

# Town of Lloyd Planning Board Application Packet

**Location:**

12 church Street  
Highland, NY 12528

**Application for:**

\_\_\_\_\_ **Site plan**

\_\_\_\_\_ **Subdivision**

\_\_\_\_\_ **Special Use Permit**

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Phone: (845) 691-2144 x117

Fax: (845) 691-6672

Email:

svannostrand@townoflloyd.com

Town of Lloyd Planning Board  
meets on the 4<sup>th</sup> Thursday of  
each month @7:00 p.m.

**Board Members:**

Scott McCarthy, Chairman

Charly Long, Vice Chairman

Carl DiLorenzo

William Meltzer

Sal Cuciti

Gerry Marion

Franco Zani

Lambros Violaris (Alt. #1)

## TOWN OF LLOYD PLANNING BOARD/ZBA 2023 MEETING SCHEDULE

### ZBA Application Submission Due Dates

### ZBA Meeting Dates

#### 2 Mondays prior to meeting date

#### 2<sup>nd</sup> Thurs, 7:00pm

January.....	1/3/23.....	1/12/23
February.....	1/31/23.....	2/9/23
March.....	2/28/23.....	3/9/23
April.....	4/4/23.....	4/13/23
May.....	5/2/23.....	5/11/23
June.....	5/30/23.....	6/8/23
July.....	7/3/23.....	7/13/23
August.....	8/1/23.....	8/10/23
September.....	9/5/23.....	9/14/23
October.....	10/3/23.....	10/12/23
November.....	10/31/23.....	11/9/23
December.....	12/5/23.....	12/14/23

#### Holidays Observed

by Town of Lloyd

January 2 & 16, 2023

February 20, 2023

April 7, 2023

May 29, 2023

June 19, 2023

July 4, 2023

September 4, 2023

October 9, 2023

November 7 & 10, 2023

November 23 & 24, 2023

December 25, 2023

### PB Application Submission Due Dates, Workshop, Regular Meeting Dates

**\*For STR Submission Dates see other schedule\***

	Materials must be received by:	Workshop 3 <sup>rd</sup> Thurs, 5:30pm	Regular 4 <sup>th</sup> Thurs, 7:00pm
January.....	1/10/23	1/19/23	1/26/23
February.....	2/7/23	2/16/23	2/23/23
March.....	3/7/23	3/16/23	3/23/23
April.....	4/11/23	4/20/23	4/27/23
May.....	5/9/23	5/18/23	5/25/23
June.....	6/6/23	6/15/23	6/22/23
July.....	7/11/23	7/20/23	7/27/23
August.....	8/8/23	8/17/23	8/24/23
September.....	9/12/23	9/21/23	9/28/23
October.....	10/10/23	10/19/23	10/26/23
November.....	11/6/23	11/16/23	None
December.....	see Nov.	None	12/7/23

Note: Some deadlines and meetings are adjusted as shown to accommodate intervening holidays. Deadlines are strictly adhered to, due to the large volume of material that must be reviewed and/or referred for outside comment by agencies or consultants.

Note: Both boards reserve the right to change meeting dates because of inclement weather, other emergency or extraordinary circumstances. We will make every effort to advise all involved/interested parties, on the **Town of Lloyd Website and on the official Town of Lloyd Facebook page.**

Note: Special meetings are scheduled on an "as needed" basis and are announced by a press release notice to news print media (5 in our area: New Paltz Times, Southern Ulster Times, Poughkeepsie Journal, Times Herald Record, and the Kingston Daily Freeman), and on the Town's Clerk's board in town hall.

Note: Usually meetings are conducted in the Town Hall meeting room on the first floor. Anticipated large public attendance for a particular application may require that the meeting be conducted at another town facility pending availability, and this information is included in the meeting notice.

**Town of Lloyd Building Department (845)691-2144 ext 117**

The purpose of Information Sheet is to guide you through the application process.

The Planning Board is a board of review to which the Town Board and the State of New York have delegated powers by law to review a project which involves land use and development, including but not limited to site plans and subdivisions. There are seven Planning Board members who are appointed by the Town Board for a term of 7 years each on rotating schedules, at no remuneration. They are residents of the Lloyd community. The Planning Board ordinarily meets twice per month: the third Thursday for a workshop to review the month's submissions and determine readiness for their regular meeting agenda; and the fourth Thursday of the month for their regular meeting with the applicants and/or their professional consultants.

