

THE VILLAGE OF NEW HEMPSTEAD  
108 OLD SCHOOLHOUSE ROAD  
NEW CITY, NY 10956  
(845)354-8100

**SITE DEVELOPMENT PLAN- APPLICATION CHECKLIST**

1. ( ) 16 COPIES OF SITE DEVELOPMENT PLAN APPLICATION (FORM PB-4)
  - A. ( ) IF A SPECIAL USE PERMIT IS REQUIRED CHECK APPROPRIATE BOX.
  - B. ( ) AFFIDAVIT OF OWNERSHIP ATTACHED TO APPLICATION
  - C. ( ) LETTER FROM APPLICANTS DESIGN PROFESSIONAL PROVIDING NARRATIVE SUMMARY, ETC.
2. ( ) 16 COPIES OF NARRATIVE SUMMARY
3. ( ) 1 COPY OF FORM BC-5 (NOTIFICATION)
4. ( ) 1 COPY OF FORM BC-2 (809 AFFIDAVIT)
5. ( ) 1 COPY OF FORM PB-11 (OWNER'S CONSENT AFFIDAVIT)
6. ( ) LETTER FROM THE BUILDING INSPECTOR STATING WHETHER OR NOT VIOALTIONS EXIST ON THE PROPERTY
7. ( ) 4 COPIES OF DRAINAGE DATA (SEE R-376-605 .B.2-SDPRR)
8. ( ) 16 COPIES OF SITE DEVELOPMENT PLAN
9. 3 COPIES OF ENVIRONMENTAL ASSESSMENT FORM PURSUANT TO THE STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)
10. ( ) COPIES OF ALL REQUIRED STATE AND COUNTY PERMITS (NYS DOT, NYS DEC, ROCKLAND COUNTY HIGHWAY, ROCKLAND COUNTY HEALTH DEPARTMENT, ETC.)
11. ( ) CERTIFIED CHECK PAYABLE TO THE VILLAGE OF NEW HEMPSTEAD. IN ACCORDANCE WITH THE STANDARD SCHEDULE OF FEES AND CHARGES.

**\*PLEASE NOTE:**

IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN A LIST OF NEIGHBORS WITHIN 500 FEET OF THE PROPERTY ADDRESS. EACH NEIGHBOR MUST BE MAILED OUT VIA US POSTAL SERVICE BY CERTIFIED AND RETURN RECEIPT. PROOF OF THIS MAILING MUST BY FURNISHED TO THE VILLAGE CLERK. BE SURE TO LIST THESE ADDRESSES ON YOUR AFFIDAVIT.

THE VILLAGE OF NEW HEMPSTEAD  
108 OLD SCHOOLHOUSE ROAD  
NEW CITY, NY 10956  
(845)354-8100

APPLICATION FOR:

DATE: \_\_\_\_\_

( ) SPECIAL USE PERMIT APPROVAL

( ) SITE DEVELOPMENT PLAN APPROVAL

( ) REVISED SITE DEVELOPMENT PLAN APPROVAL

1. Name of Project \_\_\_\_\_

2. Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_  
(Street Name & no.) (City) (State) (Zip Code)

3. Owner of Record \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
(Street Name & no.) (City) (State) (Zip Code)

4. Name of Person Preparing Plan \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
(Street Name & no.) (City) (State) (Zip Code)

5. Attorney \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
(Street Name & no.) (City) (State) (Zip Code)

6. Location: On the \_\_\_\_\_ side of \_\_\_\_\_  
(Street)

\_\_\_\_\_ feet \_\_\_\_\_  
(Direction)

of \_\_\_\_\_  
(Street)

7. Acreage of parcel \_\_\_\_\_

8. Zoning District \_\_\_\_\_

9. Tax map designation: Section \_\_\_\_\_ Lot(s) \_\_\_\_\_

10. Is this application for final approval?

1. Has the Zoning Board of Appeals granted any variances of special permit concerning this property?

If so, list case no. and name \_\_\_\_\_

2. List all contiguous holdings in the same ownership

Section \_\_\_\_\_ Lot(s) \_\_\_\_\_

3. Attached hereto is a narrative summary prepared by the applicant's design professional stating the nature of the use; compliance with the Zoning Law; compliance with the Site Development Plan Rules and Regulations; any requested waiver or modification.

At the time of any additional submissions, a similar narrative summary shall be submitted indicating how the revised submission has been modified to comply with the Planning Board resolution and/or Community Design Review Committee Report, or the rationale for deviation from compliance.

