

SUBDIVISION APPLICATION



**PLANNING BOARD
Town of Carmel
60 McAlpin Avenue
Mahopac, NY 10541
(845) 628-1500 – Ext. 190**

<p>APPLICANT'S GUIDE</p> <p>FOR SUBMISSIONS TO THE TOWN OF CARMEL</p> <p>PLANNING BOARD</p>
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**ALL SUBMISSIONS TO THE PLANNING BOARD MUST SIMULTANEOUSLY
BE SUBMITTED TO THE APPROPRIATE FIRE DEPARTMENT LOCATED IN
THE SAME DISTRICT AS THE SUBJECT PROPERTY.**

**Chief of Carmel Fire Department
85 Gleneida Ave. Carmel, NY 10512**

**Chief of Mahopac Fire Department
P.O. Box 267, Mahopac, NY 10541**

**Chief of Mahopac Falls Fire Department
P.O. Box 190, Mahopac Falls, NY 10542**



TOWN OF CARMEL SUBDIVISION APPLICATION INSTRUCTIONS



The Town of Carmel Planning Board meetings are held twice a month, on the second Thursday and fourth Wednesday, at 7:00 PM at Carmel Town Hall, 60 McAlpin Avenue, Carmel

The submission deadline is 10 days prior to the Planning Board meeting. New subdivision applications that have been deemed complete will be placed on the agenda in the order they are received.

Pre-Submission:

Prior to the formal submission of the subdivision, a pre-submission conference may be requested by the applicant to be conducted with representatives from the Town, which may include the Town Planner, Town Engineer, Director of Code Enforcement, Planning Board Attorney. This conference will serve to educate the applicant on the process he/she must follow, clarify the information required to submit a complete subdivision application, and to highlight any specific areas of concern. You may arrange a pre-submission conference through the Planning Board Secretary at (845) 628-1500.

Submission Requirements:

At least 10 days prior to the Planning Board meeting, the subdivision application shall be submitted to the Planning Board Secretary as follows:

All subdivisions shall be signed, sealed and folded with the title box legible. The application package shall include:

- ☐ 5 copies of the Subdivision Application Form signed and notarized.
- ☐ 5 copies of the SEQR Environmental Assessment Form (use of short form or long form shall be determined at pre-submission conference).
- ☐ 5 full size sets of the Subdivision Plan
- ☐ 1 CD (in pdf. format) containing an electronic version of the Subdivision Plan
- ☐ 2 copies of the Disclosure Statement
- ☐ 5 copies of the Subdivision Completeness Certification Form
- ☐ All supplemental studies, reports, plans and renderings.
- ☐ 2 copies of the current deed.
- ☐ 2 copies of all easements, covenants and restrictions.
- ☐ The appropriate fee, determined from the attached fee schedule. Make checks payable to the *Town of Carmel*.

Planning Board Secretary; Date

Town Engineer; Date

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Applications determined to be incomplete with respect to §131 10-14 of the Town of Carmel Subdivision Regulations, **will not be placed on the Planning Board agenda.** No subdivision will be considered for approval without first being certified as complete.

Subdivision Requirements:

Subdivisions shall be prepared in conformance with §131 11-14 of the Town of Carmel Subdivision Regulations and unless specifically waived during the pre-submission conference, shall include the following:

General Requirements:

1. Key map at a scale of one inch equals 800 feet, showing the relation of the portion to be subdivided to the entire tract and the relation of the entire tract to its neighborhood for at least 1,000 feet beyond its boundaries.
2. Title block, including title of map; name of subdivision; name, address, seal and signature of professional engineer or land surveyor preparing the plat; written scale; date of original and all revisions.
3. A legend, including, names of all adjacent landowners and those within 500 feet of any property line; zoning district the site is located in with the requirements of said zone compared to the proposed standards, as well as the abutting zones in the subdivision; Tax Map, block and lot number of the tract to be subdivided as shown on the latest Tax Map; names and addresses of owner and subdivider, so designated; North point and graphic scale.
4. Location and identification of all zoning district boundaries.
5. Identification of all maps filed in the County Clerk's office affecting properties within 500 feet of the lot to be subdivided.

Sketch Plan Requirements:

1. All items noted in § 131-11.
2. Proposed subdivision layout at a scale of not less than one inch equals 100 feet.
3. All proposed lot lines, dimensions in feet and the areas of all lots in square feet and identifying numbers for each lot.
4. The location of existing and proposed setback lines, streets within 200 feet of the subdivision, buildings, watercourses, railroads and bridges, culverts, drainpipes and any natural features, such as wooded areas and rock formations.
5. Location and size of areas proposed to be reserved for recreation/open space.

