

TOWN OF HIGHLAND PLANNING BOARD

SULLIVAN COUNTY

PO BOX 138 ELDRED NY 12732

PHONE: 845-557-8203

EMAIL: PLANNINGBOARDZBA@TOWNOFHIGHLANDNY.COM

All planning board meetings are held on the fourth Wednesday of each month (unless impacted by holiday) beginning at 6:00pm at the Town Hall at 4 Proctor Rd, Eldred.

In addition to the relevant application fees, the costs for all consultants, staff time working on the project, supplies and other miscellaneous items will be borne by the applicant and, if informed, will be required to provide the town with deposit money that will be put in an Escrow account before any review or work begins.

We have revised our process to the following..

- All projects start by contacting the Code office, 845-557-8203. Based on the written information provided a determination will be made.
- If being referred to Planning Board, the completed application, fees/escrow, and supporting maps, plans, and other documents are to be provided. The initial packet is to be emailed to email address above, as well as 2 hardcopies provided to the code office.
 - o (For special use permit and site plan reviews, as appropriate, must address: location of building, boundary lines, soil test, elevations/grading of land, site distances, parking, traffic access, traffic generated, circulation drives, open spaces, landscaping, exterior lighting, signage, smell, noise, sanitation, septic, fence/walls, impact on neighbors/community, hours of operation, # of staff, surface run off, flooding, possibility of materials swept to other properties, injury to others, importance of this service to the community, anticipated problems, grading, storm water, erosion, SWPPP if more than 1 acre being disturbed, well/water, electric/gas and storage.)
- The application will be initially reviewed by planning board chair and secretary. If the SEQR part 1 is required, it is to be included. If any information is missing, applicant will be notified. Only once an application is deemed complete and there are more than 10 days before a scheduled meeting will it be scheduled to appear in front of the planning board and placed on the agenda.
- Maps require 10 copies along with the mylar and must be prepared and stamped by a licensed engineer/architect.
- At the time application is determined complete and, as appropriate, applicant will be sent to town engineer for review, county for 239M review, and code officer.
- At the first appearance in front of the planning board, the applicant will explain the project and the members will review the information provided. If no additional information is needed, applicant will be scheduled for a public hearing for the following month.
- The certified mailings for the public hearing are the responsibility of the applicant (processing, sending and costs), instructions will be provided by planning board secretary. There is a \$30 fee in addition made payable to Town of Highland.

TOWN OF HIGHLAND PLANNING BOARD REFERRAL FORM

Date referred to PB:		Code officer:	
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Applicant(s) Name:	Phone:
Mailing address:	email:
Project address:	parcel size

Represented by Name/number (if not applicant):
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Lot info :	Section:	Lot:	Block:	Zone:
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Reason for referral:	Special Use Permit	Site Plan Review	Short term rental	subdivision/lot line adjustment
Description of project (or attach application)				
Code reference #:				

Application attached	Yes	No	Site plan/maps attached*	Yes	No	Other documents:	Yes	No
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*As applicable: drawn to scale__ showing proposed lots__ blocks__ building locations__ property ownership__ utility access__ location of building(s)__ boundary lines__ usages within 200 feet of the site boundaries__ soil test__ elevations/grading of land__ site distances__ parking__ streets__ traffic access__ traffic generated__ circulation drives__ open spaces__ landscaping__ watercourses__ exterior lighting__ signage__ smell__ noise__ sanitation__ septic__ fence/walls__ impact on neighbors/community__ hours of operation__ # of staff__ surface run off__ flooding__ possibility of materials swept to other properties__ injury to others__ grading__ storm water__ erosion__ SWPPP if more than 1 acre being disturbed__ well/water__ electric/gas__ storage__

Application complete?	Yes	No	Date:
Reviewed Date:			by:

10 hard copies provided, plus scanned/mailed to planning board secretary before 10 days before meeting	Yes	No
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Fees/Escrow collected	Yes	No	239 needed (on county road or within 500 feet)	Yes	No
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approval needed	Local	county	state	federal
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Mailing instructions	Yes	No	Completed Date:
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On agenda for meeting in

Packet sent to	engineer	code	county	emergency services	Other:
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TOWN OF HIGHLAND NY FEE SCHEDULE

Adopted September 10, 2024

ACTION	FEE
Initial Escrow – (added as needed in \$1500 increments, monies not used are returned to applicant)	\$1500
Special Use Permit or site Plan Application	\$200
Minor subdivision (4 or fewer lots)	\$150 + \$50 per lot
Major subdivision (5 or more lots)	\$350 + \$50 per lot
Lot Improvement	\$50 + \$50 per lot
Mailings (processing fee- mailings/postage done by applicant)	\$30
Short term rental- initial fee	\$1000
Short term rental- annual renewal fee	\$500
Fire inspections	\$100 + \$25 per unit
** Failure to obtain permit prior to start of work**	\$500 plus legal fee
Extension of permit/renewals	\$75
Special Event Fee	\$150
ZBA area/use variance	\$TBD
Zone change	\$TBD
Commercial Solar	\$2500 + legal, engineering, site plan review
Electric	\$100 + \$50 review processing
Logging	\$150
Septic installation/repair/replacement- Residential	\$100
Septic installation/repair/replacement- Commerical	\$150
Well- Residential	\$100
Well- Commercial	\$150
Demolition	\$100
Fence	\$100
Pools/Hot tubs- above ground	\$100
Pools inground	\$200
Homes- any type, new, repairs, additions, etc	\$150 + .80c per sq ft
Sheds/garages, accessory buildings	\$150 + .40c per sq ft
Pole barns/pavilions/open timber construction- upto 800 sq ft	\$.60c per sq ft
Pole barns/pavilions/open timber construction- 801-2399 sq ft	\$.40c per sq ft
Pole barns/pavilions/open timber construction- 2400 plus sq ft	\$.20c per sq ft
Signs	\$100
Generator	\$100
Fireplace	\$100 + \$25 cert of compliance
Code violation	\$500 per violation + legal fees