

**Town of Marlborough Planning Board**  
**Minor Site Plan Application**  
**Short Term Rentals, Home Occupations, and**  
**Bed and Breakfasts**

Application # 24-2014

Please refer to the Town of Marlborough Town Code including but not limited to Sections 155-31 O and 155-32.3 on short term rentals, 155-23 on Home Occupations, 155-32 special use permits, and <https://www.ecode360.com/8667578#8667578> to review all relevant local legislation with regards to Site Plan Review.

Failure to accurately complete this application in its entirety may result in delays and additional review costs. Application requirements include but are not limited to the following materials: (155-31 O 4 for short term rentals)

**Project Narrative**

Date of Initial Submission and Latest Revision	8/24/24
Name of Proposed Business and/or nature (if applicable) 155-31 O 4 (b) (iv)	<del>Short Term Rental at 224 Highland Avenue</del> <i>Cecilia Colangelo BNB</i>
Address of Project Site 155-31 O 4 (b) (i)	224 Highland Avenue, Marlboro, NY 12542 <i>Cecilia</i>
Tax Section, Block, and Lot Number(s)	108.12-1-48.200
Zoning District(s) 155-31 O 4 (b) (iii), 155-12	R Residential District, R-1 Residential District, R-Ag-1 Rural Agricultural District, indicate ( R )
Gross Square Footage of Each Building 155-31 O 4 (b) (ix)	1300 SF <b>Short term rentals not permitted in multifamily houses</b>
Number of Bedrooms to be Rented for Short term rentals and bed and breakfast	1 <b>No increase in bedrooms permitted</b>
Number of Parking spaces 155-31 O 4 (b) (x)	3
Number of Employees 155-31 O 4 (b) (xi)	0
Proposed days and hours of operation are indicated. 155-31 O 4 (b) (xii)	Monday-Sunday 12:00 AM-12:00PM

**Project Description Narrative (see checklist item 2)**

The following is a description of the existing site at 224 Highland Avenue, Marlboro, NY 12542 and its intended use and requested further use. The existing site is a single-family house with 3 bedrooms and 2-1/2 bathrooms. There is no additional site development required for enhanced use of property. There will be no additional requirements or strain placed on the sewer or water usage of the home. The impact on the traffic will be of no noticable consequence as the traffic required for operations will be one car for (2) guests and there is ample parking available in the driveway as well as additional street parking available. There will be no additional noise, visual, drainage etc. damage to adjoining properties as the number of guests is limited and the bedrooms in the house are already below permitted occupancy for the home. For the reasons submitted above regarding adverse effects to neighbors, demand on public roads and services, the usage of the current property and its ability to sustain this operation without any additional improvements, it is analyzed that the requested plan is in adherence to the requirements laid out in Chapter 155. No waivers are requested at this time.

## Contacts

Name of Property Owner 155-31 O 4 (b) (ii), 155-1	<del>William DeSantis</del> Cecilia Colangelo <i>Cecilia Cy</i>
Address of Property Owner	226 Highland Avenue, Marlboro, NY 12542
Telephone Number of Property Owner:	845-430-2649
Email of Property Owner	danedesantis@gmail.com
Name of Applicant (if different)	<del>Dane DeSantis</del> Cecilia Colangelo <i>Cecilia Cy</i>
Address of Applicant	224 Highland Avenue, Marlboro, NY 12542
Telephone Number of Applicant	845-549-0283
Email Address of Applicant	danedesantis@gmail.com

## Professional contacts if applicable

Name of Surveyor	Darren Stridiron
Address of Surveyor	148 Route 17 M, Harriman, NY, 10926
Telephone Number of Surveyor	845-234-2310
Email Address of Surveyor	surveyingcva@cvassociatesny.com
Name of Engineer	Dave Feeney
Address of Engineer	20 Alta Drive, Newburgh, NY 12550
Telephone Number of Engineer	845-590-5543
Email Address of Engineer	Feeneyenginerring@gmail.com
Name of Attorney	N/A NOT USING AN ATTORNEY
Address of Attorney	
Telephone Number of Attorney	
Email Address of Attorney	
Name & Profession of Other Involved Personnel	N/A NO OTHER PROFESSIONALS INVOLVED
Address of Other Involved Personnel	
Telephone Number of Other Involved Personnel	
Email of Other Involved Personnel	



## Town of Marlborough Planning Board

### Checklist for Minor Site Plan Application

The following items shall be submitted for a Planning Board Minor Site Plan Application to be considered complete.

Please check each required item. Use the separate page attached explaining any waivers requested from the checklist. After final approval is given by the Planning Board, the Building Department should be contacted for further guidance regarding permit requirements 155-32.2.

