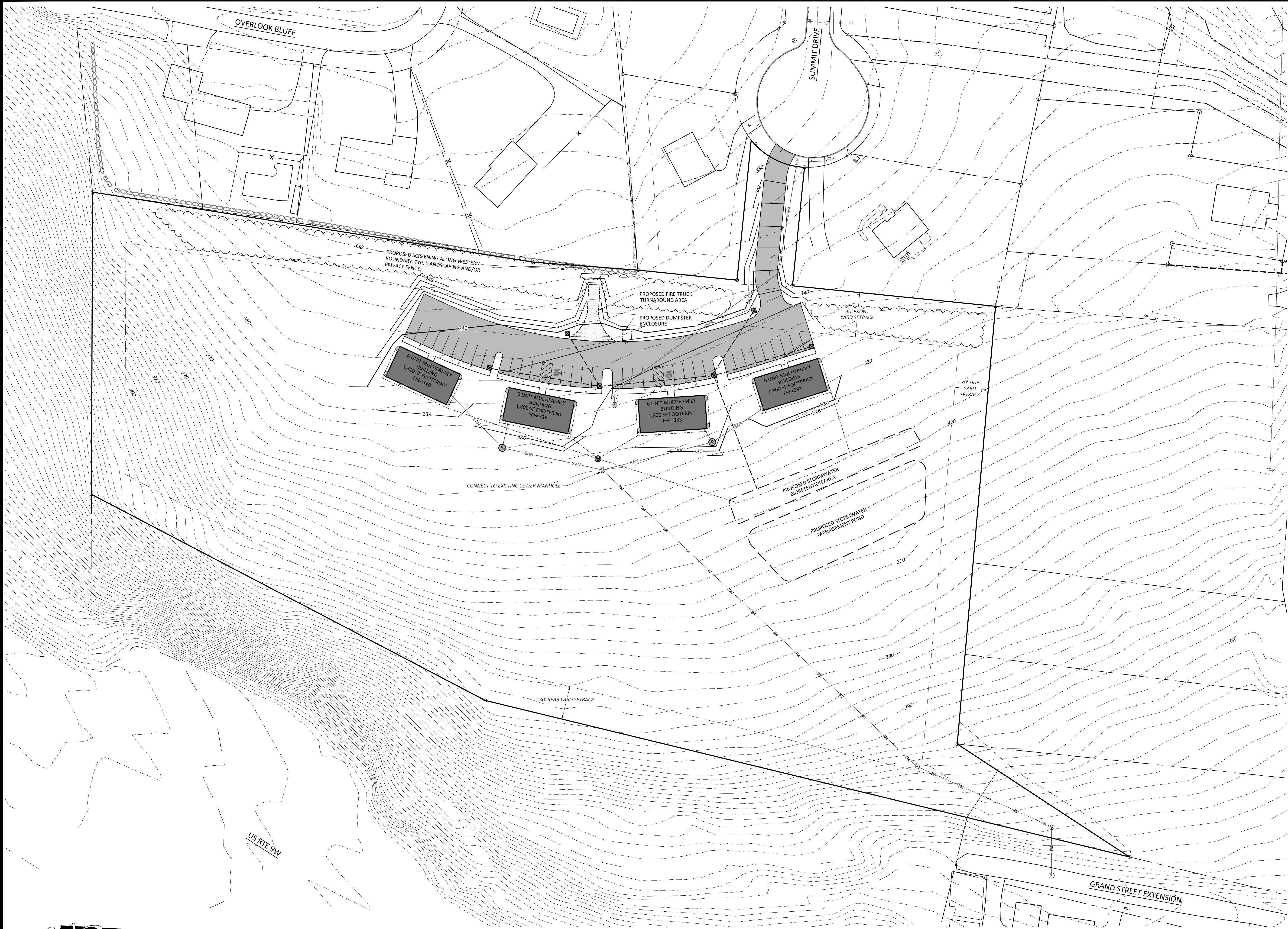
- Agent Authorization Letter
- Disclaimer

Thank you for your consideration of this matter and we look forward to meeting with the Board. Please feel free to contact me at your convenience with any questions.