Preliminary Plat Requirements:

1. All items noted in § 131-11.
2. Proposed subdivision layout of a scale of not less than one inch equals 100 feet and showing all proposed lot lines, dimensions in feet and the areas of all lots in square feet, identifying numbers of all lots and the

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- location of existing and proposed setback lines and recreation/open space.
3. All streets within 200 feet of the subdivision, buildings, including identification of those to be removed, watercourses, railroads and bridges, culverts, drainpipes and any natural features, such as wooded areas, rock formations and officially designated wetlands.
 4. The area included in the subdivision, by area of lots, roads, reservations if any, and total acreage.
 5. The existing and proposed contours (at an interval of not more than two feet), suitably designated to differentiate, with proposed first-floor elevations of the buildings.
 6. Names of existing streets and proposed names of new streets, which shall not duplicate or nearly duplicate names of existing streets.
 7. Preliminary profiles of all proposed roads.
 8. Location, type and size of curbs, sidewalks and bikeways, if any.
 9. For subdivisions of five or more lots, front building elevation sketches and distribution of dissimilar building types on the site to avoid excessive similarity of exterior design.
 10. Plans of proposed utility layouts and all facilities, unsized.
 11. The natural flow of surface drainage (indicated with arrows and the final disposal of surface waters); location of existing and proposed watercourses, culverts, bridges, drainpipes, lakes and ponds, detention or retention ponds; tentative location of storm drain inlets with the drainage areas tributary to each outlined and the area shown.
 12. Existing or proposed covenants or deed restrictions applying to the site and a preliminary draft of homeowners' association documents, if applicable.
 13. Identification and copies of all filed maps affecting the property to be subdivided and all properties within 500 feet thereof.
 14. A stormwater pollution prevention plan (SWPPP) consistent with the requirements of Article X of Chapter 156 of the Code of the Town of Carmel shall be required for preliminary subdivision plat approval. The SWPPP shall meet the performance and design criteria and standards in Article X of Chapter 156. The approved preliminary subdivision plat shall be consistent with the provisions of Article X of Chapter 156.

Final Plat Requirements:

1. All items required in § 131-11.
2. All data required in § 131-13, but dimensions exactly with reference to monuments, bearings, distances in feet, radii, points of curvature and tangency of property lines, lot widths and depths and square feet of each lot.
3. Location of all proposed setback lines on each lot, with corner and irregular-shaped lots identified as to front, side and rear yards.
4. Location of all existing and proposed monuments.
5. All existing streets and streams within the subdivision and within 200 feet of the boundaries thereof, the width of the right-of-way of each

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- street and existing public easements and municipal boundaries within 200 feet of the subdivision.
6. All proposed public easements or rights-of-way and the purposes thereof and proposed streets, identifying right-of-way width and names.
 7. All parcels proposed for open space/recreation use, with a statement of the purpose of each.
 8. Construction plat, which shall include, in addition to the above: final first-floor elevations of dwellings and outside grades at their corner; proposed curb elevations at all lot corners; all existing structures, including a note indicating those to be removed and yard dimensions of those to remain; plans and profiles and proposed improvements and utility layouts; paving widths and locations, section and profiles; sidewalk widths and locations and sections; road alignment, complete with stations, center line curve data and existing and finished contours of the road and all regraded areas; details of manholes, catch basins, headwalls and any other required structure; locations of all street trees, lights and signs; maximum anticipated extent of the areas of cuts and fills where grade changes are proposed; the natural flow of surface drainage and the final disposal of surface waters; slopes of banks of all watercourses, if defined, and boundaries of floodplains; specifications, locations, profiles and detailed cross sections of the proposed storm drains, including all inlets and size of the drainage area of the streets, including grades and all other improvements.
 - a. All drainage shall be designed in accordance with the United States Soil Conservation Service method. Generally, a drainage system within local roads shall be designed on the basis of a ten-year storm; major roads or collectors, road crossings or stream crossings on the basis of a twenty-five-year storm; and crossings for state or county roads on the basis of a fifty-year storm. Where there exists a prior history of flooding or other storm damage or the potential for such becomes recognized because of the proposed improvements, the Town may require the design be made on the basis of larger storm frequencies up to that of a one-hundred-year storm.
 - b. Stormwater retention facilities shall be incorporated into the design, wherever possible. Regardless of the storm-frequency design, the retention-pond design shall incorporate an outlet structure such that stormwater retention will be affected during any rainfall regardless of the storm-frequency design period. The applicant shall take cognizance of the New York State Department of Environmental Conservation criteria for improvement structures, and designs submitted shall be in conformance with those criteria.
 9. Certification by an engineer or surveyor as to the accuracy of details of the plat.
 10. Final copy of the homeowners' association documents, if applicable.
 11. Deeds for land to be dedicated for road widening, recreation or other

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purposes.

