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**TOWN OF NEWBURGH
PLANNING BOARD
TECHNICAL REVIEW COMMENTS**

PROJECT: NEWBURGH BRACESETTERS
PROJECT NO.: 2016-18
PROJECT LOCATION: SECTION 63, BLOCK 3, LOT 3
REVIEW DATE: 11 OCTOBER 2016
MEETING DATE: 20 OCTOBER 2016
PROJECT REPRESENTATIVE: JOHN J. STOECKEL, P.E., MASER CONSULTING

1. Existing building encroaches in the required front yard setback. Referral to through the Zoning Board of Appeals, unless previously issued, is required.
2. The Applicants representative is requested to evaluate whether the proposed handicap parking space violates the right of way line depicted, apparently serving adjoining properties.
3. As an existing condition utilities appear to cross lot line changes.
4. The Planning Board may evaluate the project as a less than 2,500 square foot building. In accordance with section 185-56 of the zoning code the Planning Board may waive site plan for review for structures less than 2,500 square feet.
5. Building Department should require finished floor elevation of the proposed structure and flood plain elevation located to the rear. Finished floor should be one foot above flood plain elevation.

Respectfully submitted,

***McGoey, Hauser and Edsall
Consulting Engineers, D.P.C.***

Patrick J. Hines
Principal

PJH/kbw

TOWN OF NEWBURGH PLANNING BOARD

APPLICATION PACKAGE

for

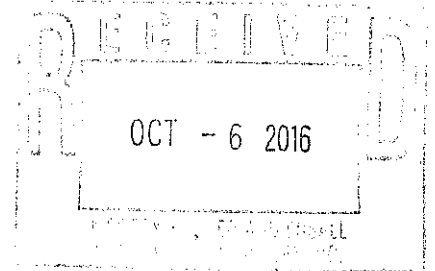
SUBDIVISIONS,

SITE PLANS,

LOT LINE CHANGES

And

SPECIAL EXCEPTION USE PERMITS



Procedures and Requirements

July 2013

**TOWN OF NEWBURGH PLANNING BOARD
308 GARDNERTOWN ROAD
NEWBURGH, NEW YORK 12550
(845) 564-7804
fax: (845) 564-7802
planningboard@hvc.rr.com**

JULY 2013

TO WHOM IT MAY CONCERN:

This package of information and forms is provided to assist the applicant in the preparation of a submission of a site plan, subdivision, lot line change or special exception use permit to the Town of Newburgh Planning Board. In most cases the application will be prepared initially by a licensed professional engineer, architect, surveyor or land planner. Since in almost every case such professional will be required for the process, they should be retained as early as possible.

Procedurally, the applicant should contact the Planning Board to discuss the potential project and obtain the necessary forms and regulations.

The Zoning and Subdivision Regulations of the Town of Newburgh require that the applicant must present plans to the Secretary of the Planning Board. When your application is complete, it will be placed on the next **AVAILABLE** agenda. Submittals must be handed in to the Planning Board Secretary at least 10 days prior to the next meeting, but the date of the appearance at a meeting will be determined by the next available time slot, not necessarily the next meeting. You will be notified of the date, time and place of your meeting.

A minimum of **FOURTEEN (14)** sets of **FOLDED PLANS** for a major or minor subdivision or a site plan must be submitted with a **COMPLETED** application, and **FIFTEEN (15)** sets of plans must be submitted if plans need to be submitted to the Town of Newburgh Traffic Consultant. This completed application must include a **LONG FORM OR FULL EAF** for every project except lot line changes, 2 lot subdivisions under 3 acres or site plans impacting less than one acre, along with a **NARRATIVE** of the proposed project. The narrative should include the action being taken, the size of the parcel, what zone the parcel is in, the water and sewer information, any Zoning Board of Appeals relief needed, and whether the parcel is on a private or town road. Complex or unusual projects should be discussed in greater detail.

Following the first meeting before the Planning Board the applicant is required to send an Adjoiner Notice to property owners within 500 feet of the parcels in question (please see final page of the package for full instructions).

Upon initial review of a Short Form, the Planning Board may require specific additional environmental information or the preparation of a Long Form. Long Form part 1 should be completed by the applicant. The Board will review and may modify Part 2 prior to making a decision on the SEQRA aspect of the project.

All fees for consulting and professional services that the Planning Board incurs during the review of the applications will be the responsibility of the applicant. An advance deposit for these fees will be required and will be placed in an escrow account with the Town. If the escrow account falls below the 40% of the initial deposit, the applicant will be required to immediately make an additional deposit to the escrow account prior to any further review of the project application by the Planning Board.

Very truly yours,

JOHN P. EWASUTYN, Chairman
Town of Newburgh Planning Board

**TOWN OF NEWBURGH
APPLICATION FOR
SUBDIVISION/SITE PLAN REVIEW**

**RETURN TO: Town of Newburgh Planning Board
308 Gardnertown Road
Newburgh, New York 12550**

DATE RECEIVED: _____ TOWN FILE NO: _____
(Application fee returnable with this application)

1. Title of Subdivision/Site Plan (Project name):
Newburgh Bracesetters

2. Owner of Lands to be reviewed:

Name 4 Spring Square Business Park, LLC
Address 4 Spring Square Business Park
Newburgh, NY 12550
Phone (845) 566-1700

3. Applicant Information (If different than owner):

Name _____
Address _____

Representative _____
Phone _____
Fax _____
Email _____

4. Subdivision/Site Plan prepared by:

Name Maser Consulting PA
Address 555 Hudson Valley Ave.
Suite 101
New Windsor, NY 12553
Phone/Fax (845) 564-4495; (845) 567-1025

