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# gemmola & associates

architects/planners

317 elwood avenue hawthorne, n.y. 10532 914-862-0202 fax 914-862-0204  
[gemmolaassoc@aol.com](mailto:gemmolaassoc@aol.com)

24 October, 2018

Town of Cortlandt  
Planning Board  
Town Hall  
1 Heady Street  
Cortlandt Manor, NY 10567



Att: Chris Kehoe, AICP  
Deputy Director, Planning Division

Re: Monteverde at Oldstone  
28 Bear Mountain Bridge Road  
Cortlandt Manor, NY 10567

Dear Chris & Planning Board Members:

We are formerly requesting review of the following site drawings: SY-101 – Existing conditions plot plan and SY-102 – Proposed plot plan indicating a proposed additional 40' X 80' pole tent structure with new men's and women's pre-fab trailer toilets with ramp and walkways.

Please contact this office with any question(s) relating to this application.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Edmond A. Gemmola".

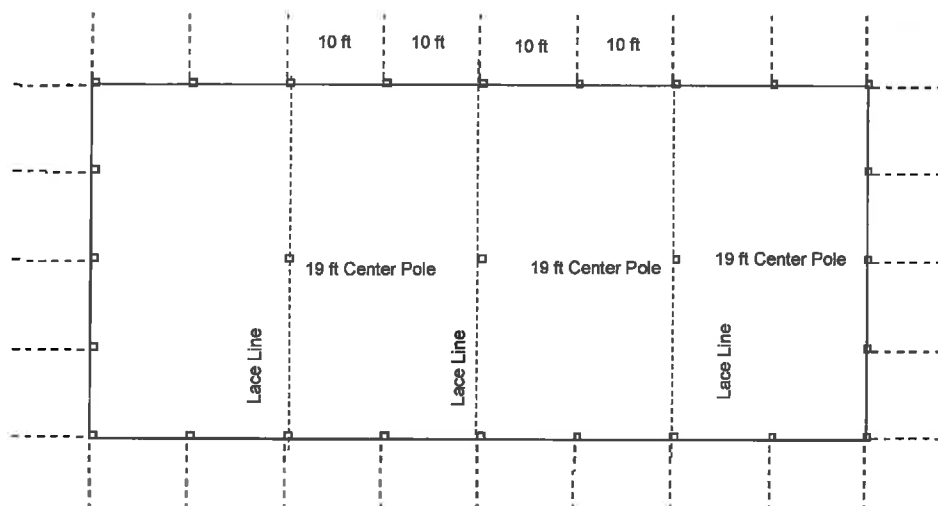
Edmond A. Gemmola R.A., A.I.A.



Copies ..... 1 Planning Board  
..... Town Board  
..... Zoning Board  
..... Legal Dept.  
..... DOTS Director  
..... C.A.C.  
..... A.R.C.  
..... Applicant  
..... Code Admin + Enforcement  
..... Fire Inspector  
Sent 10/25/18

# All Seasons Tent Sales

## 40 x 80 Pole Tent Set Up Instructions



Components	
QTY	Style
3	19' Center Pole
24	8' - Side Poles
28	Stakes
28	Ropes
Optional Items	
28	Stake Bars
28	Ratchets

Pre-Site Inspection- Call your local utility companies prior to installation for any underground obstructions.

1. Layout the drop cloth and tent in the location to be installed.

### Omit if 1 Piece Top

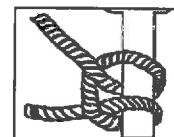
Lace the tent together: A) Line up the two large center pole grommets in the middle of the tent section ( the lace end will always be on the bottom). Starting in the middle and working out B) Pull the first lace up through the first small grommet. C) Pull the second lace through the second grommet. D) Pull the second lace through he first lace's loop. E) Pull the third lace through the third grommet. F) Pull the third lace through the second lace's loop.

Repeat steps B through F down the lace line of the tent until the third grommet from the edge of the tent is reached, the third lace should be twice as long as all of the other loops (referred to as double loop). When the tent is laced down to the third grommet (the double loop), pull the remaining 2 laces through the remaining 2 grommets. Loop the second lace from the tent perimeter into the first lace ( the lace is now going towards the direction of the double loop). Pull the third lace ( double loop) through the second loop. The third lace (double loop) should now be strung through 2 loops ( the second loop and the fourth loop). Tie-off the double loop with the fourth lace so the loops can not come loose.

Note: This does not in anyway affect the strength of the tent; it holds the sections together. A simple double knot is effective. After lacing each section, you will need to fasten down the rain flap velcro that covers the lace line.

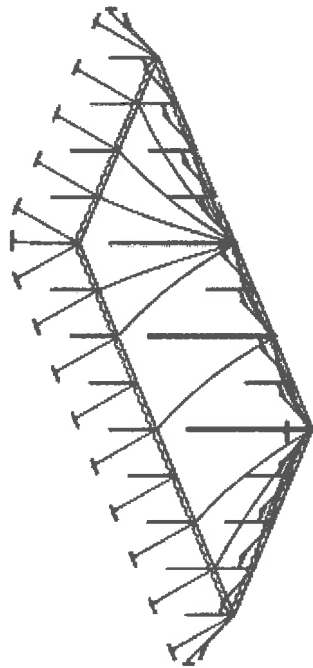
Repeat at all sections until the tent is completely laces together.

2. Lay out the ropes perpendicular to the tent. Drive the stakes into the ground to about 8" from the top & 6' to 7' from the tent along the rope. Tie off loosely . Make sure the tent is square. See diagram below.



### Raising the Tent

3. Starting at opposite corners, Insert the side poles through the hole and leave the poles at a slight angle so the bottom of the pole is closest to the center. Adjust the rope as needed. Continue with the other corners & sides. Then insert the quarter poles at a 45 - 55 degree angle. Put the center poles in last.







Town of Cortlandt



Legend

- Parcels
- Road Labels

Notes

1: 2,250



Map produced by: user

Disclaimer: "The information contained in this data is NOT to be construed as a "legal description". The Town and its consultants do NOT provide any guarantee of accuracy or completeness and will NOT be held liable for any damages or losses due to its use."