12. Erosion control standards. The following minimum erosion control standards and construction standard details, in addition to any other standards or details necessary for the particular project, or as may be required by the Town's Environmental Conservation Board with respect to wetlands shall be stated on the construction plans. (Sketches on erosion control standards are on file in the Town Clerk's office and are available for inspection there during business hours.)

- a. Road and drainage improvements.

- i. All topsoil to be stripped from the area being developed shall be stockpiled not less than 200 feet from any body of surface water and shall be immediately seeded with Manhattan rye grass.
- ii. On all embankment fill slopes, topsoil shall be stripped at least five feet wider than required for the embankment toe of slope. A protective berm of topsoil shall be left in this area, running parallel to the contours for the purpose of restricting drainage runoff. The topsoil berm shall be seeded as required for stockpiles.
- iii. In addition to the above, further erosion and siltation control measures shall be employed, including but not limited to slit-trench silt traps, staked haybales and brush checkdams, when and where required or ordered.
- iv. All cut slopes and embankment fills are to be immediately laid back and stabilized as follows:
 1. Grade to finished slopes.
 2. Scarified.
 3. Topsoiled with not less than four inches of suitable topsoil material.
 4. Seeded with Manhattan rye grass. Seed shall be applied at the rate of not less than five pounds per 1,000 square feet.
 5. Mulched with not less than one inch and not more than three inches of straw (two tons/acre) and anchored in a suitable manner.
- v. Temporary on-site siltation basins for the immediate control of erosion and siltation are to be provided when and where required or ordered. The length, width and depth of such basins are to be determined in the field in accordance with United States Department of Agriculture Soil Conservation Service practices.
- vi. All erosion control structures are to be maintained in proper functioning order and are to be replaced when required or ordered.

- b. Streams.

- i. Filter fabric is to be Mirafi 140 as manufactured by the Celanese Corporation or an approved equal.

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- ii. All construction activities in or around streams are to be provided with temporary erosion control structures as shown in detail, Silt Fence-Haybale Erosion and Sediment Control Standard Arrangement, located immediately downstream from such activity. These structures are to be in place as shown prior to the start of any upstream construction activity.
 - iii. Construction of temporary erosion control structures are to begin with the farthest downstream (the silt fence) and thence proceeding upstream until all four structures are in place.
 - iv. After construction, the temporary erosion control structures are to be removed in reverse order with the most upstream structure removed first and thence proceeding downstream to the silt fence. The silt fence is to be removed only after the stream is flowing clear downstream of the fence.
 - v. Construction activities are to begin with the farthest downstream work and proceed to activities farthest upstream.
 - vi. All temporary erosion control structures are to be left in place, maintained and replaced as needed or ordered until all work upstream therefrom has been completed and all related temporary erosion control structures have been removed.
 - vii. All embankments to be graded and seeded immediately upon being laid back.
- c. General.
- i. Construction equipment shall not unnecessarily cross live streams except by means of bridges and culverts or other approved methods.
 - ii. Whenever feasible, natural vegetation should be retained and protected.
 - iii. Only the smallest practical area of land should be exposed at any one time during development.
 - iv. When land is exposed during development, the exposure shall be kept to the shortest practical period of time.
 - v. The permanent final vegetation and structures shall be installed as soon as practical and as may be directed by the engineer.

A stormwater pollution prevention plan consistent with the requirements of Article X of this chapter and applicable New York State Department of Environmental Conservation (NYSDEC) and New York City Department of Environmental Protection (NYCDEP) shall be required for site plan approval. The SWPPP shall meet the performance and design criteria and standards in Article X of this chapter and applicable NYSDEC and NYCDEP design criteria.