5. Location of lands to be reviewed:

4 Springs Square Business Park, Newburgh, NY 12550

6. Zone B **Fire District** Orange Lake
Acreage 0.48 **School District** Newburgh

7. Tax Map: Section 63 **Block** 3 **Lot** 3

8. Project Description and Purpose of Review:

Number of existing lots 1 Number of proposed lots N/A

Lot line change _____

Site plan review Site Plan for 600 square foot building addition

Clearing and grading Clearing ±170 sf of woods for building addition

Other _____

PROVIDE A WRITTEN SINGLE PAGE DESCRIPTION OR NARRATIVE OF THE PROJECT

9. Easements or other restrictions on property:

(Describe generally) Spring Square Business Center Private Drive / R.O.W.

10. The undersigned hereby requests approval by the Planning Board of the above identified application and scheduling for an appearance on an agenda:

Signature  Title partner

Date: 9-30-16

NOTE: If property abuts and has its access to a County or State Highway or road, the following information must be placed on the subdivision map or site plan: entrance location, entrance profile, sizing of pipe (minimum length of pipe to be 24 feet).

The applicant will also be required to submit an additional set of plans, narrative letter and EAF if referral to the Orange County Planning Department is required under General Municipal Law Section 239.

TOWN OF NEWBURGH PLANNING BOARD

Newburgh Bracesetters

PROJECT NAME

CHECKLIST FOR MAJOR/MINOR SUBDIVISION AND/OR SITE PLAN

I. The following items shall be submitted with a COMPLETED Planning Board Application Form.

1. Environmental Assessment Form As Required
2. Proxy Statement
3. Application Fees
4. Completed Checklist (Automatic rejection of application without checklist)

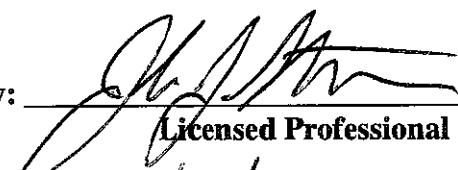
II. The following checklist items shall be incorporated on the Subdivision Plat or Site Plan prior to consideration of being placed on the Planning Board Agenda. Non-submittal of the checklist will result in application rejection.

1. Name and address of applicant
2. Name and address of owner (if different from applicant)
3. ~~Subdivision~~ or Site Plan and Location
4. Tax Map Data (Section-Block-Lot) 97-1-21.2
5. Location map at a scale of 1" = 2,000 ft. or less on a tax map or USCGS map base only with property outlined
6. Zoning table showing what is required in the particular zone and what applicant is proposing. A table is to be provided for each proposed lot
7. Show zoning boundary if any portion of proposed site is within or adjacent to a different zone
8. Date of plan preparation and/or plan revisions
9. Scale the plan is drawn to (Max 1" = 100')
10. North Arrow pointing generally up

11. ___ Surveyor,s Certification
12. ___ Surveyor's seal and signature
13. X Name of adjoining owners
14. ___ Wetlands and 100 ft. buffer zone with an appropriate note regarding D.E.C. or A.C.O.E. requirements
15. X Flood plain boundaries
16. ___ Certified sewerage system design and placement by a Licensed Professional Engineer must be shown on plans in accordance with Local Law #1 1989
17. X Metes and bounds of all lots
18. X Name and width of adjacent streets; the road boundary is to be a minimum of 25 ft. from the physical center line of the street
19. X Show existing or proposed easements (note restrictions)
20. X Right-of-way width and Rights of Access and Utility Placement
21. ___ Road profile and typical section (minimum traveled surface, excluding shoulders, is to be 18 ft. wide)
22. X Lot area (in sq. ft. for each lot less than 2 acres)
23. ___ Number of lots including residual lot
24. X Show any existing waterways
25. ___ A note stating a road maintenance agreement is to be filed in the County Clerk's Office where applicable
26. ___ Applicable note pertaining to owners review and concurrence with plat together with owner's signature
27. X Show any improvements, i.e. drainage systems, water lines, sewer lines, etc.
28. ___ Show all existing houses, accessory structures, wells and septic systems on and within 200 ft. of the parcel to be subdivided
29. ___ Show topographical data with 2 or 5 ft. contours on initial submission

30. X Indicate any reference to a previous subdivision, i.e. filed map number, date and previous lot number
31. ___ If a private road, Town Board approval of name is required, and notes on the plan that no town services will be provided and a street sign (per town specs) is to be furnished and installed
32. ___ Number of acres to be cleared or timber harvested
33. ___ Estimated or known cubic yards of material to be excavated and removed from the site
34. ___ Estimated or known cubic yards of fill required
35. ___ The amount of grading expected or known to be required to bring the site to readiness
36. ___ Type and amount of site preparation which falls within the 100 ft. buffer strip of wetlands or within the Critical Environmental Area. Please explain in sq. ft. or cubic yards.
- _____
- _____
37. N/A Any amount of site preparation within a 100 year floodplain or any water course on the site. Please explain in sq. ft. or cubic yards.
- _____
- _____
38. ___ List of property owners within 500 feet of all parcels to be developed (see attached statement).

The plan for the proposed subdivision or site has been prepared in accordance with this checklist.

By:  _____

Licensed Professional

Date: 10/05/2016

This list is designed to be a guide ONLY. The Town of Newburgh Planning Board may require additional notes or revisions prior to granting approval.

