Town of Ramapo
237 Route 59
Suffern, NY 10901
845.357.5100 ext. 280
845.357.5140 fax

PLANNING BOARD

SITE DEVELOPMENT PLAN - APPLICATION CHECKLIST

____ Narrative Summary

____ Notification Form

____ Site Development Plan Application --if a conditional use permit is required check appropriate box

____ Affidavit of Ownership

____ Owner’s Consent Affidavit

____ 809 GML Affidavit

____ List of Neighbors within 500 feet of project address (list obtained at Assessor’s office)

____ Violation letter from Building Inspector (must have a violation search)

____ 3 copies of Environmental Assessment Form (EAF)

____ 3 Copies of Drainage Data

____ 16 Copies of Site Development Plan.

____ Check payable to “Town of Ramapo”
To: Director of Planning & Zoning Administrator

Re: Application of _______________________________

☐ Planning Board
☐ Zoning Board of Appeals
☐ Other ______________________________________

I wish that all correspondence, meeting notices, decisions, etc. from your office relative to the above application be sent to:
____________________________________________
____________________________________________
____________________________________________

Telephone No. ________________________________
Fax No. ______________________________________
Email Address ________________________________

Applicant's Signature __________________________

NOTE TO APPLICANT: it will be the responsibility of the person designated on this form to notify all interested parties (for example, attorney, architect, engineer, surveyor, applicant, etc.)
TOWN OF RAMAPO
PLANNING DEPARTMENT
237 ROUTE 59
SUFCERN, NEW YORK 10901
845-357-5100 EX. 269
845-357-5140 FAX

☐ Site Development Plan Approval
☐ Special Permit

Date: ________________________

1. Name of Project ________________________________

2. Address of Project ________________________________ Phone No. ________________________________

3. Name of Applicant ________________________________ Fax No. ________________________________
   Address _________________________________________________
   (Street Name & No.) (City) (State) (Zip Code)

4. Owner of Record ________________________________ Phone No. ________________________________
   Address _________________________________________________ Fax. No. ________________________________
   (Street Name & No.) (City) (State) (Zip code)

5. Name of Person Preparing Plan ________________________________ Phone No. ________________________________
   Address _________________________________________________ Fax. No. ________________________________
   (Street Name & No.) (City) (State) (Zip code)

6. Attorney ___________________________________________ Phone No. ________________________________
   Address _________________________________________________ Fax. No. ________________________________
   (Street Name & No.) (City) (State) (Zip code)

7. Location: On the __________________ side of ____________________________
   (Street Name)
   __________________ feet ______________________ of _______________________
   (direction)

8. Total Acreage __________________________ Zone __________________

9. Tax Map Designation: Section ____________ Block ____________ Lot(s) ______________

10. Is this application for Final Site Plan Approval? ____________________________

PB Form No. 4
6/11/84
Rev. 8/5/85, Rev. 8/25/09
11. Has the Zoning Board of Appeals granted any variance or special permit concerning
this property? __________ If so, list case no. & name ____________________________

15. List all contiguous holding in the same ownership (as defined in the Ramapo Zoning Ordinance).
Section(s) ___________________ Block___________ Lot(s) ____________

Attached hereto is a narrative summary prepared by the applicant's design professional stating the nature
of the use; compliance with the Zoning Law; compliance with Site Development Plan Rules and
Regulations: any requested waiver or modification.

At the time of any additional submissions, a similar narrative summary shall be submitted indicating how the
revised submission has been modified to comply with the Planning Board resolution and/or Community Design
Review Committee Report, or the rationale for deviation from compliance.

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were
acquired, together with the liber and page of each conveyance into the present owner as recorded into the
Rockland County clerk's Office. This affidavit shall indicate the legal owner of the property, the contract of
owner of the property and the date the contract of sale was executed.

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers and stockholders of each
corporation owning more than five (5%) of any class of stock must be attached.

STATE OF NEW YORK    )
COUNTY OF ROCKLAND : SS.: TOWN
OF RAMAPO

__________________________, hereby depose and say that all
the above statements and the statements contained in the papers submitted herewith are true.

__________________________
Mailing address____________________

Affirmed to before me this

____Day of _______ 20__

__________________________
Notary Public

PB Form No. 4
6/11/84
Rev. 8/5/85, Rev. 8/25/09
TOWN OF RAMAPO
TOWN HALL
237 Route 59
Suffern, NY 10901
(845) 357.5100

PLANNING BOARD

AFFIDAVIT OF OWNERSHIP

STATE OF NEW YORK  )
COUNTY OF ROCKLAND  ) SS:
TOWN OF RAMAPO  )

being duly sworn, hereby depose and say that I reside at:


I am the * ________________________________ owner
in fee simple of premises located at ________________________________

described in a certain deed of said premises recorded in the Rockland
County Clerk's Office in Liber _______ of conveyances, page _____

Said premises have been in my/its possession since 19 _____. Said
premises are also known and designated on the Town of Ramapo Tax Map
as section ____ lot (s) _________________________________.


Sworn to before me this
____ day of ______________

________________________
Notary Public

* If owner is a corporation, fill in the office held by deponent and
ame or corporation
, and provide a list of all directors, officers
and stockholders owning more than 5% of any class of stock.
** If corporate officer indicate position.