Sincerely,
Willingham Engineering, PLLC

A handwritten signature in black ink, appearing to read 'Matthew Towne', with a stylized flourish at the end.

Matthew Towne, PE
NYS Professional Engineer No. 088562



PROPERTY INFORMATION	
SECTION-BLOCK-LOT:	108.4-6-29.311
PARCEL AREA:	7.32 ACRES
ZONING DISTRICT:	R - RESIDENTIAL DISTRICT
OWNER:	SUMMIT DRIVE PROPERTIES LLC 3121 ROUTE 9W NEW WINDSOR, NEW YORK

ZONING INFORMATION		
ZONE:	R - RESIDENTIAL DISTRICT	
CURRENT USE:	VACANT	
PROPOSED USE:	MULTIPLE DWELLINGS (RESIDENTIAL)	
ITEM	REQUIRED	PROVIDED
MINIMUM LOT AREA ¹	3 ACRES	>3 ACRES
MAXIMUM DENSITY ¹	6 DU PER ACRE	<6 DU PER ACRE
MINIMUM FRONT YARD ¹	40'	>40'
MINIMUM REAR YARD ¹	30'	>30'
MINIMUM SIDE YARD ¹	30'	>30'
MINIMUM LOT WIDTH ¹	200'	>200'
MINIMUM LOT DEPTH	100'	>100'
MAXIMUM BUILDING COVERAGE	30%	<30%
MAXIMUM LOT COVERAGE	15%	<15%
MAXIMUM BUILDING STORIES	2 ½	≤2 ½
MAXIMUM BUILDING HEIGHT	35'	≤35'

¹PER SPECIAL USE NOTES AS INDICATED BELOW.
²LOT IS CURRENTLY WITHIN MARLBOROUGH WATER DISTRICT AND WILL PETITION TO BE ALLOWED IN MARLBOROUGH SEWER DISTRICT #1

- | SPECIAL USE NOTES | |
|---|--|
| PER §155-30 MULTIPLE DWELLINGS IN THE 'R' DISTRICT ¹ | |
| 1. MINIMUM LOT AREA SHALL BE THREE ACRES, WITH A MINIMUM LOT WIDTH OF 200 FEET | |
| 2. MAXIMUM LOT COVERAGE SHALL BE 15% | |
| 3. LOT SHALL BE SERVED BY AND UTILIZE PUBLIC WATER AND SEWER | |
| 4. SETBACKS FOR FRONT YARD SHALL BE 40 FEET, EACH SIDE YARD 30 FEET AND REAR YARD 30 FEET | |
| 5. MAXIMUM DENSITY SHALL BE SIX DWELLING UNITS PER ACRE | |



LEGEND	
	EXISTING PROPERTY LINE
	ADJACENT PROPERTY LINE
	BUILDING SETBACK
	EXISTING 10' CONTOUR (LIDAR)
	EXISTING 2' CONTOUR (LIDAR)
	EXISTING EDGE OF PAVEMENT
	EXISTING EDGE OF GRAVEL
	PROPOSED BUILDING
	PROPOSED ASPHALT PAVEMENT
	PROPOSED CONCRETE WALK
	PROPOSED GRAVEL AREA
	PROPOSED 10 FT CONTOUR
	PROPOSED 2 FT CONTOUR
	PROPOSED 8" WATER MAIN
	PROPOSED HYDRANT
	PROPOSED WATER VALVE
	PROPOSED 4" PVC SEWER LINE
	PROPOSED SANITARY SEWER MANHOLE
	PROPOSED DRAINAGE CULVERT
	PROPOSED CATCH BASIN
	PROPOSED ROOF LEADER WITH DOWNSPOUT
	PROPOSED DRAINAGE MANHOLE
	PROPOSED LANDSCAPING AREA