Prepared (insert date):

FEE LAW SUMMARY

PENDING APPLICATIONS

All applicants with matters pending before the Planning Board as of the effective date of this local law shall be required to post as escrow in the manner and upon the terms and conditions set forth below:

- (a) The Planning Board, in consultation with the applicant, shall compute the amount of the escrow to be posted with the Town. Such amount shall be reasonably related to the costs attendant to the Town's review of the application as of the effective date of this local law. Under no circumstances shall the escrow include amounts attributable to any costs incurred by the Town prior to the effective date of this local law.
- (b) Once computed and established by Resolution of the Planning Board, the applicant shall, within fifteen (15) days of said resolution, post escrow fees with the Secretary of the Planning Board. Failure to deliver the said escrow fees may result in delay of the further processing of the application.

SEVERABILITY

In the event a court of law determined that any provision of this chapter is unenforceable, then only that provision shall be affected and all other provisions shall be fully enforceable.


EFFECTIVE DATE:

This local law shall take effect immediately upon filing in the Office of the Secretary of State.

FEE ACKNOWLEDGEMENT

The town of Newburgh Municipal Code sets forth the schedule of fees for applications to the Planning Board. The signing of this application indicates your acknowledgement of responsibility for payment of these fees to the Planning Board for review of this application, including, but not limited to escrow fees for professional services (planner/consultant, engineering, legal), public hearing and site inspection. Applicant's submissions and resubmissions are not complete and will not be considered by the planning board or placed upon its agenda unless all outstanding fees have been paid. Fees incurred after the stamping of plans will remain the responsibility of the applicant prior to approval of a building permit or certificate of occupancy. Fee schedules are available from the Planning Board Secretary and are on the Town's website.

Michael Skrobola
APPLICANT'S NAME (printed)


APPLICANT'S SIGNATURE

9-30-14
DATE

Note: if the property abuts and has access to a County or State Highway or road, the following information must be place on the subdivision map: entrance location, entrance profile, sizing of drainage pipe (minimum length of pipe to be twenty-four (24) feet).

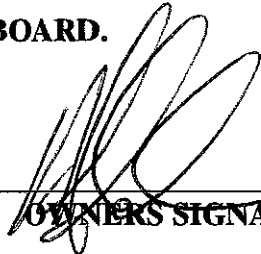
PROXY

(OWNER) MICHAEL SKROBOLA, DEPOSES AND SAYS THAT HE/SHE
RESIDES AT 29 HUFCHT AVENUE, MIDDLETOWN NY 10941
IN THE COUNTY OF ORANGE
AND STATE OF NEW YORK

AND THAT HE/SHE IS THE OWNER IN FEE OF Tax Lot: 61-3-3
4 SPRING SQUARE BUSINESS PARK, NEWBURGH, NY 12550

WHICH IS THE PREMISES DESCRIBED IN THE FOREGOING
APPLICATION AS DESCRIBED THEREIN TO THE TOWN OF NEWBURGH
PLANNING BOARD AND Maser Consulting P.A. IS AUTHORIZED
TO REPRESENT THEM AT MEETINGS OF SAID BOARD.

DATED: 9-30-16


OWNERS SIGNATURE

Michael Skrobola
OWNERS NAME (printed)


WITNESS' SIGNATURE

JOHN J STOECKEL
WITNESS' NAME (printed)

NAMES OF ADDITIONAL
REPRESENTATIVES

PLANNING BOARD DISCLAIMER STATEMENT
TO APPLICANTS

The applicant is advised that the Town of Newburgh Municipal Code, which contains the Town's Zoning Law, is subject to amendment. Submission of an application to this Board does not grant the applicant any right to continued review under the Code's current standards and requirements. It is possible that the applicant will be required to meet changed standards or new Code requirements made while the application is pending.

An approval by this Board does not constitute permission, nor grant any right to connect to or use municipal services such as sewer, water or roads. It is the applicant's responsibility to apply for and obtain the Town of Newburgh and other agency approvals not within this Board's authority to grant.

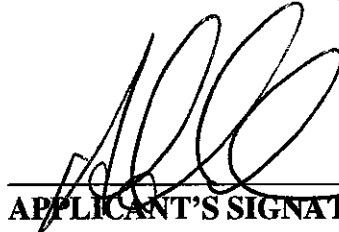
The applicant hereby acknowledges, consents, and agrees to the above.

9-30-16

DATED

Michael Skrobola

APPLICANT'S NAME (printed)



APPLICANT'S SIGNATURE



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

555 Hudson Valley Avenue, Suite 101
New Windsor, NY 12553-4749
T: 845.564.4495
F: 845.567.1025
www.maserconsulting.com

**NARRATIVE SUMMARY
OCTOBER 5, 2016
NEWBURGH BRACESETTERS
TAX LOT 61-3-3
TOWN OF NEWBURGH, ORANGE COUNTY
PB# 2016-18
MC PROJECT NO. 16001763A**