When first visiting the Planning Board office you will receive an application packet, the contents of which are described below. You may have already visited the office of the town's code enforcement officer and building inspector and received relevant information on code and building regulations regarding your project. In that instance, the building inspector will have also forwarded a transmittal notification to the Planning Board office on his findings. This information will be included in the board's review process. The code officer and building inspector will be involved throughout the planning board's review by having material referred to him/her for their opinions and recommendations. This facilitates your process through their department when you are ready for a building permit.

#### The Intake Process

1. Submission of an application. An application for Site Plan approval shall initially be submitted to the Building Department and Town Planner who shall have a pre-application meeting(s) with the applicant. The applicant should have a conceptual plan and sketch plan for the pre-application meeting. Should the submitted plans conform to the Comprehensive Plan of the Town of Lloyd, be complete in that the plans address section 100-53.E--Criteria" above, and comply with Zoning Ordinances of the Town of Lloyd, the application will receive a Zoning Verification from the Code Enforcement Officer and the Town Planner will then transmit the application to the Planning Board for their review.

The application shall:

- (a) Be made on forms available at the office of the Planning Board.
- (b) Be accompanied by five (5) copies of the site plan as described in these regulations.
- (c) Include all items in subsection B above, unless specifically waived by the Planning Board.
- (d) Include the payment of a fee as established by the Town Board. The applicant must pay all special consulting fees for engineers, planning consultants, and attorneys retained by the Town in accordance with § 100-56 as required by the Planning Board. The applicant shall pay all required fees prior to the Planning Board's consideration of the application by depositing funds with the Town and upon the request of the Town replenishing said account.

### Required Information for Site Plan.

An application for Site Plan approval shall be accompanied by plans and descriptive information sufficient to clearly portray the intentions of the applicant. Site Plans shall be prepared by a licensed professional engineer, architect, or landscape architect, and shall include the following (unless waived):

1. A vicinity map drawn at the scale of 2,000 feet to the inch or larger that shows the relationship of the proposal to existing community facilities which affect or serve it, such as roads, shopping areas, schools, etc. The map shall also show all properties, subdivisions, streets, and easements within 500 feet of the property. Such a sketch may be superimposed on a United States Geological Survey or New York State Department of Transportation map of the area.

2. An existing conditions map, showing existing buildings, roads, utilities, and other man-made features, as well as topography and all existing natural land features that may influence the design of the proposed use such as rock outcrops, single trees eight or more inches in diameter located within any area where clearing will occur, forest cover, soils (including prime and statewide important agricultural soils), and ponds, lakes, wetlands and watercourses, aquifers, floodplains, and drainage retention areas.

3. A Site Plan, drawn at a scale and on a sheet size appropriate to the project. The information listed below shall be shown on the Site Plan and continuation sheets.

4. Name of the project, boundaries, date, north arrow, scale and date(s) of the plan. Name and address of the owner of record, developer, and seal of the engineer, architect, or landscape architect. If the applicant is not the record owner, a letter of authorization shall be required from the owner. Signature blocks for all required approvals, including a block for signatures of the Town Engineer, Fire Chief, Chief of Police, Highway Superintendent, Building Department, and, where applicable, the Water and Sewer District.

5. The location and use of all existing and proposed structures within the property, including all dimensions of height and floor area, all exterior entrances, and all anticipated future additions and alterations.

6. The location of all present and proposed public and private ways, off-street parking areas, driveways, outdoor storage areas, sidewalks, ramps, curbs, paths, landscaping, walls, and fences. Location, type, and screening details for all waste disposal containers shall also be shown.

7. The location (including, when appropriate, GPS notation), height, intensity, and bulb type (sodium, incandescent, etc.) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties must also be shown.

8. The location, height, size, materials, and design of all proposed signs.

9. The location of all present and proposed utility systems including:

(a) Sewage or septic system;

(b) Water supply system;

(c) Telephone, cable, and electrical systems; and

(d) Storm drainage system including existing and proposed drain lines, culverts, catch basins, headwalls, endwalls, hydrants, manholes, outfalls and drainage swales.

10. Erosion and sedimentation control plan required by Chapter 55 to prevent the pollution of surface or groundwater, erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable.

11. Existing and proposed topography at two-foot contour intervals, or such other contour interval as the Planning Board shall specify. All elevations shall refer to the nearest United States Coastal and Geodetic Bench Mark. If any portion of the parcel is within the 100-year floodplain, the area will be shown, and base flood elevations given. Areas shall be indicated within the proposed site and within 50 feet of the proposed site where soil removal or filling is required, showing the approximate volume in cubic yards.