Y / N	Required Items To Be Submitted
1 X	Twelve (12) copies of all maps, plans, reports, and a PDF file of all documentation submitted. Any plan sets must be submitted in collated packages.
2 X	Complete Narrative Description Page 1 use additional pages if need 155-31 O 4 (b) A description of the existing site and use 155-31 O 4 (b) (v) A description of the intended site development and use 155-31 O 4 (b) (vi) Anticipated impacts on services (i.e. traffic, water, sewer) 155-31 O 4 (b) (vii) 155-23 D The impact on adjoining property (i.e. noise, visual, drainage, other) 155-31 O 4 (b) (viii) 155-23 D An analysis of how the project complies with the requirements contained within this Chapter 155, Zoning, is included. Any waivers or variances needed have been identified.
3 X	Completed Minor Site Plan Application (Pages 1 and 2) and Disclaimer page 10.
4 X	Site Plan Application Checklist Complete (Automatic application rejection without checklist) pages 3 to 4
5 X	Home Occupation 155-23 D – “There shall be no structural alteration to the principal building in order to accommodate the home occupation. Home occupations shall generate no noise, odor, vibration, smoke, dust, traffic or other objectionable effects.” Short term rentals and home occupations are classified as Type 2 SEQRA action (No Environmental Assessment Form is required).
6 X	Letter of Agent Statement Page 11 if applicable. Notice of Disclosure or Interest pages 6-8 if applicable.
7 X	Application Fee Paid (Separate check from Escrow Fee) see page 9
8 X	Initial Escrow Fee Paid (Separate check from Application Fee) see page 9
9 X	A copy of the deed to the property as most recently filed and/or a copy of the executed contract of sale is included 155-31 E (aa) (1).
10 X	A copy of each covenant, easement or deed restriction in effect or intended to cover all or part of the tract is included 155-31 E (aa) (2).
11 N/A	Agricultural Data Statement (If applicable). (N/A) because home is not within 500ft of a farm located in an agricultural area
12 X	Photographs of the site and buildings and/or aerials thereon are included. They are encouraged, not required by Planning Board. See <a href="https://ulstercountyny.gov/maps/parcel-viewer/">https://ulstercountyny.gov/maps/parcel-viewer/</a>
13 N/A	Show signing proposed for Home Occupation see 155-27 and 155-28. No signing is permitted for short term rentals.155-32.3 I. N/A because signing not permitted for short-term rentals

	MINOR PLAN REQUIREMENTS
<b>14<sup>X</sup></b>	Outline the proposed design showing Title of the drawing, including the name and address of the owner of record 155-31 O (c) (i).
<b>15<sup>X</sup></b>	Outline the proposed design showing boundary lines of the property. 155-31 O (c) (ii).
<b>16<sup>X</sup></b>	Outline the proposed design North arrow, scale and date. 155-31 D (4) (b).
<b>17<sup>X</sup></b>	Outline the proposed design showing names and uses of all owners of record adjacent to the applicant's property. 155-31 O 4 (c) (iii).
<b>18<sup>X</sup></b>	Outline the proposed design showing existing zoning district 155-31 O 4 (c) (v).
<b>19<sup>X</sup></b>	Outline the proposed design showing location of all existing and proposed buildings and other improvements. 155-31 O 4 (c) (vi).
<b>20<sup>X</sup></b>	Outline the proposed design depicts floor plans, A table indicating square footage of building areas to be used for a particular use, such as home Occupation 155-23 A bed and breakfast 155-1 definition: maximum number of employees 155-23 E.
<b>21<sup>X</sup></b>	Outline the proposed design showing existing and proposed parking, number of parking spaces and analysis of parking requirement. 155-31 O 4 (c) (vii) (viii). Number of off-street parking spaces. short term rental 55-31 O 4 (b) (x) Bed and breakfast 155-27 (minimum of 200 square feet each. See 155-27 A (1) (a)).
<b>22<sup>X</sup></b>	Outline the proposed design showing the names of existing streets, other access ways and site ingress and egress. 155-31 O 4 (c) (iv) and 155-31 O 4 (c) (ix).

The proposed Site Plan has been prepared in accordance with this checklist.

APPROVAL BY THE PLANNING BOARD IS NOT PERMISSION TO START OPERATION. CONTACT THE BUILDING DEPT. FOR SHORT TERM RENTALS ALSO SEE SECTION 155-32.3 FOR PERMIT AND SAFETY INSPECTION REQUIREMENTS.

By: DANE DESANTIS Cecilia Colangeto Date 8/28/24

x Cecilia Colangeto

## 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): Dane DeSantis Cecilia Colangelo  
Applicant's Signature:  X   
Date: 8/24/24


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

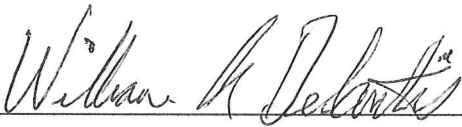


**Town of Marlborough Planning Board**  
**Letter of Agent**

I (We), William DeSantis am (are) the owner(s) of  
a parcel of land located  
on 224 Highland Avenue in the Town  
of Marlborough, Tax Map Designation: Section 108.12 Block 1 Lot 48.200.

I (We) hereby authorize Dane DeSantis 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: 8/24/24

Signature:  Date: 8/24/24

State Of New York  
County of Orange

On the 24 day of August in the year 2024 before me, the undersigned, a Notary Public in and for said

State, personally appeared William DeSantis,  
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