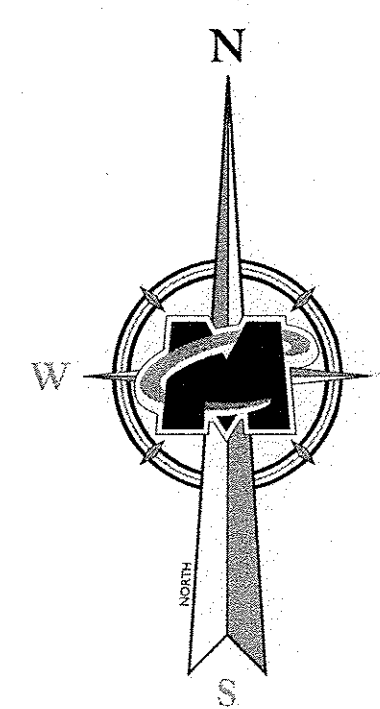
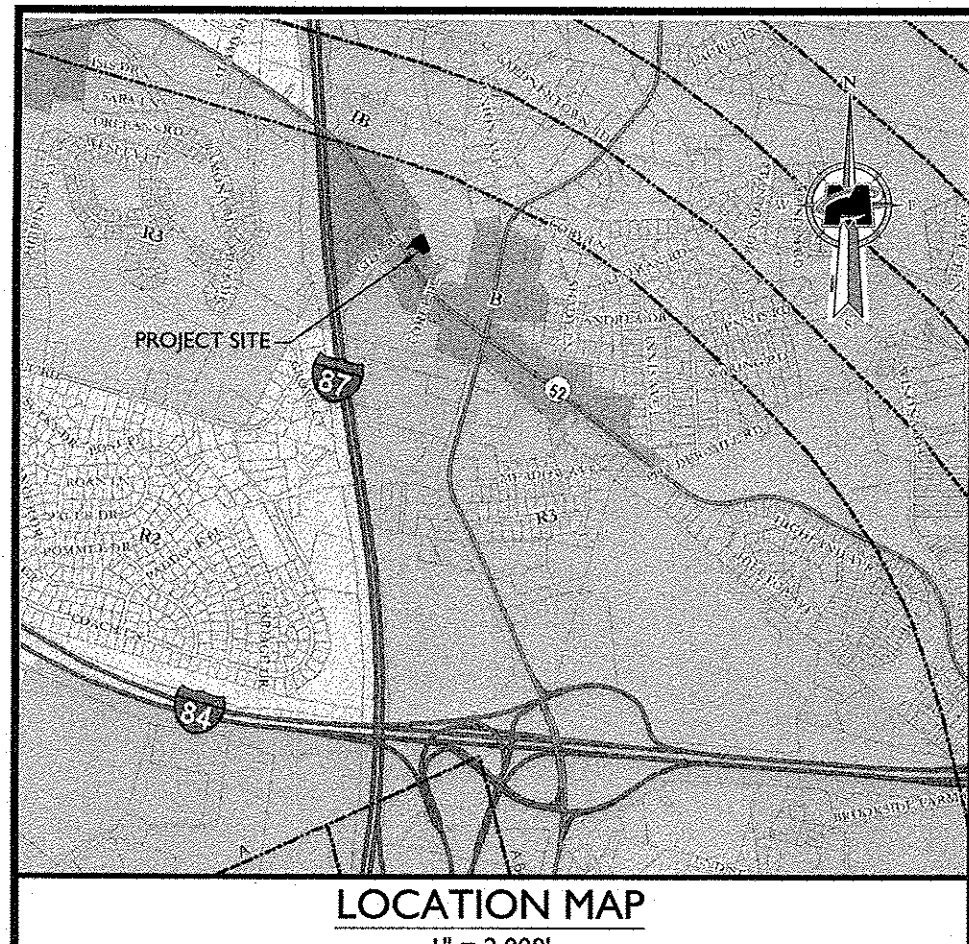
The existing parcel consists of ± 0.48 acres in the Town of Newburgh and has frontage on NYS Route 52 along the western boundary. The project property is a portion of a four (4) lot commercial subdivision; bounded further north by a restaurant and to the south by a landscaping and landscape material storage use. Along the site's eastern boundary is the Bushfield Creek, (a Class 'C' stream), which has an associated floodplain that can be found on the property but is constrained east of the improvements by a steep stream bank to the rear of the existing building. Currently, the applicant owns and operates Bracesetters, an orthodontics office, residing in the existing $\pm 1,104$ sq. ft. office building. The project site is located in the Town's B (Business) Zoning District. Business, professional, and research offices are uses subject to Planning Board review within the district. The site abuts the R3 (Residential) Zoning district along the eastern property line. The existing building is not in conformance with the required 60' front yard setback off a state highway ($\pm 38'$ from the front yard property line). Existing parking areas are paved but not striped; currently employees and customers park in the immediate area in front of the building as well as the parking lot to the south.

The applicant is proposing a 15'x47' (705 sq. ft.) addition to the rear of the existing building. The existing building will remain and the proposed addition is intended to match the exterior of the existing building and its office park counterparts. No additional site improvements are proposed with exception to proposed parking lot striping of the existing available spaces. The existing facilities are serviced by both municipal water and sewer; continued use of these services will remain after the addition. The proposed addition is occurring outside of the existing floodplain as the addition's finished floor will match the existing building and the existing building is also outside of the floodplain (see attached FEMA Firmette Map). The proposed addition has been offset from the corner of the existing building allowing the entire proposed addition to be located within all setback requirements. No additional parking is required or proposed as the total square footage (1,809 sq. ft.) requires 10 spaces and 12 have been provided (including 1 handicap space and loading area).

At this time we are seeking to be put on the next available Planning Board agenda to discuss the project described above.