PARKING NOTES	
PER §155-27 REQUIRED PARKING:	
MULTIPLE DWELLINGS (RESIDENTIAL) = 1.5 SPACES FOR EACH DWELLING UNIT (ROUNDED DOWN TO A WHOLE NUMBER)	
4 BUILDINGS WITH 6 UNITS PER BUILDING = 24 TOTAL UNITS	
24 UNITS x 1.5 SPACES PER UNIT = 36 SPACES REQUIRED	
36 PARKING SPACES PROVIDED	
HANDICAP PARKING:	
1 SPACE PER 25 SPACES = 2 SPACE REQUIRED	

Ulster County Parcel Viewer



February 13, 2023

 Override 1
 Tax_Parcels

1:4,536

0 0.03 0.06 0.11 mi
0 0.04 0.09 0.18 km

Town of Marlborough Planning Board
Preliminary Conceptual Site Plan Application

Application #

Please refer to the Town of Marlborough Town Code Section 155-31 <https://www.ecode360.com/8667578> to review all relevant local legislation with regards to Site Plan Review. Applicants may skip to professionally done Site Plan Application.

Please refer to Town of Marlborough Route 9W Corridor Building and Site Design Guidelines for New Commercial Construction and Rehabilitation of Existing Buildings.

<https://www.townofmarlboroughny.org/DocumentCenter/View/2891/Route-9W-Corridor-Building-and-Site-Design-Guidelines>

Failure to accurately complete this application in its entirety may result in delays and additional review costs.

Date of Initial Submission and Latest Revision	3/3/23
Name of Project	Summit Drive Properties LLC
Address of Project	Summit Drive
Tax Section, Block, and Lot Number	108.4-6-29.311
Zoning District	R
Number of Acres see: https://ulstercountyny.gov/maps/parcel-viewer/	7.32
Square Footage of Each Building	
Reason For Application: Conceptual review of proposed multifamily residential development	
Description of Proposal 155-31 E (3) (a): construction of (4) 6-unit multifamily buildings for 24 total residential units. proposed parking lot, stormwater management, municipal water connection, municipal sewer connection and associated site improvements.	

CONTACT INFORMATION where applicable	
Name of Property Owner	Nick Galella
Address of Property Owner	3121 RT 9w New Windsor Ny 12553
Telephone Number of Property Owner:	845-742-4060
Email of Property Owner	ng12547@gmail.com
Name of Applicant	
Address of Applicant	
Telephone Number of Applicant	
Email Address of Applicant	
Name of Surveyor	
Address of Surveyor	
Telephone Number of Surveyor	
Email Address of Surveyor	
Name of Engineer	Willingham Engineering
Address of Engineer	183 Main Street
Telephone Number of Engineer	845-255-0210
Email Address of Engineer	mtowne@willinghamengineering.com
Name of Attorney	
Address of Attorney	
Telephone Number of Attorney	
Email Address of Attorney	
Name & Profession of Other Involved Personnel	
Address of Other Involved Personnel	
Telephone Number of Other Involved Personnel	
Email of Other Involved Personnel	

Town of Marlborough Planning Board

Conceptual Plan Checklist

Please refer to the Town of Marlborough Town Code Section 155-31 D <https://www.ecode360.com/8667578> to review all relevant local legislation with regards to Conceptual Site Plan Review.

Failure to accurately complete this Checklist in its entirety may result in delays and additional review costs. Applicants may go directly to the professionally completed Site Plan check list.