TOWN OF CARMEL SUBDIVISION APPLICATION



Per Town of Carmel Code – Section 131 – Subdivision of Land

SITE IDENTIFICATION INFORMATION		
Application Name:	Application #	Date Submitted:
Site Address: No. Street: Hamlet:		
Property Location: (Identify landmarks, distance from intersections, etc.)		
Town of Carmel Tax Map Designation: Section Block Lot(s)	Zoning Designation of Site:	
Property Deed Recorded in County Clerk's Office Date Liber Page	Liens, Mortgages or other Encumbrances Yes No	
Existing Easements Relating to the Site No Yes Describe and attach copies:	Are Easements Proposed? No Yes Describe and attach copies:	
Have Property Owners within a 500' Radius of the Site Been Identified? Yes No Attached List to this Application Form		
APPLICANT/OWNER INFORMATION		
Property Owner:	Phone #: Fax#:	Email:
Owners Address: No. Street: Town: State: Zip:		
Applicant (If different than owner):	Phone #: Fax#:	Email:
Applicant Address (If different than owner): No. Street: Town: State: Zip:		
Individual/ Firm Responsible for Preparing Site Plan:	Phone #: Fax#:	Email:
Address: No. Street: Town: State: Zip:		
Other Representatives:	Phone #: Fax#:	Email:
Owners Address: No. Street: Town: State: Zip:		
PROJECT DESCRIPTION		
Describe the project, proposed use and operation thereof:		

TOWN OF CARMEL SUBDIVISION APPLICATION

PROJECT INFORMATION			
Size of existing parcel to be subdivided: <div style="display: flex; justify-content: space-between;"> <i>Acres:</i> _____ <i>Square Feet:</i> _____ </div>			
Major Subdivision <input type="checkbox"/>		Minor Subdivision <input type="checkbox"/>	
Number of proposed lots: _____		Size of proposed lots: _____	
Conventional Subdivision <input type="checkbox"/>		Cluster Subdivision <input type="checkbox"/>	
Will a 10% open space set aside be provided? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		If no, will a payment in-lieu be provided? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Will all new lots have frontage on a mapped street? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		If not, how will this deficiency be addressed? _____	
Is the site served by the following public utility infrastructure:			
<div style="display: flex; justify-content: space-between;"> ▪ Sanitary Sewer Yes: <input type="checkbox"/> No: <input type="checkbox"/> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> If Yes: </div> <div style="width: 80%;"> ▶ Does approval exist to connect to sewer main? Yes: <input type="checkbox"/> No: <input type="checkbox"/> ▶ Is this an in-district connection? _____ Out-of district connection? _____ ▶ What is the total sewer capacity at time of application? _____ ▶ What is your anticipated average and maximum daily flow _____ </div> </div>			
<i>For Town of Carmel Town Engineer</i> ▶ <i>What is the sewer capacity</i> _____			
<div style="display: flex; justify-content: space-between;"> ▪ Water Supply Yes: <input type="checkbox"/> No: <input type="checkbox"/> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> If Yes: </div> <div style="width: 80%;"> ▶ Does approval exist to connect to water main? Yes: <input type="checkbox"/> No: <input type="checkbox"/> ▶ What is the total water capacity at time of application? _____ ▶ What is your anticipated average and maximum daily demand _____ </div> </div>			
<div style="display: flex; justify-content: space-between;"> ▪ Storm Sewer Yes: <input type="checkbox"/> No: <input type="checkbox"/> </div>			
<div style="display: flex; justify-content: space-between;"> ▪ Electric Service Yes: <input type="checkbox"/> No: <input type="checkbox"/> </div>			
<div style="display: flex; justify-content: space-between;"> ▪ Gas Service Yes: <input type="checkbox"/> No: <input type="checkbox"/> </div>			
<div style="display: flex; justify-content: space-between;"> ▪ Telephone/Cable Lines Yes: <input type="checkbox"/> No: <input type="checkbox"/> </div>			
Will any common areas be created outside of individual lots (road rights-of-way, recreation areas, stormwater management areas, etc.)? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Is a homeowners association proposed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
What is the predominant soil type(s) on the site? _____		What is the approximate depth to water table? _____	
Site slope categories:		15-25% _____ % 25-35% _____ % >35% _____ %	
Estimated quantity of excavation: _____		Cut (C.Y.) _____ Fill (C.Y.) _____	
Is Blasting Proposed Yes: <input type="checkbox"/> No: <input type="checkbox"/> Unknown: <input type="checkbox"/>			
Is the site located ion a designated Critical Environmental Area? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Does a curb cut exist on the site? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Are new curb cuts proposed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
What is the sight distance? Left _____ Right _____			
Is the site located within 500' of:			
<div style="display: flex; justify-content: space-between;"> ▪ The boundary of an adjoining city, town or village Yes: <input type="checkbox"/> No: <input type="checkbox"/> </div>			
<div style="display: flex; justify-content: space-between;"> ▪ The boundary of a state or county park, recreation area or road right-of-way Yes: <input type="checkbox"/> No: <input type="checkbox"/> </div>			
<div style="display: flex; justify-content: space-between;"> ▪ A county drainage channel line. Yes: <input type="checkbox"/> No: <input type="checkbox"/> </div>			