JJS/jap

R:\Projects\2016\16001763A-Newburgh Bracesetters\Correspondence\OUT\161005_Narrative Summary.docx



MASER CONSULTING P.A.
 Customer Loyalty through Client Satisfaction
 www.maserconsulting.com
 Engineers • Planners • Surveyors
 Landscape Architects • Environmental Scientists

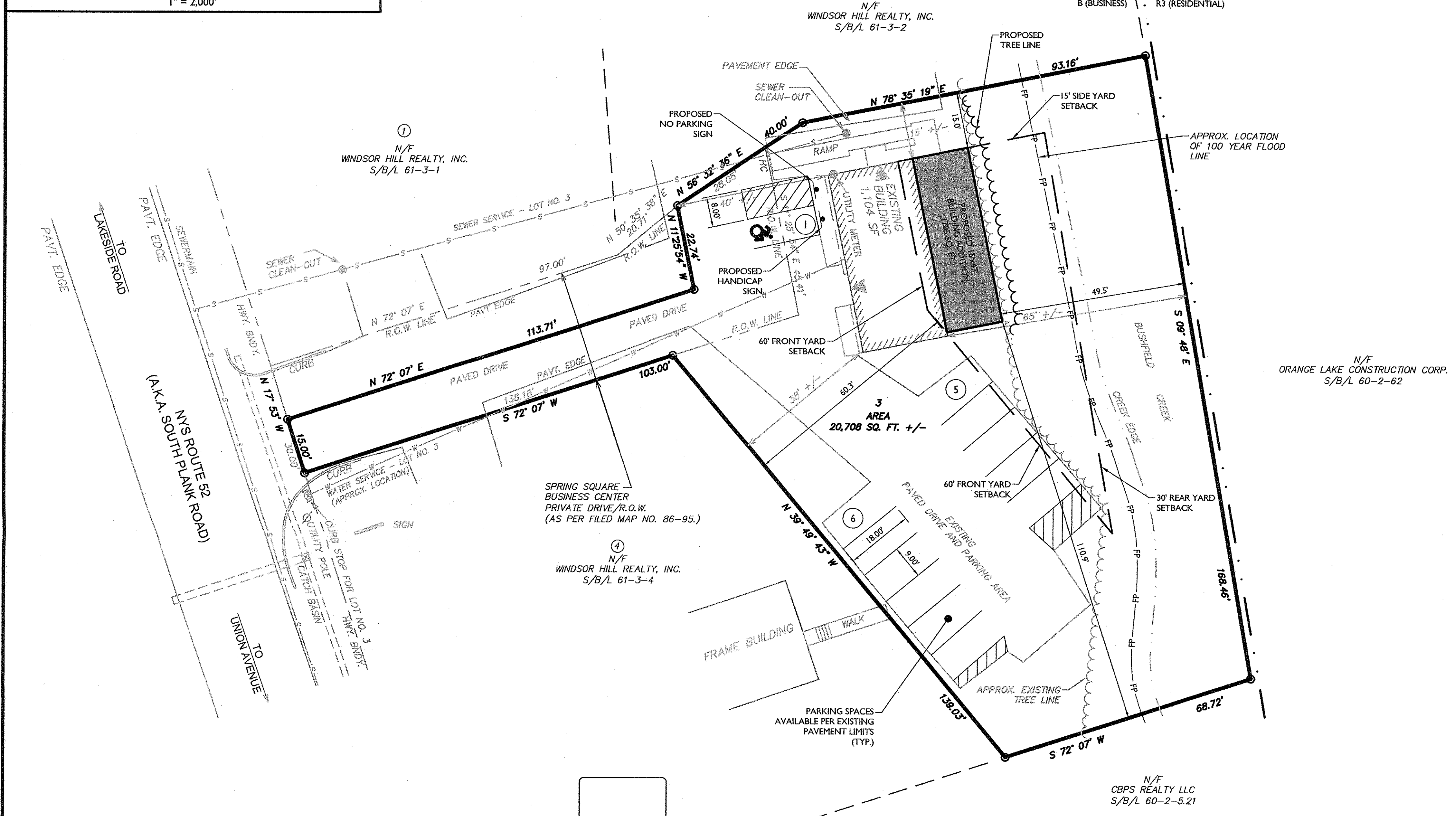
Office Locations:
 Albany, NY
 Red Bank, NJ
 Clinton, NJ
 Hamilton, NJ
 Manasquan, NJ
 Mt. Laurel, NJ
 Newark, NJ
 Norfolk, VA
 Albuquerque, NM
 Chestnut Ridge, NY
 New Windsor, NY
 Hawthorne, NY
 Lehigh Valley, PA
 Exton, PA
 Philadelphia, PA
 Tampa, FL
 Miami, FL
 Columbia, MD

State of N.Y. Certificate of Authorization: 0006671 / 0008821

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811 PROTECT YOURSELF
 ALL STATES REQUIRE NOTIFICATION OF EXCAVATORS, DRIVERS, OR ANY PERSON PREPARING TO DISTURB THE EARTH'S SURFACE ANYWHERE IN ANY STATE.

Know what's below. Call before you dig.
 FOR STATE SPECIFIC DIRECT PHONE NUMBERS VISIT: WWW.CALL811.COM



OWNER/APPLICANT:
 4 SPRINGS SQUARE BUSINESS PARK, LLC
 4 SPRINGS SQUARE BUSINESS PARK
 NEWBURGH, NY 12550

TAX LOT:
 61-3-3

SITE INFORMATION:
 4 SPRING SQUARE BUSINESS PARK
 NEWBURGH, NY 12550
 ±20,708 SQ. FT.
 ±0.48 ACRES

- NOTES:**
- BOUNDARY INFORMATION TAKEN FROM MAP REFERENCE ENTITLED "CERTIFIED LOCATION SURVEY MAP LANDS OF WINDSOR HILL REALTY, INC." BY VINCENT J. DOCE ASSOCIATES SURVEYORS - ENGINEERS - PLANNERS, DATED JANUARY 18, 2016.
 - A PORTION OF THE PROPERTY IS WITHIN THE ONE-HUNDRED-YEAR FLOOD PLAIN AS PER FLOOD INSURANCE RATE MAP, NO. 36071CD139E.
 - TREE LINE LOCATION TAKEN FROM GOOGLE EARTH AERIAL.
 - SCHOOL DISTRICT: NEWBURGH
 - FIRE DEPARTMENT: ORANGE LAKE