Y / N	Required Items To Be Submitted
1 Y	Conceptual Plan Application Checklist Complete pages 3 to 4.
2 Y	Letter of Agent Statement Page 10, Ethics code pages 5-7 if applicable.
3 Y	Disclaimer see page 9.
4 Y	Initial Escrow Fee Paid (Separate check from Application Fee) see page 8, also 155-31 J.
5 N	Any waivers or deferred submission of concept plan information. (155-31 F).
6 Y	An area map and a high resolution aerial photograph keyed to the real property maps, showing the parcel under consideration and all properties, subdivisions, roads, and easements within 500 feet of the boundaries thereof. (NOTE: An example of an acceptable aerial photograph includes a photograph from Google Earth™ mapping service.) 155-31 D (1) (or Ulster County Parcel viewer Aerial https://ulstercountyny.gov/maps/parcel-viewer/).
7 Y	A compilation of known environmental data in relation to the project site and in relation to property within 500 feet of the project site is included. The compilation shall consist of a narrative summarizing the known environmental data, and copies of any and all previous reports, studies, findings and documents, prepared by any person, consultant or agency. If the supporting reports, studies, findings and documents are in excess of 50 pages, it is preferred that this submission be made in digital form. See 155-31 D (3).
	SITE MAP
8 Y	Site map depicts approximate location of lot lines and lot measurements. 155-31 D (2) (a) (b).
9 Y	Map of the site depicts existing and proposed streets, other access ways and site ingress and egress. 155-31 D (2) (c) (f).
10 Y	Map of the site depicts approximate location of proposed location of future roadway connections between the subject parcel and adjacent parcels. 155-31 D (2) (d) and 155-31 G (8) (b).
11 Y	Map of the site depicts location and dimensions of existing and proposed structures and paved areas 155-31 D (2) (e).
12 Y	Map depicting the approximate location of site topography. 155 D 2 (g).

13 Y	Map of the site depicts significant natural and historic features, including floodplains, outcrops, soils, watercourses and water bodies, significant habitat areas, or known endangered species occurrences and wooded areas. In addition, agricultural districts, farm operations, sites nominated or on the state or national registers for historic places, sensitive archaeological areas, and coastal zone boundaries. 155-31 D (2) (h).
14	Photographs of the site and buildings thereon are included. Encouraged by Planning Board. 155-31 D(2)(i).
15 Y	A digital copy of the conceptual site plan is submitted in PDF format. 155-31 D (4).

DISCLAIMER: The Town of Marlborough does not provide legal, engineering, or other consulting advice to applicants or potential applicants. Such applicants must retain their own attorneys, engineers, and/or other consultants to obtain such advice. Any conceptual review provided by Town employees or representatives related to limited information in Conceptual Site Plan Packet is provided subject to review, comments, and decisions by the Planning Board as a whole and all the Planning Board's consultants after submission of a full site plan packet, supporting documents, revisions, and public review.

The proposed Concept plan has been prepared in accordance with this checklist.

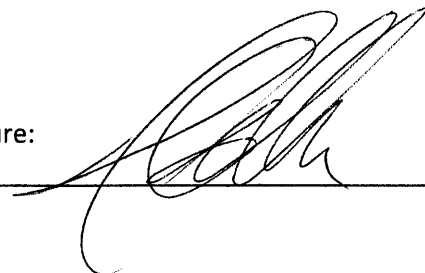
By: _____

Date: _____

Town of Marlborough Planning Board
Letter of Agent

I (We), Nick Galella am (are) the owner(s) of
a parcel of land located
on Summit Drive in the Town
of Marlborough, Tax Map Designation: Section 108.4 Block 6 Lot 29.311.

I (We) hereby authorize Willingham Engineering to act as my (our) agent
to represent my (our) interest in applying to the Town of Marlborough Planning Board for
a ☐ Lot Subdivision ☒ Site Plan ☐ Minor Site Plan ☐ Lot Line Revision Application. (check one)

Signature:  Date: 2/14/23

Signature: _____ Date: _____

State Of New York
County of Ulster

On the 14 day of February in the year 2023 before me, the undersigned, a Notary Public in and for said

State, personally appeared Nicholas Galella
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.


Notary Public

CELINA MORGIEWICZ
NOTARY PUBLIC STATE OF NEW YORK
ULSTER COUNTY
LIC. #01MO6445465
COMM. EXP. 12/19/2026

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.

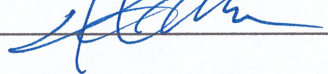
AFTER FINAL APPROVAL IS GIVEN BY THE PLANNING BOARD, THE BUILDING DEPT. MUST BE CONTACTED FOR FURTHER GUIDANCE.

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): Nicholas Gallo

Applicant's Signature: 

Date: 2/14/23

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