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The boundary of state or county owned land on which a building is located Yes: <input type="checkbox"/> No: <input type="checkbox"/>							
Is the site listed on the State or Federal Register of Historic Place (or substantially (contiguous) Yes: <input type="checkbox"/> No: <input type="checkbox"/>							
Is the site located in a designated floodplain? Yes: <input type="checkbox"/> No: <input type="checkbox"/>							
Does the site contain freshwater wetlands? Yes: <input type="checkbox"/> No: <input type="checkbox"/>							
Jurisdiction: NYSDEC: <input type="checkbox"/> Town of Carmel: <input type="checkbox"/>							
<i>If present, the wetlands must be delineated in the field by a Wetland Professional, and survey located on the Site Plan.</i>							
Are encroachments in regulated wetlands or wetland buffers proposed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>							
Does this application require a referral to the Environmental Conservation Board?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>						
Does the site contain waterbodies, streams or watercourses? Yes: <input type="checkbox"/> No: <input type="checkbox"/>							
Are any encroachments, crossings or alterations proposed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>							
Is the site located adjacent to New York City watershed lands? Yes: <input type="checkbox"/> No: <input type="checkbox"/>							
Will municipal or private solid waste disposal be utilized? Public: <input type="checkbox"/> Private: <input type="checkbox"/>							
Has this application been referred to the Fire Department? Yes: <input type="checkbox"/> No: <input type="checkbox"/>							
What is the estimated time of construction for the project?							
ZONING COMPLIANCE INFORMATION							
Zoning Provision	Required	Existing	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5
Lot Area							
Lot Coverage							
Lot Width							
Front Yard							
Side Yard (minimum of 1)							
Side Yard (total of both)							
Rear Yard							
Habitable Floor Area							
Height							
<i>(if more than 5 lots are proposed, include additional zoning compliance information on a separate sheet)</i>							
Will variances be required? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	If yes, identify variances required for each lot:						
APPLICANTS ACKNOWLEDGEMENT							
I hereby depose and certify that all the above statements and information, and all statements and information contained in the supporting documents and drawings attached hereto are true and correct.							
Applicants Name _____				Applicants Signature _____			
Sworn before me this _____ day of _____ 20__							
Notary Public _____							



TOWN OF CARMEL

SUBDIVISION COMPLETENESS CERTIFICATION FORM



All Subdivisions submitted to the Planning Board for review shall include the following information and details, as set forth in Section 131-11-14 of the Town of Carmel Subdivision Regulations.

This form shall be included with the subdivision submission

	Requirement Data	To Be Completed by the Applicant	Waived by the Town
General Requirements			
1	Key map at a scale of one inch equals 800 feet	<input type="checkbox"/>	<input type="checkbox"/>
2	Title block, including title of map; name of subdivision; name, address, seal and signature of professional engineer or land surveyor preparing the plat; written scale; date of original and all revisions.	<input type="checkbox"/>	<input type="checkbox"/>
3	A legend, including, names of all adjacent landowners and those within 500 feet of any property line; zoning district with the requirements of said zone; tax map, block and lot number; names and addresses of owner and subdivider; north point and graphic scale.	<input type="checkbox"/>	<input type="checkbox"/>
4	Location and identification of all zoning district boundaries.	<input type="checkbox"/>	<input type="checkbox"/>
5	Identification of all maps filed in the County Clerk's office affecting properties within 500 feet of the lot to be subdivided.	<input type="checkbox"/>	<input type="checkbox"/>
Sketch Plan Requirements			
1	All General Requirements	<input type="checkbox"/>	<input type="checkbox"/>
2	Proposed subdivision layout at a scale of not less than one inch equals 100 feet.	<input type="checkbox"/>	<input type="checkbox"/>
3	All proposed lot lines, dimensions in feet and the areas of all lots in square feet and identifying numbers for each lot.	<input type="checkbox"/>	<input type="checkbox"/>
4	The location of existing and proposed setback lines, streets within 200 feet of the subdivision, buildings, watercourses, railroads and bridges, culverts, drainpipes and any natural features, such as wooded areas and rock formations.	<input type="checkbox"/>	<input type="checkbox"/>
5	Location and size of areas proposed to be reserved for recreation/open space.	<input type="checkbox"/>	<input type="checkbox"/>