12. A landscape, planting, and grading plan showing proposed changes to existing features.

13. Land Use District boundaries within 200 feet of the site's perimeter shall be drawn and identified on the Site Plan, as well as any Overlay Districts that apply to the property.

14. Traffic flow patterns within the site, entrances and exits, and loading and unloading areas, as well as curb cuts on the site and within 100 feet of the site. The Planning Board may, at its discretion, require a detailed traffic study for large developments or for those in heavy traffic areas.

15. For new construction or alterations to any structure, a table containing the following information shall be included:

(a) Estimated area of structure currently used and intended to be used for particular uses such as retail operation, office, storage, etc.;

(b) Estimated maximum number of current and future employees;

(c) Maximum seating capacity, where applicable; and

(d) Number of parking spaces existing and required for the intended use.

16. Elevations at a scale of one-quarter inch equals one foot for all exterior facades of the proposed structure(s) and/or alterations to or expansions of existing facades, showing design features and indicating the type and color of materials to be used.

17. Where appropriate, the Planning Board may request soil logs, percolation test results, and storm run-off calculations.

18. Plans for disposal of construction and demolition waste, either on-site or at an approved disposal facility.

19. Where appropriate, a cultural resource survey of resources with historic or archaeological significance.

20. Other information that may be deemed necessary by the Planning Board.

## TOWN OF LLOYD PLANNING BOARD APPLICATION FORM

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

Owner's Mailing Address: \_\_\_\_\_

Owner's telephone/fax/email: \_\_\_\_\_

Business Name, if applicable: \_\_\_\_\_

Location of subject site(s): \_\_\_\_\_

Tax Map SBL# \_\_\_\_\_ Zone: \_\_\_\_\_ Property size: \_\_\_\_\_

Name of Agent of Professional Rep: \_\_\_\_\_

Address of Prof Rep: \_\_\_\_\_

Telephone/Fax/Email Prof Rep: \_\_\_\_\_

Complete the description for as many application areas listed below as are appropriate:

1. SUBDIVISION# lots \_\_\_\_\_ for the purpose of: \_\_\_\_\_
  - b. Lot line revision for purpose of: \_\_\_\_\_
2. SITE PLAN:        commercial        residential    for purpose of: \_\_\_\_\_

Please sign and submit this application with the materials listed below:

SIGNATURE OF APPLICANT or AGENT (cross out one) & DATE: \_\_\_\_\_

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SUBMISSION of the following information is required before the application can be presented to the Planning Board.

1. Completion of this application form.
2. Application fee: Non-refundable check or money order made out to "Town of Lloyd", or cash is accepted.  
Amount submitted: \$ \_\_\_\_\_ (see attached copy of fee schedule to calculate amount).
3. Photocopy of the deed to the entire parcel.
4. Completion of the NYS SEQRA (State Environmental Quality Review Assessment) Form as appropriate for project, as follows:
  - a) Short form EAF, complete part 1 only.
  - b) Long form EAF, complete section 1 only.
  - c) Ag. Statement if required.
  - d) Coastal Assessment form (for use in the WBOD zone), complete form in addition to short/long EAF form.
5. Letter of Agent if you are authorizing someone else to represent you at board meetings.
6. Letter of Intent on our form or your letterhead.
7. Escrow deposit: \$ \_\_\_\_\_ (see attached copy of fee schedule to calculate amount).
8. **\*\*Five (5) copies of a graphic representation of your project depicted on a survey map with the stamp and seal of a professional engineer, surveyor or architect licensed in NYS, or a sketch of the parcel overlaid on a tax map for the board's preliminary review.**

**\*AND, SUBMIT FOUR** copies of your map and send a **.pdf** by email to [svannostrand@townoflloyd.com](mailto:svannostrand@townoflloyd.com)

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### BOARD USE ONLY FOR VERIFICATION OF SUBMISSION:

Receipt date: \_\_\_\_\_ Intake Official Initials: \_\_\_\_\_ Deed: \_\_\_\_\_ EAF: short long coastal

Fee: \$ \_\_\_\_\_ Payment by (check one): check# \_\_\_\_\_ money order# \_\_\_\_\_ cash \_\_\_\_\_

Escrow Deposit: \$ \_\_\_\_\_ Letter of Intent: \_\_\_\_\_ Letter of Agent: \_\_\_\_\_ # maps received: \_\_\_\_\_

Other Materials:

Applicant's Letter of Intent For: \_\_\_\_\_

To: Town of Lloyd Planning Board and/or Zoning Board of Appeals

Date:

Message:

## Letter of Agent

I, \_\_\_\_\_, am the owner of  
the property located at, \_\_\_\_\_,  
Highland, NY identified as Tax Map SBL # \_\_\_\_\_.

