

**The Town of Highland  
Sullivan County NY  
PO Box 138 Eldred NY 12732**

To: Project Developers, Residents, and Businesses  
From: Town of Highland Planning Board  
Subject: Placement on Planning Board Agendas

All planning board meeting are held on the fourth Wednesday of each month beginning at 6:00pm. The meetings are held at 4 Proctor Road, Eldred NY 12732, unless otherwise noted.

**In order to appear at a scheduled meeting of the Town of Highland Planning Board, ALL of the following information must be on file in the Planning Board Office no later than 10 business days by 5pm prior to the date of the meeting:**

1. A written request, no verbal request will be accepted, in order to be placed on the agenda for all projects and all subsequent planning board meetings (including those in which the board requests project return at the next scheduled meeting)
2. Completed site plan and / or sub-divisions and / or special use permit / site plan review application (depending upon project) submitted.
3. Sub-division (survey) map / or site plan map requiring a minimum of 10' contour intervals. Overall, of the plan and technical drawings prepared by a licensed engineer.
4. Environmental Assessment Form (part 1) SEQR submitted.
5. 10 packets must be put tog ether with one each of #'s: 2, 3, and 4 clipped together. The packets are to be submitted to the planning board secretary 10 business days before the scheduled meeting.
6. For all sub-divisions approvals and special use permits / site plan review, a public hearing is usually required. Legal notices must be mailed Certified / Return Receipt Requested, to all adjoining property owners located within 500 feet of property line. The planning board secretary will prepare a list of property owners and all other documents for the mailings. The cost of the mailings is the applicant's responsibility, along with a processing fee of \$20.00. The secretary will notify the applicant on the cost of the mailings which are based on the current amount charged by the Post Office.

## Application Fees

Special Use Permit or Site Plan Application-Code 190-73	\$150.00
Minor- Subdivision (4 or fewer lots on an existing road)	\$100.00 plus \$50.00 per lot
Major Sub-division (over 4 lots)	\$300.00 plus \$50.00 per lot
Lot Improvement	\$50.00 per lot
Mailings	\$20.00 processing plus USPS cost per required parcel(s)
Plus, any legal, engineering, postage or consultant costs	

Any property owner, owner & agent, architect or contractor found to have started to construct, reconstruct, erect or restore structurally alter without the proper building permit and all necessary documents as is required by the Town of Highland Zoning Ordinance and the New York State Title 19, Section 444 may be required to pay double all prescribed fees as set above.

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Lot Improvement of Sub-Division Processing and Protocol

Application for Special Use Permit and/or Site Plan Approval

Application for Sub-division / Lot Improvement

SEQR Form (Part 1)

## **Site Plan Review Checklist**

- Site Location Map
- Date
- North Arrow
- Boundary Line
- Soil and groundwater tests (Perc if applicable)
- Map of entire holdings on tract if proposed development is only part of applicant's holdings
- Street layout with names & widths of existing proposed streets
- Street grades
- Street elevations
- Site distances
- Street access to adjoining properties
- Sidewalks
- Location of parking areas
- Storm sewers, catch basins, and culverts
- Signage
- Fire hydrants
- Walkway or other easements
- Right of way widths
- Proposed Park/playground/open space (ownership & maintenance)
- Topography (contour intervals)
- Dimension & area of lot
- Dimension & bearing of angles of all property
- Location and size of existing utilities
- Location & size of rock outcrop, streams, special vegetative growth, and other significant natural and manmade features
- Erosion control plan
- Street trees
- Street lighting standards
- Water lines
- Sanitary sewer system
- Proposed restrictive requirements
- Location of any town lines, sewer/water district lines, special district boundaries, etc.
- Building separation distances