TOWN OF CARMEL

SUBDIVISION COMPLETENESS CERTIFICATION FORM



	<i>Requirement Data</i>	<i>To Be Completed by the Applicant</i>	<i>Waived by the Town</i>
Preliminary Plat Requirements			
1	All General and Sketch Plan Requirements	<input type="checkbox"/>	<input type="checkbox"/>
2	The area included in the subdivision, by area of lots, roads, reservations if any, and total acreage.	<input type="checkbox"/>	<input type="checkbox"/>
3	The existing and proposed contours (at an interval of not more than two feet), suitably designated to differentiate, with proposed first-floor elevations of the buildings.	<input type="checkbox"/>	<input type="checkbox"/>
4	Names of existing streets and proposed names of new streets.	<input type="checkbox"/>	<input type="checkbox"/>
5	Preliminary profiles of all proposed roads.	<input type="checkbox"/>	<input type="checkbox"/>
6	Location, type and size of curbs, sidewalks and bikeways.	<input type="checkbox"/>	<input type="checkbox"/>
7	For subdivisions of five or more lots, front building elevation sketches and distribution of dissimilar building types on the site to avoid excessive similarity of exterior design.	<input type="checkbox"/>	<input type="checkbox"/>
8	Plans of proposed utility layouts and all facilities, unsized.	<input type="checkbox"/>	<input type="checkbox"/>
9	The natural flow of surface drainage (indicated with arrows and the final disposal of surface waters); location of existing and proposed watercourses, culverts, bridges, drainpipes, lakes and ponds, detention or retention ponds; tentative location of storm drain inlets with the drainage areas tributary to each outlined and the area shown.	<input type="checkbox"/>	<input type="checkbox"/>
10	Existing or proposed covenants or deed restrictions applying to the site and a preliminary draft of homeowners' association documents, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
11	A stormwater pollution prevention plan (SWPPP) consistent with the requirements of Article X of Chapter 156 of the Code of the Town of Carmel.	<input type="checkbox"/>	<input type="checkbox"/>
Final Plat Requirements			
1	All General, Sketch and Preliminary Plat Requirements.	<input type="checkbox"/>	<input type="checkbox"/>



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SUBDIVISION COMPLETENESS CERTIFICATION FORM



	<i>Requirement Data</i>	<i>To Be Completed by the Applicant</i>	<i>Waived by the Town</i>
2	Dimensions exactly with reference to monuments, bearings, distances in feet, radii, points of curvature and tangency of property lines, lot widths and depths and square feet of each lot.	<input type="checkbox"/>	<input type="checkbox"/>
3	Location of all proposed setback lines on each lot, with corner and irregular-shaped lots identified as to front, side and rear yards.	<input type="checkbox"/>	<input type="checkbox"/>
4	Location of all existing and proposed monuments.	<input type="checkbox"/>	<input type="checkbox"/>
5	All existing streets and streams within the subdivision and within 200 feet of the boundaries thereof, the width of the right-of-way of each street and existing public easements and municipal boundaries within 200 feet of the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>
6	All proposed public easements or rights-of-way and the purposes thereof and proposed streets, identifying right-of-way width and names.	<input type="checkbox"/>	<input type="checkbox"/>
7	All parcels proposed for open space/recreation use, with a statement of the purpose of each.	<input type="checkbox"/>	<input type="checkbox"/>
8	Construction plat, which shall include, in addition to the above: final first-floor elevations of dwellings and outside grades at their corner; proposed curb elevations at all lot corners; all existing structures, including a note indicating those to be removed and yard dimensions of those to remain; plans and profiles and proposed improvements and utility layouts; paving widths and locations, section and profiles; sidewalk widths and locations and sections; road alignment, complete with stations, center line curve data and existing and finished contours of the road and all regraded areas; details of manholes, catch basins, headwalls and any other required structure; locations of all street trees, lights and signs; maximum anticipated extent of the areas of cuts and fills where grade	<input type="checkbox"/>	<input type="checkbox"/>



TOWN OF CARMEL

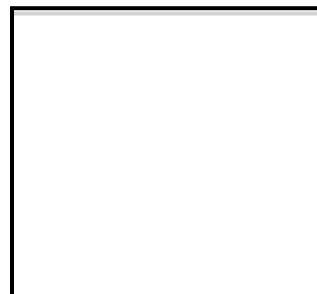
SUBDIVISION COMPLETENESS CERTIFICATION FORM