I hereby authorize \_\_\_\_\_  
to act as my agent in an application to \_\_\_\_\_

Check all that apply:

- \_\_\_\_ Town of Lloyd Planning Board  
\_\_\_\_ Town of Lloyd Zoning Board of Appeals  
\_\_\_\_ Town of Lloyd Building Dept.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		

Project: Date: 

**Short Environmental Assessment Form**  
**Part 2 - Impact Assessment**

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Project: Date: 

### *Short Environmental Assessment Form*

#### *Part 3 Determination of Significance*

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

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 Name of Lead Agency

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 Date

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 Print or Type Name of Responsible Officer in Lead Agency

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 Title of Responsible Officer

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 Signature of Responsible Officer in Lead Agency

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 Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**

TOWN OF LLOYD PLANNING BOARD  
ESCROW ACCOUNT CONSENT

Establishing Escrow Account for:

For Site Located at:

SBL#

Zone:

Area Dim.:

Proposing:

In consideration of your proposed project, the Town of Lloyd requires the establishment of an escrow account for board consultant(s) review(s). Upon receipt of this consent form with the remittance specified, the review will commence.

The escrow requested for your project based on the Town of Lloyd Development Fee Schedule is

Additional funds may be requested if this escrow account is depleted. Any unused monies will be returned at the completion of this process.

The fees to be charged to the applicant:

- a. shall be reasonably necessary in the review of the project or the preparation of necessary documents; and
- b. shall be reasonable in the amount based upon the prior experience of the Town of Lloyd and the actual, average costs of the Town in applications of the same type.
- c. any balance remaining in the escrow account following final approval of the project shall be remitted to the applicant by the town's fiscal officer.
- d. the posting of an escrow account does not imply acceptance or approval of an application.
- e. in the event that any litigation is commenced against the Town as a direct result of your application, the applicant agrees to hold the Town harmless for all costs associated with such litigation and to reimburse the Town for any costs incurred by the Town.

I hereby consent to the conditions as set for above; remittance to establish the escrow account is included with this signed consent.

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Date

Make check payable to "Town of Lloyd" and add "escrow account" on the notation line.

Return this signed consent form with your check to the Building Department, 12 Church Street, Highland, NY 12528.

**TOWN OF LLOYD DEVELOPMENT FEE  
SCHEDULE**

**16-Jan-19**

This Fee Schedule is established in order to ensure that the costs of any engineering, environmental, planning, legal, inspection or other fees or costs incurred by the Town of Lloyd with respect to matters brought before the Planning Board, the Zoning Board of Appeals, Town Board or any Town departments are to be borne by the Applicant.

Upon the filing of any application or any application for a permit, the Applicant shall pay or deposit with the Town a sum of money calculated in accordance with the fee structure as described below. In the case of Site Plan or Subdivision approval, the fee shall be calculated at the time of approval of the Site Plan or Subdivision, and all fees must be paid to the Town before the Town signs the plat or maps.

All Bonding for improvements must be in place before the Site Plan or Subdivision Plat is signed

All fees described below are to be paid at the Building Department, using checks, money orders, or, when less than seventy-five (75) dollars, cash. Checks should be made out to the Town of Lloyd.

The Town shall not schedule an Applicant for appearances before any of the Boards to discuss any application or process any permit application until the appropriate fees are paid in full and required escrow accounts are up to date.

A Certificate of Occupancy shall not be issued unless all fees incurred by the Applicant's project have been paid in full to the Town.

This Fee Schedule may be revised from time to time by the Town of Lloyd Town Board by Resolution.

