



# Town of Ramapo Planning Department

237 Route 59  
Suffern New York 10901  
(845) 357-5100  
Fax: (845) 357-2936

To: Applicants and Consultants

From: Town of Ramapo Planning Department

**Re: Community Development Review Committee Discussion Application Submissions**

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Enclosed please find the following information:

- Submission Deadline / Meeting Schedule
- CDRC Review Submittal Checklist
- CDRC Discussion Application Packet

The Town's internet address for information on the CDRC is:

<http://www.ramapo.org/page/community-design-review-committee-cdrc-102.html>

Information available at the site includes, CDRC agendas and all forms in PDF format.

### **Important Notes:**

1. Only COMPLETE applications will be accepted for placement on a CDRC agenda for discuss. Please ensure that all necessary forms and payment are included, forms are signs, etc. If you have questions regarding forms, fees, etc, please call the Planning Department to clarify PRIOR to the submission day.
2. All application forms and submittal materials are to be submitted in hard copy and digital form.
3. Any information handwritten shall be clear. Unreadable information will be returned, and the application will be deemed incomplete.
4. All Planning Fees and escrow payments must be current at the time of submittal as well as any new fees required at submittal. No Exceptions will be made.
5. If you are making application to the CDRC discussion ONLY, the application will not be placed on a Planning Board agenda. An application for subdivision, site development permit, special use or sign permit must be submitted, and the application must come back before the CDRC for both a completeness and technical review of that application.



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**2024 Community Development Review Committee /  
Architectural Review Board Meeting Schedule**

| <u>Meeting Date</u>           | <u>Submission Deadline (at 3:00 PM)</u> |
|-------------------------------|---|
| Wednesday, January 3, 2024    | Friday, December 15, 2023               |
| Wednesday, January 17, 2024   | Friday, December 29, 2023               |
| Wednesday, February 7, 2024   | Friday, January 19, 2024                |
| Wednesday, February 21, 2024  | Friday, February 2, 2024                |
| Wednesday, March 6, 2024      | Friday, February 16, 2024               |
| Wednesday, March 20, 2024     | Thursday, March 2, 2024                 |
| Wednesday, April 3, 2024      | Friday, March 15, 2024                  |
| Wednesday, April 17, 2024     | Thursday, March 28, 2024                |
| Wednesday, May 8, 2024        | Friday, April 19, 2024                  |
| Wednesday, May 22, 2024       | Friday, May 3, 2024                     |
| Wednesday, June 5, 2024       | Friday, May 12, 2024                    |
| Wednesday, June 26, 2024      | Friday, June 7, 2024                    |
| Wednesday, July 10, 2024      | Friday, June 21, 2024                   |
| Wednesday, July 24, 2024      | Friday, July 5, 2024                    |
| Wednesday, August 7, 2024     | Friday, July 19, 2024                   |
| Wednesday, August 21, 2024    | Friday, August 2, 2024                  |
| Wednesday, September 4, 2024  | Friday, August 16, 2024                 |
| Wednesday, September 18, 2024 | Friday, August 30, 2024                 |
| <b>No October Meetings</b>    | <b>No October Meetings</b>              |
| Wednesday, November 13, 2024  | Monday, October 28, 2024                |
| Wednesday, December 4, 2024   | Friday, November 15, 2024               |
| Wednesday December 18, 2024   | Friday, November 29, 2024               |

**\*Reminder: a submission is not complete without hard copies AND digitals.**



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## **2024 Planning Board Schedule**

Tuesday January 9, 2024

Tuesday, January 23, 2024

Tuesday, February 13, 2024

Tuesday, February 27, 2024

Tuesday, March 12, 2024

Tuesday, March 26, 2024

Tuesday, April 9, 2024

Tuesday May 14, 2024

Tuesday, May 28, 2024

Tuesday, June 25, 2024

Tuesday, July 9, 2024

Tuesday, July 30, 2024

Tuesday, August 20, 2024

Tuesday, August 27, 2024

Tuesday September 10, 2024

Tuesday, September 24, 2024

No Meetings in October

Tuesday, November 12, 2024

Tuesday, November 26, 2024

Tuesday, December 10, 2024

Tuesday, December 17, 2024

All Meetings start at 8:00 PM unless posted otherwise.



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**COMMUNITY DEVELOPMENT REVIEW COMMITTEE (CDRC) DISCUSSION  
APPLICATION REVIEW SUBMITTAL CHECKLIST**

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**[This Form MUST be Submitted with Application]**

This application is to present an application to the CDRC for discussion and for applicants to receive general feedback ONLY. Applicants who apply for CDRC discussions will not be placed on a Planning Board agenda until a formal application is submitted and deemed complete for subdivision, site development permit, special use and/or sign permit.

In order to be placed on a CDRC agenda for discussion ONLY, the following must be submitted to the Town Planning Department no later than two (2) weeks prior to the CDRC meeting.

