

TOWN OF GHENT – PLANNING BOARD

[GPB500 - REV 10-02-2020]

P. O. BOX 98, 2306 STATE ROUTE 66  
GHENT, NY 12075-0098



APPLICATION FOR PLANNING BOARD REVIEW

- MAJOR SUBDIVISION  MINOR SUBDIVISION
- LOT LINE ADJUSTMENT

CURRENT ZONING DISTRICT:

- RRA-1  RRA-2  C1
- VB - Village Business  HB- Hamlet Business  C2
- VR – Village Residence  HR- Hamlet Residential  C3

TAX PARCEL I.D. # \_\_\_\_\_  
(FROM TAX BILL)

PROJECT NAME: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

PROPERTY STREET ADDRESS: \_\_\_\_\_

PROPERTY OWNER #2: \_\_\_\_\_  
(IF LOT LINE ADJUSTMENT)

ADDRESS: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_  
(IF DIFFERENT FROM OWNER)

APPLICANT MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
(IF DIFFERENT FROM PROPERTY ADDRESS)

PHONE NUMBER: \_\_\_\_\_

APPLICANT EMAIL: \_\_\_\_\_

APPLICANT’S AGENT: \_\_\_\_\_  
(IF APPLICABLE)

LETTER OF DESIGNATION PROVIDED?  YES  NO

AGENT’S RELATIONSHIP TO APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

AGENTS EMAIL: \_\_\_\_\_

The following information and documentation is standard and necessary. Further information may be requested at any time during the application and review process. The Town of Ghent Planning Board reserves the right to hire outside experts, at the applicant's expense, when deemed necessary. The Town of Ghent Planning Board's regular meeting is held on the first Wednesday of every month. An original application, plus seven (7) copies must be filed with the zoning enforcement officer (ZEO) seven days prior to the meeting in order to be considered for the next regular meeting. Digital versions of the application and any maps must also be provided. Incomplete applications may be held over or returned. The Applicant will reimburse the Town of Ghent for all notification and publication costs.

**FOR SUBDIVISIONS, PLEASE COMPLETE THE FOLLOWING:**

Total acreage of parent parcel to be subdivided \_\_\_\_\_

Parcel will be divided \_\_\_\_\_ times

Acreage of each subdivided parcel:

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

---

(Major Subdivision is 5 or more new lots)

**SITE INFORMATION:**

Current use of site: \_\_\_\_\_

Brief description of site location – include roads bordering property and proximity to major road intersections [attach additional paperwork if necessary]

---

---

---

Character and uses of surrounding lands – (wooded, rolling, farm, residential, etc.):

---

---

**SITE INFORMATION:**

Current use of site: \_\_\_\_\_

Brief description of site location – include roads bordering property and proximity to major road intersections [attach additional paperwork if necessary]

---

---

---

Character and uses of surrounding lands – (wooded, rolling, farm, residential, etc.):

---

---

Anticipated increase in traffic: Number of: \_\_\_\_\_ vehicles per hour, and \_\_\_\_\_ per day

List all owners of lands located within 500 feet of property perimeters  
[attach additional paperwork if necessary]

(NAME) (ADDRESS)

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Is the site located on a State or County road?  Yes  No (If yes, project may be referred to  
Columbia County Planning Board)

---

Is the site within 500 feet of a working farm operation located in an agricultural district?

Yes  No

If yes, complete and attach **Agricultural Data Statement** (found on the Town of Ghent’s Planning  
Board webpage, under forms: [GPB100-rev06.06])

---

The applicant acknowledges that the Town has right to enter premises at any reasonable time to ascertain  
compliance with the provisions of any such permit.

Yes  No

---

The following information and documentation is standard and necessary. Further information may be  
requested at any time during the application and review process. The Town of Ghent Planning Board  
reserves the right to hire outside experts, at the applicant's expense, when deemed necessary. The regular  
meeting of the Town of Ghent’s Planning Board is held on the first Wednesday of every month. An original

application, plus seven (7) copies must be filed with the Zoning Enforcement Officer seven days prior to the meeting in order to be considered for the next regular meeting. Digital versions of the application and any maps must also be provided. Incomplete applications will be held until the next month, until completed. The Planning Board of the Town of Ghent reserves the right to require the posting of a performance bond to ensure that the applicant meets the terms and conditions of any special use permit approval. Applicant will reimburse the Town of Ghent for all notification and publication costs.