BULK TABLE
 ZONE: B (BUSINESS)
 USE SUBJECT TO SITE PLAN REVIEW BY THE PLANNING BOARD: BUSINESS, PROFESSIONAL AND RESEARCH OFFICES AND BANKS

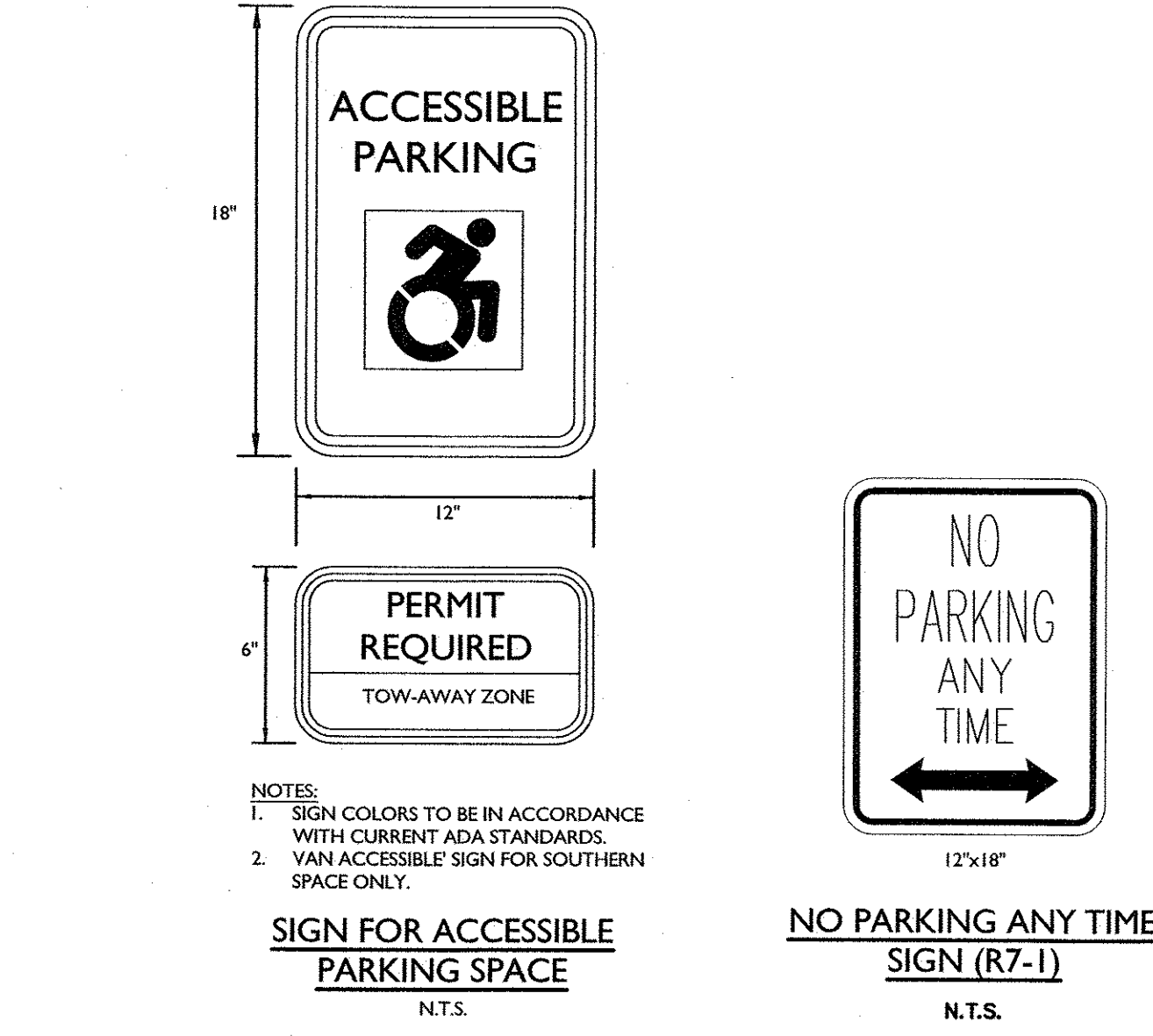
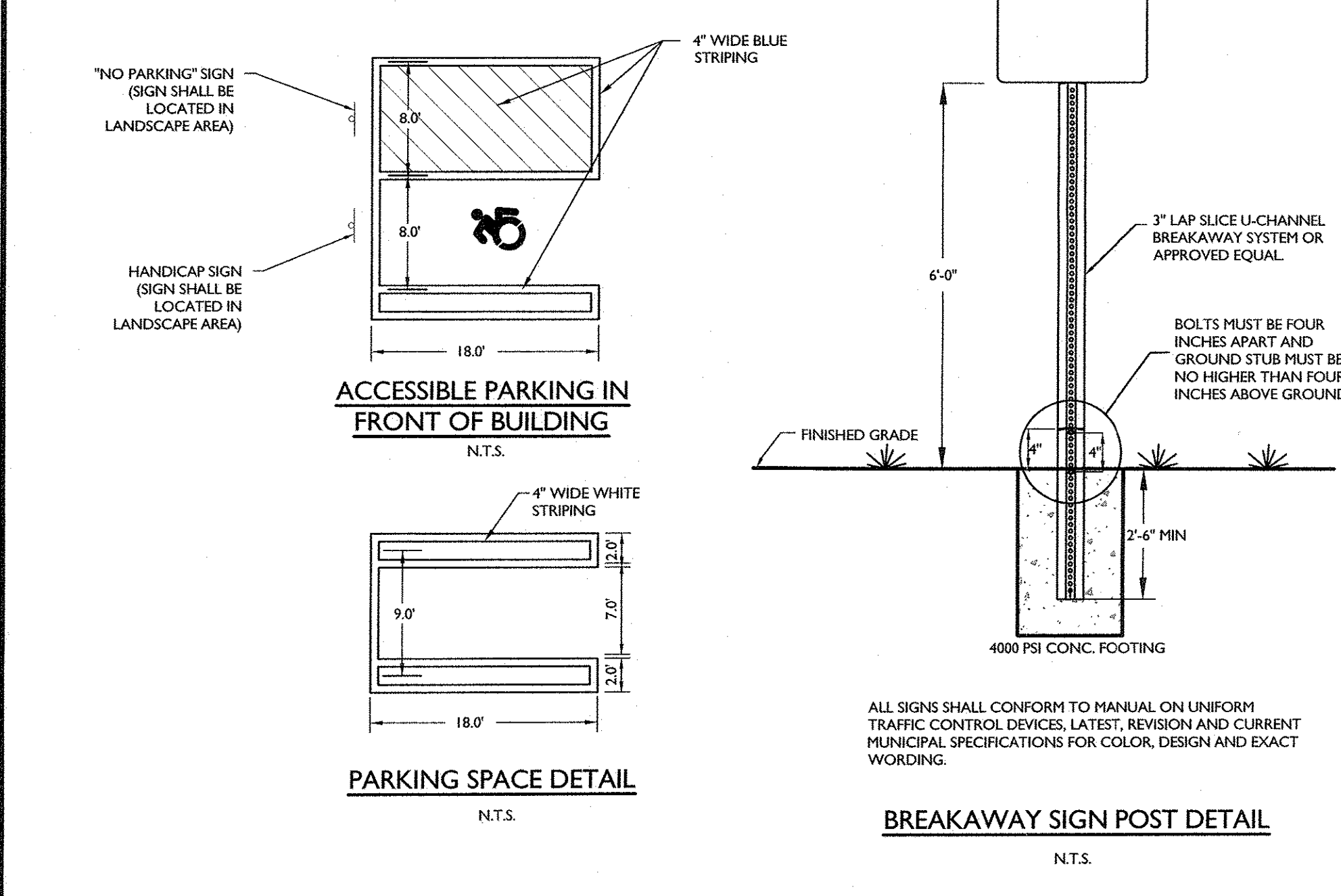
MINIMUM	REQUIRED	EXISTING	PROPOSED	REMARKS
LOT AREA	15,000 SQ. FT.	20,708 SQ. FT.	20,708 SQ. FT.	OK
FRONT YARD SETBACK	40'	N/A	N/A	N/A
FRONT YARD SETBACK (NYS ROUTE 52)	60'	38'±*	38'±**	EXISTING NONCONFORMANCE
REAR YARD SETBACK	30'	65.0'	49.7'	OK
SIDE YARD SETBACK				
ONE	15'	15.0'	15.0'	OK
BOTH	30'	126.0'	126.0'	OK
LOT WIDTH	100'	184.4'	184.4'	OK
LOT DEPTH	125'	242.3'	242.3'	OK
HABITABLE FLOOR AREA PER DWELLING UNIT	N/A	N/A	N/A	N/A
MAXIMUM				
BUILDING HEIGHT	35'	<35'	<35'	OK
LOT BUILDING COVERAGE	60%	5.3%	8.2%	OK
LOT SURFACE COVERAGE	80%	43.8%	46.7%	OK