	<i>Requirement Data</i>	<i>To Be Completed by the Applicant</i>	<i>Waived by the Town</i>
	changes are proposed; the natural flow of surface drainage and the final disposal of surface waters; slopes of banks of all watercourses, if defined, and boundaries of floodplains; specifications, locations, profiles and detailed cross sections of the proposed storm drains, including all inlets and size of the drainage area of the streets, including grades and all other improvements.		
9	Final copy of the homeowners' association documents, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
10	Deeds for land to be dedicated for road widening, recreation or other purposes.	<input type="checkbox"/>	<input type="checkbox"/>
11	Erosion control standards.	<input type="checkbox"/>	<input type="checkbox"/>
12	A stormwater pollution prevention plan (SWPPP) consistent with the requirements of Article X of Chapter 156 of the Code of the Town of Carmel and with the terms of preliminary plan approval.	<input type="checkbox"/>	<input type="checkbox"/>

Applicants Certification (to be completed by the licensed professional preparing the subdivision plan:

I _____ hereby certify that the site plan to which I have attached my seal and signature, meets all of the requirements of §156-61B of the Town of Carmel Zoning Ordinance:



Signature - Applicant

Date

Professional's Seal

Signature - Owner

Date



TOWN OF CARMEL
SUBDIVISION COMPLETENESS
CERTIFICATION FORM



Town Certification (to be completed by the Town)

I _____ hereby confirm that the site plan meets all of the requirements of §156-61B of the Town of Carmel Zoning Ordinance:

Signature - Planning Board Secretary

Date

Signature - Town Engineer

Date

TOWN OF CARMEL PLANNING BOARD

60 MCALPIN AVENUE, MAHOPAC, NY 10541 - 845-628-1500 – FAX 845-628-7085

DISCLOSURE ADDENDUM STATEMENT TO APPLICATION, PETITION & REQUEST

Mindful of the provisions of Section 809 of the General Municipal Law of the State of New York, and Penal Provisions thereof as well, the undersigned applicant states that no State officer, Officer, or Employee of the Town of Carmel, or of the County of Putnam, has any interest, financial or otherwise, in this application or with, or in the applicant as defined in said statute, except the following person or persons who is or are represented to have only the following type of interest, in the nature and to the extent hereinafter indicated:

() NONE

**() NAMES: ADDRESSES: RELATIONSHIP OR INTEREST
(FINANCIAL OR OTHERWISE)**

This disclosure addendum statement is annexed to and made a part of the petition, application and request made by the undersigned applicant to the following board or office or political subdivision of the Town of Carmel.

**() CARMEL TOWN BOARD
() ZONING BOARD OF APPEALS
() BUILDING INSPECTOR
() CARMEL PLANNING BOARD**

**() ZONING ENFORCEMENT OFFICER
() ARCHITECTURAL REVIEW BOARD
() ENVIRONMENTAL CONSERVATION BOARD
() OTHER**

DATED: _____

**_____
INDIVIDUAL APPLICANT**

**_____
CORPORATE APPLICANT**

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:			Telephone:	
			E-Mail:	
Address:				
City/PO:			State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			<input type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned _____ acres or controlled by the applicant or project sponsor?				
4. Check all land uses that occur on, are adjoining or near the proposed action: 5. Urban Rural (non-agriculture) Industrial Commercial Residential (suburban) <input type="checkbox"/> Forest Agriculture Aquatic Other(Specify): <input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/> <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest Agricultural/grasslands Early mid-successional Wetland <input type="checkbox"/> Urban Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2024

