

# PLANNING BOARD INSTRUCTIONS & CHECKLIST FOR SUBMISSION OF DOCUMENTS

**IMPORTANT:** Contact the Town’s Department of Technical Services (914) 734-1080 to schedule an appointment with the Clerk to the Planning Board – Chris Kehoe, AICP to submit documents. Planning Board submissions can only be made between the hours of 2 PM and 4 PM on the submittal date. (See schedule on website) at Town Hall, 1 Heady Street, Cortlandt Manor NY. **You MUST have an appointment with Chris Kehoe, AICP, Dep. Director of DOTS Planning to submit to the Planning Board.**

A. **Complete the Application form and sign** and make sure all of the following are attached to the application. Please check off boxes in list to indicate completion.

<u>Supporting Document(s)</u>	<u># of Copies</u>	
1. Environmental Assessment Form	12	<input type="checkbox"/>
2. Plans size 11 X 17	12	<input type="checkbox"/>
3. FOLDED plans standard 24 x 36	2	<input type="checkbox"/>
4. Affidavit of Property Ownership/Deed	2	<input type="checkbox"/>
5. Owner Authorization Form (if Contract Vendee)	1	<input type="checkbox"/>
6. Recent Property Survey	2	<input type="checkbox"/>
7. Color photographs of the site, abutting properties	2	<input type="checkbox"/>
8. CD with all submissions as an individual PDF (jpeg)	1	<input type="checkbox"/>
9. Colored map of the project showing wetlands and steep slopes	1	<input type="checkbox"/>
10. List of adjoining property owners (& across street)	1	<input type="checkbox"/>
11. Check made out to the Town of Cortlandt for the application fee*	1	<input type="checkbox"/>

*Please note: Subdivisions, site development plans or special permit processes often involve engineering, architectural, legal or other professional skills. While the Planning Board staff will provide guidance and assistance within reasonable limits, the responsibility for the proper presentation of your project is your responsibility and the responsibility of your professional advisors.*

Applicant is responsible for **posting and removing a sign** on the project property. Sign will be provided by the DOTS Planning Division.

Fee Schedule & Escrow Information is available on website.

**SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

For procedures, design standards, specifications for drawings and other information see the following Chapters in the Town of Cortlandt Town Code: Subdivisions – Chapter 265, Site Plans, Zoning and Special Permits – Chapter 307, Wetlands Permits Chapter 179 and Steep Slopes Chapter 259.