**TOWN OF HIGHLAND PLANNING BOARD  
SPECIAL USE PERMIT  
PROCESSING AND PROTOCOL**

1. Applicant confers with Code Enforcement Officer (845) 557-8203 to determine whether application goes before the Planning Board of the Zoning Board of Appeals for variance(s).
2. Sketch plan stage and Pre-submission conference:  
If it is determined that the application properly is within the jurisdiction of the Planning Board, the applicant shall submit a sketch plan to the Planning Board for review and clarification of any necessary items or information which the planning board may require.
3. Preliminary Stage:
  - Applicant must submit 10 sets of preliminary plans, Application, and any other descriptive matter necessary to clearly portray intentions of the owner. Plans should show location of all buildings, parking, traffic access, and circulation drives, open spaces, landscaping, all existing structures and usages within 200 feet of the site boundaries, and any other information necessary to determine if the proposed special use meets the requirements of the ordinance.
  - The cost for all consultants shall be borne by the applicant and may be required to deposit money in an escrow account for ultimate payment of these additional expenses incurred by the town.
  - The certified mailings for the public hearing shall be sent by the Town at the applicant's expense, to all contiguous property owners and to all property owners within 500 feet of the subject property at least (10) days prior to the scheduled Public Hearing.
  - Planning Board makes "Lead Agency" SEQR determination.
  - The Site Development Plan and any related information shall be submitted to the Code Enforcement Office in triplicate at least (15) days prior to the planning board meeting at which approval is requested. If not submitted within this (6) month period, another pre-submission conference shall be required.
4. Submission of Site Plan and supporting data:
  - The owner shall submit an acceptable site plan (to be rendered by a professional architect, licensed engineer or licensed surveyor) and supporting data to the planning board (10) days prior to the monthly meeting. The following information presented in drawn form and accompanied by written text shall be included:
    1. Survey of property showing existing features, including contours, large trees, watercourses, significant natural and man-made features, buildings, structures, streets, utility easements, right-of-way, land use, and property ownership.
    2. Site plan, drawn to scale showing proposed lots, blocks, building locations, utility access, and other easements, streets, right-of-way, and land use areas.
    3. Traffic circulation, parking and loading spaces, and other pedestrian walks.
    4. Landscaping plans to include grading, landscape design, open spaces and parks.



5. Preliminary architectural drawings to be constructed including floor plans, exterior elevations and sections.
  6. Preliminary architectural drawing for buildings to be constructed including floor plans, exterior elevations and sections.
  7. Engineering feasibility study of any anticipated problem which may arise due to proposed development as may be required by the Planning Board.
  8. Description of proposed uses including hours of operation, and expected number of employees, volume of business and volume of traffic generated. A management plan to include names and telephone numbers for garbage removal, snow removal/plowing, lawn maintenance, and a description of lighting, noise, and parking.
  9. New projects may require a review by emergency services such as fire officials at the planning boards sole discretion.
5. Scheduling of Public Hearing:
- A public hearing shall be scheduled by the planning board within sixty-two (62) days of completion of submission of the Special Use Application and Sketch Plan. However, the public hearing is generally scheduled at the regular meeting of the planning board
  - Contiguous and nearby property owners must receive a mailing of the public hearing notice. The mailings in regards to the scheduled public hearing shall be made by the town at the applicant's expense. Please see page (1) #6 for the processing procedure to be followed.
6. Public Hearing
- Chair accepts a motion to open a public hearing in the matter of the applicant for Special Use Permit / Site Plan Review.
    1. Secretary reads the public notice
    2. Secretary will submit the number of mailings and the return number of said mailings.
    3. Any correspondence received will be read into record
    4. Presentation by the applicant
    5. Public comments
    6. Comments from the planning board members
    7. Concluding remarks from the applicant
    8. Remarks of the planning board members
    9. Close the public hearing
7. Determination and Filing.
- A determination shall be made within sixty-two (62) days of close of the Public Hearing on a completed application
  - A final SEQR determination is made by the planning board
  - Secretary files a RESOLUTION with the Town Clerk within five (5) business days of the adoption of the RESOLUTION and a copy of the RESOLUTION shall be mailed to the Owner, Code Enforcement Officer, and the Assessor's Office.

Expiration: Unless construction is commenced and diligently pursued within 12 months of the date granting a special use permit, such permit shall expire and become null and void.

For additional information, contact:

[planningboardzba@townofhighlandny.com](mailto:planningboardzba@townofhighlandny.com)

845-557-8203

**TOWN OF HIGHLAND PLANNING BOARD  
LOT-IMPROVEMENT/SUB-DIVISION APPLICATIONS  
PROCESSING AND PROTOCOL**

1. The applicant must contact the Code Enforcement Office to determine whether applicant needs to go before the Zoning Board of Appeals for a variance(s) before they come to the Planning Board
2. Submission of Sketch Plan:
  - Any owner of land shall, prior to lot-line improvement must submit to the Planning Board at least ten (10) business days prior to the regular meeting of the board ten (10) copies of a Sketch Plan of the proposed lot-line improvement, which shall comply with the requirements of Section 160 of the Town of Highland Sub-division Law. (This law can be obtained from the town clerk or on our website [townofhighlandny.com](http://townofhighlandny.com)) for the purposes of clarification and preliminary discussion.
  - The applicant, or his duly authorized representative, shall attend the meeting of the Planning Board to discuss the requirements of these regulations for street improvements, drainage, sewage, water supply, fire protection and similar aspects, as well as the availability of existing services and other impertinent information.
  - Review clarification of the Sketch Plan is to made at this time by the Planning Board for determination as to whether it is a lot-line improvement, minor sub-division, or major sub-division.
    1. If the Sketch Plan is classified as a Lot Improvement (boundary line adjustment) the applicant shall comply with 160-11 of the Town of Highland Code.
    2. If the Sketch Plan is classified as a Minor Sub-division, the sub divider shall then comply with the procedures outlined in 160-12 of the Town of Highland Code.
    3. If it is classified as a Major Sub-division, the sub divider shall then comply with the procedures outlined in 160-13 of the Town of Highland Code.
  - SEQR "Lead Agency" Determination by the Planning Board.
3. Filing of Sub-division Application:
  - The Sub-division Plat shall conform to the layout of the Sketch Plan plus any recommendations or additional requirements made by the Planning Board. At the next regular meeting of the Planning Board, six (6) copies and a Mylar of the Sub-division Plat shall be submitted to the Planning Board accompanied by a fee set as follows:
    1. For a Lot Improvement, a fee of \$50.00 per lot will be collected by the Planning Board.
    2. For a Minor sub-division, creating 4 or fewer lots on an existing road, a fee of \$100.00 plus \$50.00 for each lot will be collected by the Planning Board.
    3. For a Major sub-division, creating over 4 lots, a fee of \$300.00 plus \$50.00 for each lot will be collected by the Planning Board
    4. Checks are to made payable to the Town of Highland Planning Board