PB Form No. 13
1/3/85
Planning Board

OWNER'S CONSENT AFFIDAVIT

1. Name of Project ________________________________________________________________

2. Name of fee owner ____________________________________________________________ Phone __________________
   Address ____________________________________________________________
   (Street No. & Name) (City) (State) (Zip Code)

3. Name of Applicant ____________________________________________________________ Phone __________________
   Address ____________________________________________________________
   (Street No. & Name) (City) (State) (Zip Code)

State of New York,
County of Rockland, ss:
Town of Ramapo

.................................................................................................................. being duly sworn, deposes and says that
he resides at ........................................................................................................... in the County of .................................
in the State of ........................................................................................................ that he is the owner in fee of all
that certain lot, piece or parcel of land situated, lying and being in the Town of Ramapo aforesaid and designated as
Lot No........... in Section No................................................................. of the Ramapo Tax Map and that he hereby authorizes
the within application in his behalf and that the statements of fact contained in said application are true, and agrees to
be bound by the determination of the Board.

Sworn to before me this

........day of .................20......

..................................................................................................................

Owner.................................................................

Mail Address ....................................................... 

..................................................................................................................

Notary Public
County of Rockland

PR Form -11 (1-78)
AFFIDAVIT PURSUANT TO SECTION 809 OF THE GENERAL MUNICIPAL LAW

Town of Ramapo
Ramapo Town Hall
237 Route 59
Suffern, New York 10901
(914-357-5100)

STATE OF NEW YORK )
COUNTY OF ROCKLAND ) SS:
TOWN OF RAMAPO )

being duly sworn, hereby depose and say that all the following statements and the statements contained in the papers submitted herewith are true and that the nature and extent of any interest set forth are disclosed to the extent that they are known to the applicant.

1. Print or type full name and Post Office Address


certifies that he is the owner or agent of all that certain lot, piece or parcel of land and/or building described in this application and if not the owner that he has been duly and properly authorized to make in connection with this application for the relief below set forth:

2. To the __________________________ of the __________________________

Town of Ramapo, New York:

Application, petition or request is hereby submitted for

Variance or modification from the requirement of Section
( ) Special Permit per the requirements of Section
( ) Review and approval of proposed subdivision plat;
( ) Exemption from a plat or official map;
( ) An order to issue a Certificate, Permit, or License;
( ) An amendment to the Zoning Ordinance or Maps or change thereof;
( ) Other (explain)
( ) to permit the construction, maintenance and use of
3. Premises affected are in a (zone) and from the Ramapo Tax Map the property is known as Section _________ Lot _________

4. There is no state officer, Rockland County Officer or employee or Town of Ramapo officer or employee nor his or her spouse, brother, sister, parent, child, or grandchild, or a spouse of any of these relatives who is the applicant or who has an interest in the person, partnership or association making this application, petition or request, or is an officer, director, partner or employee of the applicant, or that such officer or employee, if this applicant is a corporation, legally or beneficially owns or controls any stock of the applicant in excess of 5% of the total of the corporation if its stock is listed on the New York or American Stock Exchanges; or is a member or partner of the applicant, if the applicant is an association or a partnership; nor that such Town officer or employee nor any member of his family in any of the foregoing classes is a party to an agreement with the applicant, express or implied, whereby such officer or employee may receive any payment or other benefit, whether or not for services rendered, which is dependent or contingent upon the favorable approval of this application, petition or request.

5. That to the extent that the same is known to your applicant, and to the owner of the subject premises there is disclosed herewith the interest of the following officer or employee of the State of New York or the County of Rockland or of the Town of Ramapo in the petition, request or application or in the property or subject matter to which it relates: (if none, so state)

   a. Name and Address of officer or employee ________________________________

   b. Nature of interest ____________________________________________________

   c. if stockholder, number of shares _______________________________________

   d. If officer or partner, nature of office and name of partnership ___________

   e. If a spouse or brother, sister, parent, child, grandchild or the spouse of any of these blood relatives of such State, County or Town of Ramapo officer or employee, state name and address of such relative and nature of relationship to officer and employee and nature and extent of office, interest or participation in the ownership or any person, partnership or association having an interest in such ownership or in any business entity sharing in such ownership.

   (2)
f. IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers, and stockholders of each corporation owning more than five (5%) percent of any class of stock, must be attached, if any of these are officers or employees of the State of New York, or of the County of Rockland, or of the Town of Ramapo.

____________________________________

do hereby depose and say that all the above statements and statements contained in the papers submitted herewith are true, knowing that a person who knowingly and intentionally violates this section is guilty of a misdemeanor.

____________________________________
Mailing Address

____________________________________

____________________________________

Sworn to before me this

____day of____________________, 20__

____________________________________
Notary Public

(3)
STATE OF NEW YORK
COUNTY OF ROCKLAND    SS.:

___________________________ being duly sworn deposes
and says that they are the applicant, agent or attorney for the
applicant, in the matter of the petition before the Town of Ramapo
Planning Board affecting property located at

___________________________ ,
Town of Ramapo, Rockland County, New York.

The following are all of the owners of property within 500 feet from the
premises as to which this appeal is being taken:

Please attach the list you receive from the accessor’s office:

Affirmed to before me this:

___________ Day of ____________________________

Notary Public: _________________________________

________________________________________
Petitioner’s signature