4. Attached hereto is an affidavit of ownership indicating the dates the respective holding of land were acquired, together with the liber and page of each conveyance to the present owner as recorded in the Rockland County Clerk's Office. This affidavit shall indicate the legal owner of the property, the contract owner of the property and the date the contract of sale was executed. IN THE EVENT OF CORPORATE OWNERSHIP: a list of all directors, officers, and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached

STATE OF NEW YORK                    )  
COUNTY OF ROCKLAND            ) ss.:  
VILLAGE OF NEW HEMPSTEAD)

I, \_\_\_\_\_, hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

\_\_\_\_\_  
Mailing address \_\_\_\_\_  
\_\_\_\_\_

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Notary Public

VILLAGE OF NEW HEMPSTEAD  
BUILDING & ZONING  
108 OLD SCHOOLHOUSE ROAD  
NEW CITY, NY 10956  
(845)354-8100 FAX: (845)354-7121

**OWNER'S CONSENT AFFIDAVIT**

1. NAME OF PROJECT \_\_\_\_\_
2. NAME OF FEE OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
(Street No. & Name) (Post Office) (State) (Zip Code)
3. NAME OF APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
(Street No. & Name) (Post Office) (State) (Zip Code)

STATE OF NEW YORK )  
COUNTY OF ROCKLAND ) SS:  
VILLAGE OF NEW HEMPSTEAD )

..... BEING DULY SWORN, DEPOSES AND SAYS THAT  
HE RESIDES AT.....  
IN THE COUNTY OF..... IN THE STATE OF..... THAT HE IS THE  
OWNER IN FEE OF ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATED, LYING AND BEING IN THE VILLAGE  
OF NEW HEMPSTEAD AFORESAID AND DESIGNATED AS LOT NO..... IN SECTION..... OF THE RAMAPO TAX  
MAP AND THAT HE HEREBY AUTHORIZES THE WITHIN APPLICATION IN HIS BEHALF AND THAT THE STATEMENTS OF  
FACT CONTAINED IN SAID APPLICATION ARE TRUE, AND AGREES TO BE BOUND BY THE DETERMINATION OF THE  
BOARD.

SWORN TO BEFORE ME THIS .....  
.....DAY OF.....20....  
.....  
.....  
.....  
.....  
(OWNER)  
.....  
.....  
(MAILING ADDRESS)

NOTARY PUBLIC  
COUNTY OF ROCKLAND

AFFIDAVIT OF OWNERSHIP

State of New York )

ss:

County of Rockland )

I, \_\_\_\_\_, being duly sworn, depose and say that I reside at \_\_\_\_\_  
\_\_\_\_\_, in the Town of Ramapo, in the County of Rockland, in the State of New York  
am the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Town  
of Ramapo, Village of New Hempstead, aforesaid and designated as Lot No. \_\_\_\_\_ in Section \_\_\_\_\_.  
Title was by deed dated \_\_\_\_\_ filed in the Rockland County Clerk's office in liber  
\_\_\_\_\_ of land records on page \_\_\_\_\_.

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Owner: \_\_\_\_\_

\_\_\_\_\_  
(Mailing)

\_\_\_\_\_

AFFIDAVIT PURSUANT TO SECTION 809 OF THE GENERAL MUNICIPAL LAW

VILLAGE OF NEW HEMPSTEAD  
108 OLD SCHOOLHOUSE ROAD  
NEW CITY, NY 10956  
(845)354-8100

STATE OF NEW YORK                    )  
COUNTY OF ROCKLAND            ) SS:  
VILLAGE OF NEW HEMPSTEAD        )

I, \_\_\_\_\_  
being duly sworn, hereby depose and say that all the following statements and the statements contained in the papers submitted herewith are true and that the nature and extent of any interests set forth are disclosed to the extent that they are known to the applicant.

1. Print or type full name and Post Office Address

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certifies that he is the owner or agent of all that certain lot piece or parcel of land and/or building described in this application and if not the owner that he has been duly and properly authorized to make this application and to assume responsibility for the owner in connection with this application for the relief below set forth:

2. To the \_\_\_\_\_ of the  
(Board, Commission or Agency)

VILLAGE OF NEW HEMPSTEAD

Application, Petition or request is hereby submitted for

- ( ) Variance or modification from the requirement of Section \_\_\_\_\_
- ( ) Special Permit per the requirements of Section \_\_\_\_\_
- ( ) Review and Approval of proposed subdivision plat;
- ( ) Exemption from a plat or official map:
- ( ) An order to issue a Certificate, Permit, or License;
- ( ) An amendment to the Zoning Ordinances or Map or change thereof;
- ( ) Other (explain) \_\_\_\_\_  
To permit the construction, maintenance and use of \_\_\_\_\_  
\_\_\_\_\_

3. Premises affected on in a \_\_\_\_\_ (zone) and from the Ramapo Tax Map the property is known as Section \_\_\_\_\_ Lot \_\_\_\_\_
  
