



# TOWN OF PAWLING

*The Pride of the Harlem Valley*  
Town Hall  
154 Charles Colman Blvd.  
Pawling, NY 12564

[jdaley@pawling.org](mailto:jdaley@pawling.org)

JoAnne Daley  
Planning/Zoning/Environmental  
Department

Tel (845) 855-0959  
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## Application for a Site Plan

Note: This application shall conform in all respects to the Zoning Ordinance of the Town of Pawling.

1) Name and application of Record Owner (s):

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Phone # \_\_\_\_\_ Fax# \_\_\_\_\_  
Cell # \_\_\_\_\_

If Corporation, name and address: \_\_\_\_\_

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Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Cell # \_\_\_\_\_

2) Name and address of Applicant: \_\_\_\_\_

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Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Cell # \_\_\_\_\_

If Corporation, name and address: \_\_\_\_\_

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Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Cell # \_\_\_\_\_

3) Relationship of Applicant to Owner: (Same, Engineer, Contract Vendee, etc.)

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4) \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Cell # \_\_\_\_\_

5) Name, address and license number of Architect, Engineer, Landscape Architect or Surveyor:

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

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Cell # \_\_\_\_\_

6) Attorney Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Cell # \_\_\_\_\_

7) Type of Site Plan application:

Concept Plan

Site Plan

Amended Site Plan

8) Statement of liens, mortgages or other encumbrances (use separate sheet if required).

If none, so state.

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

9) Deed or deeds recorded in county Clerk's office: \_\_\_\_\_

Sales Date: \_\_\_\_\_ Deed Book: \_\_\_\_\_ Deed Page: \_\_\_\_\_

10) Are there any deed restrictions that apply to, or easements that exist over the tract of land?

Yes  No

If yes, a complete description is necessary, and copies of legal documents must be provided:

\_\_\_\_\_

10) I (we) own or have an interest in abutting property (use separate sheet if necessary). If none, so state.

\_\_\_\_\_

11) Location of property:

A) Street (s) \_\_\_\_\_

B) Nearest cross street (s) \_\_\_\_\_

C) Tax map designation: 134089-\_\_\_\_\_

12) This property is situated in the \_\_\_\_\_ zone.

13) This property contains \_\_\_\_\_ acres.

14) Present use of property: If vacant, so state.

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

15) Proposed use of property (please write a narrative): (Use separate sheet if necessary).

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

16) Does the proposed use (s) comply with the Zoning Ordinance? (If no, state variations sought).

\_\_\_ Yes \_\_\_ No

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

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

Variance(s) Granted: \_\_\_\_\_

17) Does applicant intend to construct his entire project at one time, or develop same in sections?

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

18) Does the driveway exceed a 10% grade?

\_\_\_\_\_

19) Is the property within 500 feet from any municipal boundary or any existing or proposed County or state park or other recreation area, or the right-of-way of any existing or proposed county or State road or highway, stream or drainage channel, or an existing or proposed boundary of any County or state owned land on which a public building or institution is located? \_\_\_ Yes \_\_\_ No

20) List other Agency Approvals required:

Local (Wetlands and Watercourses, Fill, etc.): \_\_\_\_\_

County: \_\_\_\_\_

State: \_\_\_\_\_

City: \_\_\_\_\_

Federal: \_\_\_\_\_



The undersigned Applicant hereby requests consideration and processing of approval by the Planning Board.

Applicant's Signature: \_\_\_\_\_

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

*Completed application, plans, and checks must be submitted to the Planning Board at least fourteen (14) days prior to the regularly scheduled meetings (held on the first and third Monday of each month) in order to be duly considered being placed on an agenda.*

- 1) **11 paper copies of all forms/documents, 4-full-size paper copies of plans, and 7-11"x17" paper copies of plans must be submitted to the Planning office.**
- 2) **All applications and re-submissions shall include a digital copy of all applications, forms, documents, and survey maps. All survey maps must be submitted on a flash drive for viewing during a meeting.**
- 3) **Electronic files must be submitted via email to [jdaley@pawling.org](mailto:jdaley@pawling.org). The digital copy shall be in a pdf or other suitable write –protected image format capable of being opened and viewed using a Windows based software.**
- 4) **Planning Board policy on Site Plan time extension:**
  - The applicant must appear in person.
  - There is a two (2) month grace period.
  - Based on extenuating circumstances the Board can deviate from the policy



**BOTH SIGNATURES REQUIRED**

Owner: \_\_\_\_\_

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

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

**Site Inspection Authorization**

**I hereby give permission for the Town of Pawling Municipal Agencies and their agents to come upon and inspect these premises with respect to the application for:**

**Lot #1- Map Number: 134089-** \_\_\_\_\_

**Lot # 2- Map Number: 134089-** \_\_\_\_\_

**Owner's Signature-** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's Signature-** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Date: \_\_\_\_\_

Technical/Escrow Fee: \_\_\_\_\_ Date: \_\_\_\_\_

Application Number: \_\_\_\_\_ Date: \_\_\_\_\_