- \_\_\_\_\_ CDRC application
- \_\_\_\_\_ \$300 CDRC Meeting fee, payable to the Town of Ramapo.
- \_\_\_\_\_ Payment of required escrows for reviews by Town consulting planners/engineers.
- \_\_\_\_\_ Affidavit of Ownership
- \_\_\_\_\_ Owner's Consent Affidavit
- \_\_\_\_\_ 809 GML Affidavit
- \_\_\_\_\_ Narrative that described the proposed project. The Narrative should include but is not limited to the parcel size, the zoning district, existing and planned use of the property, project program utilities services, parking and access provided and any potential waivers or variances that may be requested.
- \_\_\_\_\_ Concept plan showing the general project intent. This would include proposed buildings, parking, access, bulk lot requirements.

**\*Provide eight (8) hard copies and an electronic copy of all documents. A submission is not complete unless both hard copies and electronic copies are received on or before the submission deadline.**

|   |                 |
|---|-----------------|
| <b>For Official Use only</b>  |                 |
| <input type="checkbox"/> Complete application - placed on the CDRC agenda for review. | Application No. |
| <input type="checkbox"/> Incomplete application - applicant notified.                 | _____ - _____   |



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## COMMUNITY DEVELOPMENT REVIEW COMMITTEE APPLICATION

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

1. Name of Project \_\_\_\_\_
2. Address of Project \_\_\_\_\_
3. Location: On the \_\_\_\_\_ side of \_\_\_\_\_  
(Street Name)  
\_\_\_\_\_ Feet \_\_\_\_\_ of \_\_\_\_\_  
(Direction) (Street Name of Intersection)
4. Total Acreage \_\_\_\_\_ Zoning District \_\_\_\_\_
5. Tax Map Designation (Section, Block & Lot): \_\_\_\_\_
6. Current Parcel(s) Use: \_\_\_\_\_ Proposed Parcel(s) Use: \_\_\_\_\_
7. What will the Ultimate Application Be?  Subdivision  Site Development Permit  Special Use  Other
8. Has the Zoning Board of Appeals granted any variances or special permit concerning this property? \_\_\_\_\_  
If so, list case no. and name \_\_\_\_\_
9. List all contiguous holdings in the same ownership (as defined in the Ramapo Zoning Ordinance).  
Tax Map Designation (Section, Block & Lot): \_\_\_\_\_
10. Applicant Information:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
(Street Name and No.) (Town/City) (State) (Zip Code)  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_
11. Owner of Record Information (if different than applicant):  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
(Street Name and No.) (Town/City) (State) (Zip Code)  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_
12. Design Professional Information Preparing Plan:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
(Street Name and No.) (Town/City) (State) (Zip Code)  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_
13. Legal Counsel Information  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
(Street Name and No.) (Town/City) (State) (Zip Code)  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_
14. Project Contact Information (all project notifications will be sent to this individual)  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
(Street Name and No.) (Town/City) (State) (Zip Code)  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_

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 Rules and Regulations; any requested waivers or modifications.

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 and the date the contract of sale was executed.

STATE OF NEW YORK            )  
COUNTY OF ROCKLAND        ) SS.: TOWN  
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 \_\_\_\_\_

\_\_\_\_\_  
*Notary Public*



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**AFFIDAVIT OF OWNERSHIP**

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

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

\_\_\_\_\_ Street Address \_\_\_\_\_ City/Town \_\_\_\_\_ State

I am the (See note 1 & 2) \_\_\_\_\_ owner

in fee simple of premises located at:

\_\_\_\_\_ Street Address \_\_\_\_\_ City/Town \_\_\_\_\_ State

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 \_\_\_\_\_. Said premises are also known and designated on the Town of Ramapo tax map as:

| Section | Block | Lot   |
|---------|-------|-------|
| _____   | _____ | _____ |
| _____   | _____ | _____ |
| _____   | _____ | _____ |
| _____   | _____ | _____ |

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**Notes:**

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



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**OWNER'S CONSENT AFFIDAVIT**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_  
Street Address City/Town State Zip Code

Name of Fee Owner: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City/Town State Zip Code

Name of Applicant: \_\_\_\_\_ (if different than owner)

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City/Town State Zip Code

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

\_\_\_\_\_ being duly sworn, deposed and say that he/she resides at  
Owner Name

\_\_\_\_\_ in the County of \_\_\_\_\_  
Street Address County

In the State of \_\_\_\_\_ that he/she is the owner in fee of all that certain lot, piece of land  
situated, lying and being in the Town of Ramapo aforesaid and designated as

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
County of Rocklan

Owner \_\_\_\_\_  
Mailing Address:

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



**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        )

I, \_\_\_\_\_, 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/she is the owner or agent of all that certain lot, piece or parcel of land and/or building described in this application and it not the owner that he/she 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:  
(Board, Commission or Agency)

Application, petition or request is hereby submitted for:

- Variance or modification from the requirements 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 (explain) \_\_\_\_\_

3. Premises affected are in the \_\_\_\_\_ Zoning District and from the Ramapo Tax Map, the property is known as Section \_\_\_\_\_, Block \_\_\_\_\_ 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 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 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 is 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 officers or employee, state name and address of such relatives 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 in interest in such ownership or in any business entity sharing in such ownership.

f. IN THE EVENT OF CORPORATION 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.

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public