

GENERAL INSTRUCTIONS

P L E A S E R E A D

1. Attach hereto a copy of the duly filed deed indicating the current ownership of the subject property. **EVENT OF CORPORATION OWNERSHIP**: A list of all directors, officers and major stockholders of each corporation must be attached. If applicant is a **contract vendee**, then attach a copy of the duly executed contract of sale.
2. If the applicant is a **tenant** submit a copy of the lease agreement and have the owner of the property sign and have notarized the statement below.
3. The applicant shall submit a list of the names and addresses of all **adjoining property owners** and of those property owners directly across all road frontages adjoining the proposed development. The list shall also contain the Town of Cortlandt current Tap Map **Section, Block and Lot** designation for each parcel.
4. NYS Town Law obligates the Planning Board to conduct a Public Hearing with respect to a preliminary or final subdivision plat, conforming to local requirements, within 62 days following receipt of same by the Planning Board Clerk. Likewise, NYS Town Law requires the Planning Board to approve, disapprove or approve with modifications, a proposed site plan within 62 days after same has been filed with the Planning Board or, if a Public Hearing was held on the plan within 62 days after such hearing. Due to the complexity of many proposals and the numerous technical and procedural requirements of all the applicable laws and regulations, many applications may be found to be incomplete or deficient and, therefore, not ready for Public Hearing nor Planning Board approval. Thus a determination based upon all pertinent facts and circumstances cannot always be rendered by the Planning Board within the 62 days. To do so might result in a disapproval when, with further information or changes, and SEQR compliance, approval or approval with modifications might otherwise occur. In such cases, Planning Board staff will notify the applicant of missing or incomplete items as soon as possible.

In light of the above, you are asked to indicate, by checking the appropriate box on the front page of this application, whether you consent to the extension of the 62 day public hearing period or review period, for so long as may reasonably be necessary to generate a submission which is complete and in conformity with all pertinent requirements. You may revoke your consent at any time by communicating that fact in writing to the Clerk of the Planning Board whereupon your plat, or site plan or special permit proposal will be scheduled for the next regularly scheduled meeting of the Planning Board.

5. For procedures, design standards, specifications for drawings and other information see the following chapters in the Town of Cortlandt Code; for subdivisions Chapter 265, for site development plans, zoning and special permits Chapter 307, for wetland permits Chapter 179 and for steep slope permits Chapter 259.
6. Please be advised that the site development plan, subdivision or special permit process often involves engineering, legal and other professional skills. While Planning Board staff will provide guidance and assistance within reasonable limits, the responsibility for the proper presentation of your proposed development plan, is upon you and your professional advisors, and not upon the Planning Board itself or staff.
7. The applicant shall also submit the following: a completed **environmental assessment form** as required by SEQR for the proposed project; **2** copies of a recent **survey**, **14** sets of **FOLDED** plans, an **electronic copy of all plans on a CD in .jpg, .tif or .gif format**, a **colored map** of the project showing **wetlands** and **steep slopes** pursuant to the attached guideline, a **check** to the Town of Cortlandt for the application fee as indicated below.
8. The applicant shall be responsible for **posting and removing a sign** on their property concerning their application as required by the Planning Board and provided by the Planning Division.

FEE SCHEDULE

LOT LINE ADJUSTMENT-----	\$300
SUBDIVISION -----	Preliminary (major) \$750 + \$750 for each building lot
-----	Preliminary (minor) \$500 + \$500 for each building lot
-----	Final approval - \$1000
SITE PLAN -----	\$150 for each 1000 sq. ft. of proposed floor areas + \$5 for each proposed parking space. Minimum \$500
SITE PLAN AMENDMENT -----	Same as above, minimum fee \$250.
SPECIAL PERMIT-----	\$500

STATE OF NEW YORK;)
COUNTY OF WESTCHESTER:) SS
TOWN OF CORTLANDT)

I _____, understand that as the owner of the subject property I authorize the tenant to make this application and I also understand that I as well as the tenant will be bound with the Planning Boards' Resolution of approval including all conditions of such approval.

Mailing Address _____ SWORN to before me this _____ day of _____, 200__

NOTARY PUBLIC _____