**SECTION**

**FEE**

1	
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Town of Lloyd Fee Schedule

1.1	Site Plan Application: All Structures, Commercial and Residential, and Uses	\$1,000.00 up to 5,000 sq. ft. of floor area + \$200 per 1,000 sq. ft. over 5,000 sq. ft. of floor area.
1.2	Parking in Commercial Zones	\$50 per site plan approved required parking space (fee applicable at time of site plan approval).
<b>2</b>		
2.1	Subdivisions Application	\$100 per lot
2.2	Lot Line Revision Application	\$200 per submission
<b>3</b>	<b>Recreation Fees</b>	
3.1	Single-Family Homes, Apartments, Condominiums, Cooperatives	\$2,500 per new dwelling unit (fee calculated based on time of approval)
3.2	PUD, PRD, TND, MUD, other overlay zones as incorporated	\$2,500 per dwelling unit (50% for Recreation Department, 25% for Rail Trail, 25% for Bob Shepard Waterfront Park)--dwelling units shall include but not be limited to apartments, condominiums, attached or detached homes, convalescent and long term care rooms, in-patient long term care rooms. (fee calculated based on time of approval)
<b>4</b>		
4.1	Residential Variances (ZBA)	\$200 + \$15 per dwelling unit
4.2	Commercial/Industrial Variances (ZBA)	\$500 plus \$45 per 1,000 sq ft of building area
4.3	Soil Mining Variances (Town Board)	\$600 plus \$200 per acre or part thereof
4.4	Special Use Permit (Planning Board)	\$300
4.5	Rezoning (includes PUDs, PRDs, MUDs and TNDs filing for application/petition) (Town Board)	\$2,500 plus \$500 per acre or part thereof
4.6	Interpretation of the Zoning Code	\$200.00

Town of Lloyd Fee Schedule

4.7	Appeal as an Aggrieved Person(s)	\$200.00
4.8	Environmental Review (by any Board performing such review):	
	Review of EAF, DEIS & FEIS documents as prepared by an Applicant and submitted to the Town, including preparation of Environmental Review Documents and Review of Impacts addressed under SEQRA will be charged if the services of a private consultant, as appointed by the Town Board, are required	The actual cost of review may be charged up to 2% of project cost, as stipulated by NYCRR 617.17 as may be amended; an escrow account will be established for the purpose of this review as authorized by Town Code Article IV, Section 100-8(F)(2)
<b>SECTION</b>		<b>FEE</b>

Town of Lloyd Fee Schedule

11.3	Charitable, educational and municipal organizations, including IRS 501C3 organizations as granted by the Town Assessor, are to pay ½ the value of the fees quoted herein	
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**12 Escrows for Planning Board Review.**

12.1	Lot Line realignment/revision	Initial Deposit: \$250 per lot / Minimum Reserve \$100
12.2	Subdivision: per lot	Initial Deposit: \$250 per lot / Minimum Reserve \$100
12.3	Special Use Permits	Initial Deposit: \$200 per lot / Minimum Reserve \$100
12.4	Site Plans: Square footage of built and disturbed areas (building,	
	Pre-application Conference	\$500.00
	Up to 1,000 sq. ft.	Initial Deposit \$2000 / Minimum Reserve \$200
	1,001 to 10,000 sq. ft	Initial Deposit \$7500 / Minimum Reserve \$500
	10,001 and over	Initial Deposit \$15,000 / Minimum Reserve \$2000
	WBOD Site Plan Review for residential and non-residential accessory structures that would not trigger full site plan review	Initial Deposit \$200 / Minimum Reserve \$100
12.5	Rezoning / Overlay Zone	
	Preapplication Conference	Initial Deposit \$1500 / Minimum Reserve \$200
	Town Board Review--all overlay and rezoning applications:	
	Concept and Sketch Plan Review	
	Up to 20 acres	Initial Deposit \$10,000 / Minimum Reserve \$2000

Town of Lloyd Fee Schedule

	20-100 acres	Initial Deposit \$20,000 / Minimum Reserve \$3000
	Over 100 acres	Initial Deposit \$30,000 / Minimum Reserve \$5,000
	Town Board Review—all overlay and rezoning applications: Final development review	
	Up to 20 acres	Initial Deposit \$10,000 / Minimum Reserve \$2000
	20-100 acres	Initial Deposit \$20,000 / Minimum Reserve \$3000
	Over 100 acres	Initial Deposit \$30,000 / Minimum Reserve \$5,000
	The above amounts are in addition to any fees due under Section 4.8 of this schedule of fees	

Note: References to Fee Schedule as described in Town of Lloyd Town Code:

1. Zoning Board of Appeals: Article XXXI,
2. Planning Board: Article XXXII, Section 100-

Adopted by the Town of Lloyd Town Board on August 9, 2006, Revision 09/12/2007, Revision 2/13/2008 Revision 1/7/2009; Revision 3/11/2009; Revision 10/14/2009; Revision 01/06/2010;