

Town of Marlborough  
Planning Board Application

**Application For:**

(Check One)

**Subdivision**



**Lot Line (3 plus lots)**



Application Number: \_\_\_\_\_

Date of Submission: 7-7-23 - amended 10-16-23

Name of Project: Jones Sub-division

Location of Project: Orange St Marlboro

Tax Section Block and Lot: 108.4 - 6 - 29.110

Zoning District: R

Number of Acres: 2.41

Sq. Footage of Building: existing House is 1500 sq Ft

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

3 Lot Sub-division

EMAIL: DButwell911@gmail.com

Name of Property Owner: Deborah Jones

Address of Property Owner: 98 Orange St Marlboro NY

Telephone Number of Property Owner: (845) 541-6069

Name of Applicant: Deborah Jones

Address of Applicant: 98 Orange St Marlboro NY

Telephone Number of Applicant: (845) 541-6069

Name of Surveyor: Jonathan Miller  
Address of Surveyor: 1229 RT 300 #3 Newburgh NY  
Telephone Number of Surveyor: 845 943 7198

Name of Engineer: Feeney Engineering  
Address of Engineer: 20 Alta Dr Newburgh NY  
Telephone Number of Engineer: (845) 590-5543

Name of Attorney: Murphy + Schisano  
Address of Attorney: 717 Broadway Newburgh NY  
Telephone Number of Attorney: 845 562 1515

Reason For Application: 3 lot sub division

Description of Proposal:

3 lot sub division

Deborah Jones

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 (<https://www.dec.ny.gov/permits/6191.html>)
3. ☒ Letter of Agent Statement
4. ☒ Application Fee (*Separate check from escrow fee*)
5. ☒ Escrow Fee (*Separate check from application fee*)
6. ☒ Copy of deed
7. ☒ Completed checklist (*Automatic rejection of application without checklist*)
8. ☒ 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. ☒ 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. ☒ Date of plat preparation and/or plat revisions
9. ☒ Scale the plat is drawn to (Max 1" = 100')
10. ☒ North Arrow

11. ☒ Surveyor's Certification
12. ☒ Surveyor's seal and signature
13. ☒ Name, SBL and acreage of adjoining owners
14. ☒ NYSDEC Wetland and 100 foot buffer zone with an appropriate Certification block regarding DEC requirements.
15. ☒ Flood plain boundaries
16. ☒ 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. ☒ Show existing or proposed easements (*note restrictions*)
20. ☒ Right of way width and Rights of Access and utility placement.
21. ☒ 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. ☒ Number of lots including residual lot.
24. ☒ Show any existing waterways, wetlands, ponds, lakes, streams, drainage courses within 200 feet of parcel boundaries.
25. ☒ 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. ☒ 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. ☒ Indicate any reference to a previous subdivision, i.e., filed map number, data and previous lot number.

31. ☒ 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. ☒ The amount of grading expected or known to be required to bring the site to readiness.
33. ☒ Estimated or known cubic yards of material to be excavated.
34. ☒ Estimated or known cubic yards of fill required.
35. ☒ The amount of grading expected or known to be required to bring the site to readiness.
36. ☒ 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. ☒ 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. ☒ Special district boundaries, agricultural, school, fire, water, sewer, etc.
40. ☒ Sight distance of all intersections and driveways.
41. ☒ Ridgeline and steep slope notation.
42. ☒ 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: [Signature]  
Licensed Professional

10-26-23  
Date

## 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): Deborah Jones  
Applicant's Signature: Deborah Jones  
Date: 10/16/23

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

## Letter of Agent

I (We), Deborah Jones am (are) the owner(s) of a parcel of land located on 98 Orange St in the Town of Marlborough, Tax Map Designation: Section 108.4 Block 6 Lot 29.110.

I (We) hereby authorize Dave Feeney @ Feeney Engineering to act as my (our) agent to represent my (our) interest in applying to the Town of Marlborough Planning Board for a 3 Lot Subdivision, Site Plan, or Lot Line Revision Application. (circle one)

Deborah Jones  
Signature

10/16/23  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

State Of New York }  
County Of ORANGE } SS:

On the 16<sup>th</sup> day of OCTOBER in the year 2023 before me, the undersigned, a Notary Public in and for said State, personally appeared

DEBORAH JONES, 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.

Lisa M Argenio  
Notary Public

