

TOWN OF GHENT – PLANNING BOARD

[GPB500 - REV 02-09-2021]

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

APPLICATION FOR PLANNING BOARD REVIEW

SELECT ONE:

- MAJOR SUBDIVISION (5 or more lots, since 1990, see [§ 156-31](#))
- MINOR SUBDIVISION (up to 4 lots)
- LOT LINE ADJUSTMENT



CURRENT ZONING DISTRICT:

- | | | |
|---|---|-----------------------------|
| <input type="checkbox"/> RRA-1 | <input type="checkbox"/> RRA-2 | <input type="checkbox"/> C1 |
| <input type="checkbox"/> VB - Village Business | <input type="checkbox"/> HB- Hamlet Business | <input type="checkbox"/> C2 |
| <input type="checkbox"/> VR – Village Residence | <input type="checkbox"/> HR- Hamlet Residential | <input type="checkbox"/> 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: _____

AGENT’S 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) ten 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

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, fee schedule is on the [planning board webpage](#).
- 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]
- 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
 - Copy of zoning use permit issued by ZEO,
 - Original stamped survey map of the property prepared by a licensed surveyor, plus seven (7) copies.
- 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
 - A certification to the furtherance of [§156-31](#):

Suggested wording: “On January 1, 1990, the parcel which is proposed here for subdivision was part of a/an ___-acre Parent Parcel owned by _____ and designated on the Columbia County Tax Maps as _____.

Since January 1, 1990 the Parent Parcel [choose one has / has not] been subdivided [if it has, add the following] and the Parent Parcel is comprised of ___ parcels as of the date hereof.”
 - Right-to-Farm Notice: “It is the policy of Columbia County to conserve, protect, and encourage the development and improvement of farm operations within our borders for the production of food and other products. Existing and prospective residents of Columbia County should be aware of the inherent potential conditions associated with farm operations. Such conditions may include but are not limited to noise, odors, fumes, dust, smoke, insects, operation of machinery during any hour, day or night, storage and disposal of plant and animal waste products, and the application of fertilizers, soil amendments, and pesticides by ground or aerial spraying or other method. Property owners and residents within Columbia County should be aware that farmers have the right to undertake generally accepted agricultural practices and one should expect such conditions as a normal and necessary aspect of living in such an area.”
 - 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.

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)