5. Preliminary architectural drawings to be constructed including floor plans, exterior elevations and sections.
  6. Preliminary architectural drawing for buildings to be constructed including floor plans, exterior elevations and sections.
  7. Engineering feasibility study of any anticipated problem which may arise due to proposed development as may be required by the Planning Board.
  8. Description of proposed uses including hours of operation, and expected number of employees, volume of business and volume of traffic generated. A management plan to include names and telephone numbers for garbage removal, snow removal/plowing, lawn maintenance, and a description of lighting, noise, and parking.
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7. Determination and Filing.
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  - A final SEQR determination is made by the planning board
  - Secretary files a RESOLUTION with the Town Clerk within five (5) business days of the adoption of the RESOLUTION and a copy of the RESOLUTION shall be mailed to the Owner, Code Enforcement Officer, and the Assessor's Office.

- The sub-division plat shall be filed in the Sullivan County Clerk's Office within sixty-two (62) days by the applicant. Failure to comply with this provision will invalidate the sub-division approval.
- Proof of the filing of the sub-division plat shall be furnished to the Chairman of the Planning Board within ten (10) days of the filing and upon receipt thereof, the process is completed. The closed file shall be kept on record in the office of the Planning Board, Town Hall, Eldred, New York.

**TOWN OF HIGHLAND APPLICATION**

FOR SITE PLAN APPROVAL

FOR SPECIAL USE PERMIT

Name of proposed development: \_\_\_\_\_

Applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Owner:(if different from applicant. If more than one owner, please provide information for each).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Ownership intentions: (i.e., purchase options) \_\_\_\_\_

Location of Site: \_\_\_\_\_

Tax Map description: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Current zoning classification: \_\_\_\_\_

Local, County, State, & Federal permits needed: (please list type of permit and appropriate agency or department).

Proposed use(s) of site: \_\_\_\_\_

Total site area: (square feet of acres) \_\_\_\_\_

Anticipated construction time: \_\_\_\_\_

Will development be staged? \_\_\_\_\_

Current condition of site: (buildings, brush, etc.) \_\_\_\_\_

Estimated cost of proposed improvement(s): \_\_\_\_\_

Anticipated increase in number of residents, visitors, shoppers, employees, etc.: (if applicable)

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

Describe proposed use(s), including primary and secondary uses: ground floor area, height, and number of stories for each building:

\_\_\_\_\_ for residential buildings, include number of dwelling units by size (efficiency, one bedroom, two or more bedrooms, etc.) and number of parking spaces to be provided.

\_\_\_\_\_ for non-residential buildings, include total floor area and total sales area, number of automobile and truck parking spaces.

\_\_\_\_\_ other proposed structures

(Please use separate sheet(s) if needed):

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

The undersigned hereby requests approval by the Planning Board.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

If the above signature is not that of the property owner, signature of said owner is required.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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

Notary Public fee received on \_\_\_\_\_ 20 \_\_\_\_\_

**TOWN OF HIGHLAND APPLICATION**  
**FOR REVIEW AND APPROVAL OF**  
**LOT IMPROVEMENT / SUB-DIVISION**

Name or Identify Title: \_\_\_\_\_

Property owner: (if so, so state: if agent or other type of relationship state details on separate sheet)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Licensed Land Surveyor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Location of Proposed Lot Improvement / Sub-division (Tax lot or other identification) \_\_\_\_\_

Location of zone: \_\_\_\_\_

Easements or other Restrictions on Property; (describe generally)

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

Requested Exceptions: The Planning Board is hereby requested to authorize the following exceptions to or waivers of its regulations governing Lot Improvement / Sub-division. (Attached list of such exceptions with the reason for each exception set forth).

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

The undersigned hereby request approval by the Planning Board of the previous identified Lot Improvement / Sub-division.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

If the above signature is not that of the Lot Improvement / Sub-division owner, signature of said owner is required.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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

Notary Public fee received on \_\_\_\_\_ 20\_\_\_\_\_