FEE DESCRIPTION	ADOPTED 2024 USER FEES	
ENVIRONMENTAL CONSERVATION REVIEW BOARD		
ECB Wetlands Marker	25.00	
Permit Renewal/Extension Fee	200.00	\$200.00 for each one year permit renewal/extension;
Application Withdrawal	100.00	
Letter of Maintenance	100.00	
Letter of Permission (In lieu of application)	150.00	
Major Interagency Review - Over 5 Acres - Per Acre or Part Thereof	150.00	Total Wetland Include. 100' Control Area (per acre)
Minor Interagency Review - Up to 5 Acres - Per Acre or Part Thereof	125.00	Total Wetland Include. 100' Control Area (per acre)
Private Consultation/Conference with Wetland Inspector Per Hour	200.00	
Public Hearing	minimum \$200.00 or cost	
SEQR - DEIS	1% of Bond	
Site Plan Inspection - Single Lot - Per Acre or Part Thereof	300.00	Total Wetland Include. 100' Control Area (per acre)
Subdivision Plan Inspection - Per Acre or Part Thereof	300.00	Total Wetland Include. 100' Control Area (per acre)
Tree Cutting - Up to 5 Acres	500.00	Escrow to be determined by Professional Forester
Tree Cutting - 5 to 25 Acres	1,000.00	Escrow to be determined by Professional Forester
Tree Cutting - Over 25 Acres	1,500.00	Escrow to be determined by Professional Forester
Minor Wetland Permit Application - for projects disturbing up to 1,000 sq ft in the 100 ft buffer area.	225.00	
* Escrow Fee for Minor Project	500.00	
Major Wetland Permit Application - for projects disturbing 1,000 sq ft or greater in the 100 ft buffer area or any disturbance in the buffer.	500.00	*plus \$100 for each add't 1,000 sq ft disturbance (or part thereof) in the 100 ft buffer. Maximum fee \$1,000
* Escrow Fee for Major Project	2,500.00	*as determined by the Town's Wetland Inspector
Wetland Determination for Health Dept	200.00	
Floodplain Permit Fee	minimum \$250.00	maximum \$500
ZONING BOARD OF APPEALS		
280A Exemption	400.00	
Application Withdrawal	100.00	
Area Variance Application	200.00	
Bed and Breakfast Special Permit Application	400.00	
Interpretation of Ordinance	400.00	
Use Variance Application	400.00	
Computer address labels for variance mailing	50.00	
NOTIFICATION SIGN	50.00	per sign
PLANNING BOARD		
PLANNING SUBDIVISION FEES:		
Sketch fee	1,250.00	One time fee
Preliminary Fees		
Major Subdivision	5,500.00	Plus \$950 per lot
Minor Subdivision	3,500.00	Plus \$950 per lot
"Extension of Preliminary Sub-division"	2,500.00	
Final Fees:		
Amendment to Final Plat	2,500.00	
Major Subdivision	2,500.00	Plus \$750 per lot
Minor Subdivision	2,500.00	Plus \$750 per lot
Re-approval of Final Approval	2,500.00	(Does not include SEQR fees)
Extension of final approval	2,500.00	
OPEN DEVELOPMENT REVIEW FEE	3,500.00	
LOT LINE ADJUSTMENT FEE	3,500.00	

TOWN OF CARMEL ADOPTED USER SERVICE FEES --
FISCAL YEAR 2024

FEE DESCRIPTION	ADOPTED 2024 USER FEES	
SITE PLAN FEES:		
Commercial Site Plan -- Flat Rate PLUS Parking Spaces	2,000.00	Plus \$100 per Parking Spaces
Residential Site Plan -- Flat Rate PLUS Unit Fee	3,000.00	PLUS \$500 per Dwelling Unit
Amendment to Previous Approved Site Plan -- with no new parking spaces	3,000.00	
Amendment to Previous Approved Site Plan -- with new parking spaces	3,000.00	Plus \$100 per Parking Spaces
Re-grant of Site Plan Approval	3,000.00	
Extension of Site Plan Approval	2,000.00	
SPECIAL SITE PLAN FEES		
Boat House/Bathhouse	1,000.00	
Parking Lot	1,000.00	
Pools/Tennis Courts/ Playgrounds	1,000.00	
Residential Barns	1,000.00	
Residential Dock	1,000.00	
Residential Horse Riding Ring	1,000.00	
Home Office	1,000.00	
LANDFILL, SURFACE GRADING, & OTHER EXCAVATION		
Up to 2 Acres	300.00	
From 2 to 5 Acres	600.00	
Over 5 Acres	900.00	Plus \$40.00/Acre
ARCHITECTURAL REVIEW		
New Commercial Structure Review	300.00	
Modification to Existing Commercial Structure Review	200.00	
Other Structure or Sign Review	100.00	
Single Family Residential Structure Review	150.00	
Two or More Family Residential Structure Review	150.00	Plus 50.00 each Additional Unit over two
PLANNING/MISCELLANEOUS FEES:		
Engineering Fee (Site Plans & Subdivisions) - Technical Review and Construction Inspections	5%	% of Bond Amount
Public Hearings Including Bond Returns and Reductions	250.00	Per Hearing
Planning Board SEQR Escrow Fees - DEIS	2.00%	Not to exceed 2% of Project Value
Planning Board SEQR Escrow Fees - FEIS	2.00%	Not to exceed 2% of Project Value
Recreation Fee in Lieu of Parklands	8,500.00	Per Residential Lot
Recreation Fee Sr. Cit. Multi Family Dwelling/Apt.	3,500.00	Per Dwelling/Apartment for site plan with approvals originating prior to 12/31/15
Recreation Fee Sr. Cit. Multi Family Dwelling/Apt.	6,500.00	Per Dwelling/Apartment for site plan with approvals originating after 1/1/16
Recreation Fee Multi Family Developments	7,000.00	Per Dwelling
Computer address labels	50.00	
NOTIFICATION SIGN	50.00	per sign