**Compliance with New York State Code of Ethics**

Article 18 Section 809 of the General Municipal Law provides that whenever an applicant appears before a Planning or Zoning board in a matter requiring the board’s approval, the applicant must disclose the name, address, and extent of any interest in the application possessed by any officer or employee of the municipality. Here, a municipal officer is deemed to have an interest in the application whenever “he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them” is (a) the applicant, or (b) is an officer, director, partner, or employee of the applicant, or (c) owns or controls corporate stock of the applicant or is a member of a partnership or association with the applicant, or (d) has made an express or implied agreement to receive any benefit that is dependent on the application being approved. This provision includes any interest of the above kind possessed by a Planning Board member.

- I have read Section 809 of the General Municipal Law and have presented suitable assurance and documentation of compliance to NYS Code of Ethics as relevant to this application.
  
- I declare no municipal officer to have an interest in the application.

---

[APPLICANT'S SIGNATURE] [DATE]

[OFFICE USE ONLY]  
NOTES: \_\_\_\_\_  
\_\_\_\_\_

## SUBMITTAL CHECKLIST FOR SUBDIVISIONS AND LOT LINE ADJUSTMENTS

- Application fee payable to 'Town of Ghent' – fee includes cost of permit issued by zoning enforcement officer (ZEO) and is not refundable,
- Copy of zoning use permit issued by ZEO,
- Proof of ownership (copy of deed or lease).
- Letter designating authorized representative, if applicable.
- Signed agreement for payment of expert fees [GPB form 200-rev06.06]
- Original stamped survey map of the property prepared by a licensed surveyor, plus seven (7) copies.
- Either “Long Form” for Major Subdivisions or “Short Form” for Minor Subdivisions and Lot Line Adjustments, New York State Environmental Quality Review (SEQR), completed and signed. Form must be completed on NYSDEC Website EAF Mapper.
- Completed Referral Form to Columbia County Planning Board [GPB1600REV03.08], if required
- Names and mailing addresses of owners of adjoining/adjacent tax parcels located within 500 feet of all property boundaries
- Proof of approval from federal, state, county and/or local agencies for all necessary permits. The applicant must demonstrate that all necessary permits have been submitted to the respective agencies. The planning board may, at its discretion, grant conditional approval pending issuance of required permits. Proof of approval includes, but is not limited to:
  - Approval from New York State Department of Transportation for access to state roads
  - Approval from Columbia County Highway Department for access to county roads
  - Approval from Town of Ghent Highway Superintendent for access to town roads [GPB800-rev06.06]
  - Approval from Columbia County Department of Health for Septic System, if applicable
- Map must include:**
  - Title block indicating property tax parcel number, name and address of applicant, and of licensed surveyor
  - Date, scale and directional arrow
  - Location map insert - a small map showing relation of parcel to surrounding area
  - Certification to the furtherance of §156-31, relating to the subdivision of parcel(s) since 01 January 1990 [see GPB900-rev02.08]
  - The location of all existing and proposed buildings, parking areas, driveways, truck-loading areas, wells, septic systems, services (water, sewer, electrical, cable, etc.), outdoor storage of equipment and materials, monuments/markers
  - All existing water courses and NYS Department of Conservation-designated wetlands with indication of required flagging
  - Any other notes as requested by planning board.
  - Statement as follows: see Form GH1743-093a Exhibit A Right to Farm

# DECISION

At a meeting of the Planning Board on \_\_\_\_\_, 20\_\_\_\_, the following motion was made by \_\_\_\_\_:  
(NAME OF PLANNING BOARD MEMBER),

I move that the Planning Board  
deny \_\_\_\_  
approve \_\_\_\_  
approve with conditions (see below) \_\_\_\_

the application for

- \_\_\_\_ Site Plan Review Approval
- \_\_\_\_ Subdivision Approval
- \_\_\_\_ Special Use Permit Approval
- \_\_\_\_ Other

made by: \_\_\_\_\_  
(APPLICANT NAME)

for property located at: \_\_\_\_\_  
(ADDRESS / TAX MAP NUMBER)

\_\_\_\_\_ Approval of this application is subject to the following conditions:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Additional conditions are attached.

## RECORD OF VOTE

	MEMBER NAME	AYE	NAY
Chair	_____	____	____
Member	_____	____	____
Member	_____	____	____
Member	_____	____	____
Member	_____	____	____
Member	_____	____	____

\_\_\_\_\_  
(RECORDED BY PLANNING BOARD SECRETARY/CLERK)

\_\_\_\_\_  
(DATE)