* EXISTING BUILDING IS NONCONFORMING TO THE FRONT YARD SETBACK OF NYS ROUTE 52.
 ** FRONT YARD DIMENSION TO PROPOSED ADDITION IS 60.3'.

PARKING REGULATIONS:
 REQUIRED: 1 PER 200 SQUARE FEET FOR THE FIRST 20,000 SQUARE FEET OF FLOOR AREA, AND THEN 1 PER 300 SQUARE FEET OF ANY ADDITIONAL FLOOR AREA
 1,809 SQ. FT. / 200 = 10 SPACES
 PROVIDED: 12 PARKING SPACES (INCLUDING 1 ACCESSIBLE SPACE)

REV	DATE	DESCRIPTION

JOHN J. STOECKEL
 NEW YORK LICENSED PROFESSIONAL ENGINEER - LICENSE NUMBER: 092649-I



LEGEND

EXISTING	PROPOSED
--- (dashed line)	--- (dashed line)
— (solid line)	— (solid line)
- - - - (long dashed line)	- - - - (long dashed line)
— (dotted line)	— (dotted line)
— (solid line)	— (solid line)
- - - - (short dashed line)	- - - - (short dashed line)
— (solid line)	— (solid line)
— (solid line)	— (solid line)
— (solid line)	— (solid line)
— (solid line)	— (solid line)
— (solid line)	— (solid line)
— (solid line)	— (solid line)

20 10 0 10 20 40
 SCALE: 1" = 20'

