



June 19, 2023  
 The Board may at any time in its sole discretion change the rules and fees set forth below

# ACCESSORY APARTMENTS APPLICATION PROCESS

Town of Pawling Planning Board  
 160 Charles Coleman Blvd  
 Pawling, NY 12564  
 Chairman, Mr. George Brehm



### WHO IS ELIGIBLE?

- Single family resi lots.
- Owner occupied principal dwelling.
- Accessory unit does not exceed 30% of the Floor Area of principal dwelling, OR 1,200 square feet.
- New or existing construction of accessory dwelling.
- See Town Code § 215-17.1

COMPLETE APPLICATION	TECHNICAL REVIEW	PUBLIC HEARING	RESOLUTIONS
<ul style="list-style-type: none"> <li>• Board grants Concept Approval.</li> <li>• Board refers application to an engineer for review.</li> <li>• Site Visit Scheduled (Required at discretion of Board)</li> </ul>	<ul style="list-style-type: none"> <li>• Review of Town Engineer's Memo.</li> <li>• The Public Hearing is Scheduled.</li> <li>• Referrals to outside agencies (if necessary) are made.               <ul style="list-style-type: none"> <li>• Board of Health</li> <li>• SEQR</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Members of the public are invited to make comments and ask questions of the Applicant and Board.</li> <li>• The Applicant and the Board have an opportunity to respond to questions and comments.</li> </ul>	<ul style="list-style-type: none"> <li>• Board votes on the Application.</li> <li>• A majority of the 7-member Board are required to vote in the affirmative for an approval.</li> </ul>

## Frequently Asked Questions

### COMPLETE APPLICATION

- Application available at Planning Dept.
- Submit a narrative of the project details.
- Complete DEC Environmental Assessment Form **Part 1** & **Part 2**
- Pay Fees;
  - \$1,000 Permit
  - \$1,000 Fee(s)
  - \$1,750 Escrow
- Produce 11 physical and electronic copies for Planning Dept

### Do I Need to Hire a Professional Engineer?

- Does the application include any new construction?
- Is the existing septic system for the property inadequate for primary and accessory dwellings.

**IF YES TO ANY OF THE ABOVE WE RECOMMEND YOU HIRE A PROFESSIONAL ENGINEER PRIOR TO FILING AN APPLICATION**

### Will the Board Require a Site Visit to the Property?

- Does the application include any new construction?
- Is the exterior of the structure being altered?
- Is the existing septic system for the property inadequate for primary and accessory dwellings.

**IF YES TO ANY OF THE ABOVE THE PLANNING BOARD WILL MAKE A SITE VISIT**

### How Long Does The Application Take?

- ✓ Submission deadline from next Planning Board meeting is 2 weeks prior.
- ✓ Engineering requires adequate and complete application.
- ✓ Public Hearings require 2 weeks notice to inform the public.

**THE ENTIRE APPROVAL PROCESS WILL TAKE A MINIMUM OF FOUR (4) MEETINGS**