

**Town of Marlborough Planning Board**  
**Preliminary Conceptual 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	
Name of Project	
Address of Project	
Tax Section, Block, and Lot Number	
Zoning District	
Number of Acres see: <a href="https://ulstercountyny.gov/maps/parcel-viewer/">https://ulstercountyny.gov/maps/parcel-viewer/</a>	
Square Footage of Each Building	
Reason For Application:	
Description of Proposal 155-31 E (3) (a):	

CONTACT INFORMATION where applicable	
Name of Property Owner	
Address of Property Owner	
Telephone Number of Property Owner:	
Email of Property Owner	
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	
Address of Engineer	
Telephone Number of Engineer	
Email Address of Engineer	
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.

<b>Y / N</b>	<b>Required Items To Be Submitted</b>
1	Conceptual Plan Application Checklist Complete pages 3 to 4.
2	Letter of Agent Statement Page 10, Ethics code pages 5-7 if applicable.
3	Disclaimer see page 9.
4	Initial Escrow Fee Paid (Separate check from Application Fee) see page 8, also 155-31 J.
5	Any waivers or deferred submission of concept plan information. (155-31 F).
6	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 <a href="https://ulstercountyny.gov/maps/parcel-viewer/">https://ulstercountyny.gov/maps/parcel-viewer/</a> ).
7	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).
<b>SITE MAP</b>	
8	Site map depicts approximate location of lot lines and lot measurements. 155-31 D (2) (a) (b).
9	Map of the site depicts existing and proposed streets, other access ways and site ingress and egress. 155-31 D (2) (c) (f).
10	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	Map of the site depicts location and dimensions of existing and proposed structures and paved areas 155-31 D (2) (e).
12	Map depicting the approximate location of site topography. 155 D 2 (g).

13	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	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  
Preliminary Conceptual Escrow Fees**

**Please make checks payable to: Town of Marlborough**

Conceptual Site Plan - \$300.00 minimum

Escrow fee to be determined.

Escrow Deposit are to be replenished to 75% of original escrow when level drops to 25% remaining in account.

Contact the Building Department for safety inspection, permit, and other applicable fees.

## **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.

**Steven Tinkelman, Managing Member**

Applicant's Name (Print): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ 

Date: 01/05/24

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

**Town of Marlborough Planning Board**  
**Letter of Agent**

I (We), MARLBOROUGH RESORT LLC am (are) the owner(s) of  
a parcel of land located  
on 626 LATTINTOWN ROAD in the Town

of Marlborough, Tax Map Designation: Section 102.4 Block 3, 2 Lot 8,320, 12, 13, 29.

I (We) hereby authorize TINKELMAN ARCHITECTURE PLLC 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:



Michael Achenbaum

Date:

1/4/2023

Signature:

Date:

State Of New York

County of NEW YORK

On the 4th day of JANUARY in the year 2024 before me, the undersigned, a Notary Public in and for said

State, personally appeared Michael Achenbaum,  
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