SITE PLAN FOR NEWBURGH BRACESETTERS

SECTION 61 BLOCK 3 LOT 3

TOWN OF NEWBURGH COUNTY OF ORANGE STATE OF NEW YORK

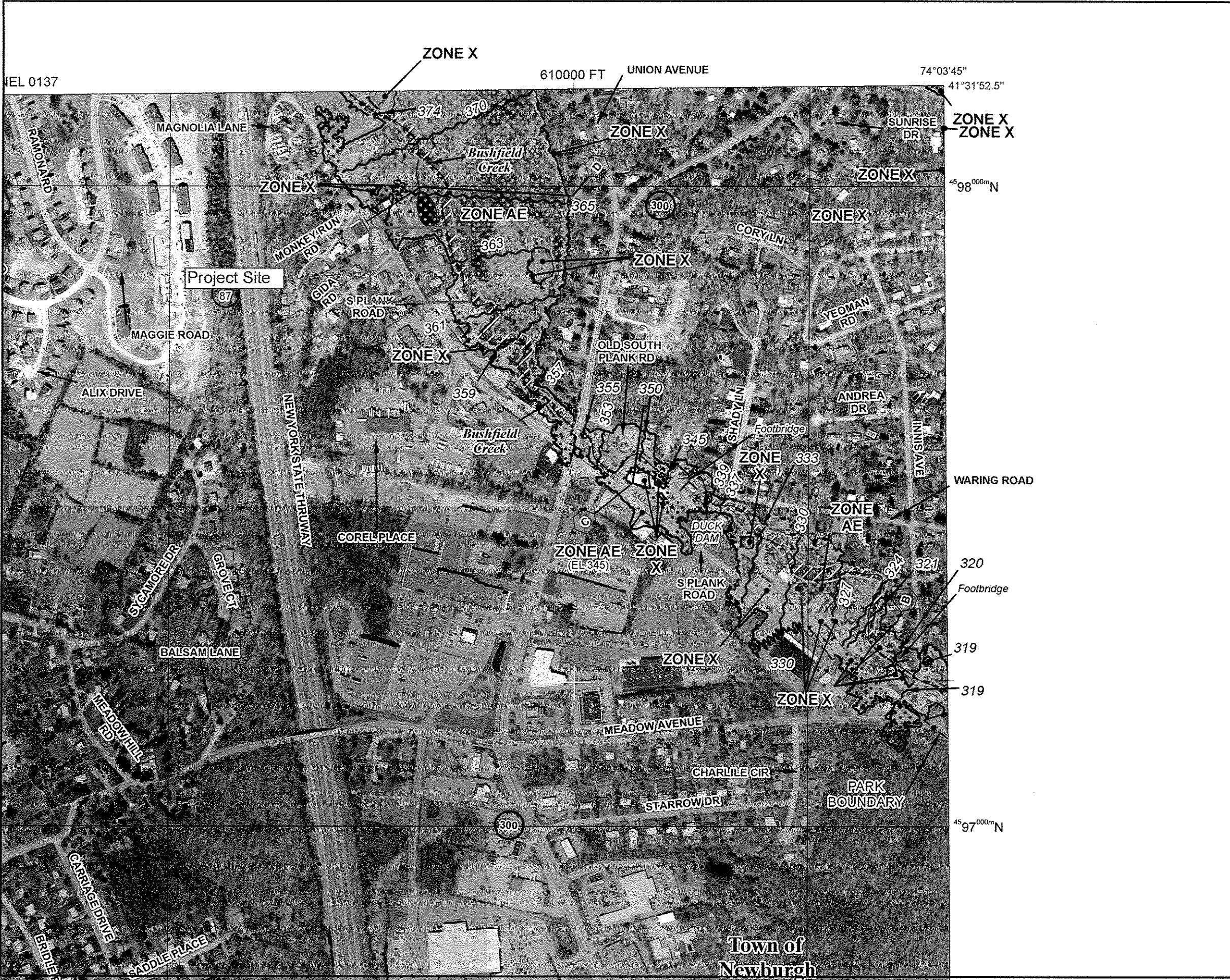
NEW WINDSOR OFFICE
 555 Hudson Valley Avenue Suite 101
 New Windsor, NY 12553
 Phone: 845.564.4495 Fax: 845.567.1025

SCALE AS SHOWN	DATE 09/29/16	DRAWN BY JAP	CHECKED BY JFS
PROJECT NUMBER 16001763A	DRAWING NAME C-LAYT		

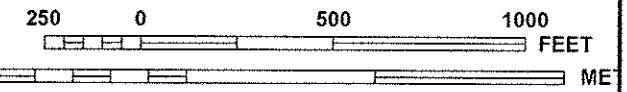
DIMENSION PLAN

SHEET NUMBER 01 of 01

REL 0137



MAP SCALE 1" = 500'



PANEL 0139E

FIRM
FLOOD INSURANCE RATE MAP

for ORANGE COUNTY, NEW YORK
(ALL JURISDICTIONS)

CONTAINS:

COMMUNITY	NUMBER
NEW WINDSOR, TOWN	360628
OF NEWBURGH, TOWN OF	360627

PANEL 139 OF 630
MAP SUFFIX: E
(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

Notice to User: The Map Number shown below should be used when placing map orders; the Community Number shown above should be used on insurance applications for the subject community.

MAP NUMBER
36071C0139E

EFFECTIVE DATE
AUGUST 3, 2009

Federal Emergency Management Agency

RECEIVED

OCT - 6 2016

Town of
Newburgh

This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.msc.fema.gov