4. There is no state officer, Rockland County Officer or employee of NEW HEMPSTEAD officer or employee nor his or her spouse, brother , sister, parent, child, or grandchild, or a spouse of any of these relatives who is the applicant or who has an interest in the person, partnership or association making this application, petition to request, or is an officer, director, partner or employee of the applicant, or that such officer or employee, if this applicant is a corporation, legally or beneficially owns or controls any stock of the applicant in excess of 5% of the total of the corporation if its stocks is listed on the New York or American Stock Exchanges; or is a member or partner of the applicant, if the applicant is an association or a partnership; nor that such Town officer of employee not any member of his family in any of the foregoing classes is a party to an agreement with the applicant, express or implied, whereby such officer or employee may receive any payment or other benefit, whether or not for services rendered, which is dependent or contingent upon the favorable approval of this application, petition, or request.
  
5. That to the extent that the same is known to you applicant, and to the owner of the subject premises there is disclosed herewith the interest of the following officer or employee of the State of New York or the County of Rockland or VILLAGE OF NEW HEMPSTEAD in the petition, request or application or in the property or subject matter to which it relates;  
(if none, so state)
  - a. Name and Address of officer or employee \_\_\_\_\_
  - b. Nature of Interest \_\_\_\_\_
  - c. If Stockholders, number of shares \_\_\_\_\_
  - d. If officer or partner, nature of office and name or partnership \_\_\_\_\_
  - e. If a spouse or brother, sister, parents, child, grandchild, or the spouse of any of these blood relatives of such State, County or NEW HEMPSTEAD officer or employee, state name and address of such relative and nature of relationship to officer and employee and nature and extent of office, interest or participation in the ownership or any person, partnership or association having an interest in such ownership or in any business entity sharing in such ownership.
  - f. IN THE EVENT OF CORPORATE OWNERSHIP A list of all directors, officers and stockholders of each corporation owning more than five (5%) percent of any class of stock, must be attached, is any of these are officers or employees of the State of New York, or the County of Rockland, or the VILLAGE OF NEW HEMPSTEAD.

I, \_\_\_\_\_  
do hereby depose and say that all the above statements and statements contained in the papers submitted herewith are true, knowing that a person who knowingly and intentionally violates this section if guilty of a misdemeanor.

\_\_\_\_\_  
Mailing Address \_\_\_\_\_

Sworn to before me this  
\_\_\_\_\_ Day of \_\_\_\_\_, 20

\_\_\_\_\_  
Notary Public







\_\_\_\_\_  
\_\_\_\_\_

Affidavit

This affidavit is made in connection with such Application No. \_\_\_\_\_ for review before the New Hempstead Planning Board, knowing full well that the office of the Planning Board relies on the representations herein made.

\_\_\_\_\_  
(Petitioner's Signature)

Sworn to before me this  
\_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

VILLAGE OF NEW HEMPSTEAD  
108 OLD SCHOOLHOUSE ROAD  
NEW CITY, NY 10956  
(845)354-8100

TO: ADMINISTRATIVE ASSISTANT TO BOARDS AND COMMISSIONS

RE: Application of \_\_\_\_\_  
Section \_\_\_\_\_ Lot \_\_\_\_\_

To The

Architectural Review Board

Village Board

Community Development committee

Zoning Board of Appeals

.....  
(Other)

I wish that all correspondence, meeting notices, decisions, etc. from your office relative to the above application be sent to: (only one person to be listed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature

Date.....

Note to applicant: it will be the responsibility of the one person designated on this form to notify all other interested parties (for example, attorney, architect, engineer, surveyor, applicant etc.)

NAME OF PROJECT.....

AFFIDAVIT OF POSTING

STATE OF NEW YORK )

ss:

COUNTY OF ROCKLAND )

\_\_\_\_\_ being duly sworn, deposes and says that he is the applicant in the matter of an applicant before the New Hempstead Planning Board affecting property located in the Village of New Hempstead, \_\_\_\_\_, Town of Ramapo , Rockland County, New York.

That on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
He/she posted the posters provided by the Planning Board, Village of New Hempstead, Town of Ramapo, Rockland County, New York, giving notice of the hearing on this application in a conspicuous place visible from every street along the frontage of the plot affected by this application.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

.....  
Notary Public

NAME OF PROJECT.....

AFFIDAVIT OF NOTIFICATION

STATE OF NEW YORK )

ss:

COUNTY OF ROCKLAND )

\_\_\_\_\_ being duly sworn, deposes and says that he is the applicant in the matter of an applicant before the New Hempstead Planning Board affecting property located in the Village of New Hempstead, \_\_\_\_\_, Town of Ramapo , Rockland County, New York.

That on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ He/she notified by Certified Mail, Return Receipt Requested, those persons on the sheet annexed hereto giving notice of the hearing on this application.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

.....  
Notary Public