

# TOWN OF NEW HAVEN

## APPLICATION FOR PROPOSED DEVELOPMENT

Application No. \_\_\_\_\_

Application Date \_\_\_\_\_

1. Applicant's Name: \_\_\_\_\_

2. Applicant's Address: \_\_\_\_\_

3. Applicant's Phone Numbers: Day \_\_\_\_\_ Evening \_\_\_\_\_

4. Property To Be Developed

A. Property Owner, Address, and Phone Number:

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

B. Brief Description of Property as it currently is:

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

C. Deed Description: Book \_\_\_\_\_ Page \_\_\_\_\_

D. Real Property Tax Description:

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

E. Total Acreage: \_\_\_\_\_

5. Existing Use of Property:

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

A. List all property owners contiguous to proposed Development:

NAME

ADDRESS

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Attach additional names and addresses, if necessary.

B. Identify any and all existing streets, highways, roads, easements or rights-of-way that abut the proposed development:

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C. Will the proposed development require the construction of any new streets, or the acquisition of easements and/or rights-of-way? If so, briefly describe what will be required.

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D. Is the proposed development improved by a water, sewer or lighting district? \_\_\_\_\_.

If yes, list improvements \_\_\_\_\_

If no, explain the plan to manage water, sewage disposal and utility services for the proposed development

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E. Describe the lot size (s) for the proposed development

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F. Describe the type (s) of structures to be constructed in the proposed development

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

G. Briefly describe the project: \_\_\_\_\_

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

H. Are there any wetlands, wooded areas, public land or facilities or other significant physical features on or contiguous to the site of the proposed development? \_\_\_\_\_ If yes, briefly describe

\_\_\_\_\_

I. Are there any other existing restrictions on the use of the land including easements, deed restrictions or covenants that may impede or prohibit your application? \_\_\_\_\_ If yes, briefly explain

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

6. Name and address of Professional advisors, including professional engineer, land surveyor and attorney:

Name \_\_\_\_\_ Title: \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ License No. \_\_\_\_\_

Name \_\_\_\_\_ Title: \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ License No. \_\_\_\_\_

Name \_\_\_\_\_ Title: \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ License No. \_\_\_\_\_

7. Name of Proposed Use, if any \_\_\_\_\_

8. Does the proposed development cover applicant's entire property? \_\_\_\_\_. If no, explain what portion of the existing property will remain undeveloped, and whether the applicant intends to develop the property in the future.

\_\_\_\_\_

\_\_\_\_\_

9. State the approximate cost of the proposed development and length of time within which it will be completed.

Cost \_\_\_\_\_ Length of Time \_\_\_\_\_

Please attach to this application all documents and items required by Section 3.30 of the Town of New Haven Site Plan Review Ordinance:

The applicant shall submit, in triplicate, a site plan and supporting data prepared by an architect, engineer, land surveyor or planner, and shall include the following information presented in drawn form and accompanied by a written text:

1. Survey of the property to scale with north arrow and date, showing existing features of the property, including contours, large trees, buildings, structures, streets, utility easements, rights of way, land use and ownership of surrounding property.
2. Site plan showing proposed lots, blocks, building locations and land use areas.
3. Traffic circulation, parking and loading spaces and pedestrian walks.
4. Landscaping plans, including site grading, landscape design and open areas.
5. Preliminary architectural drawings for buildings to be constructed.
6. Preliminary engineering plans, including street improvements, storm drainage system, public utility extensions, water supply and sanitary sewer facilities.
7. Engineering feasibility studies of any anticipated problems which might arise due to the proposed development, as required by the Planning Board.
8. Construction sequence and time schedule for completion of each phase for buildings, parking spaces and landscaped areas.
9. A description of the proposed uses, including hours of operation, number of employees, expected volume of business, type and volume of traffic expected

- to be generated, and a description of any hazardous materials, fumes, noise to be generated and/or stored on site.
10. A completed short form environmental assessment form as provided in part 617 of the State Environmental Quality Review Regulations, part 617 of title six of the official Compilation of Codes, Rules and Regulations of the State of New York.
  11. A list of all federal, state, county and local permits required for the proposed use, including, but not limited to, SPEDES permit for storm water discharge.

I, \_\_\_\_\_, the undersigned, do hereby acknowledge that the information that I have provided in this application for proposed development in the Town of New Haven is true and accurate and I have made no attempt to falsify or lie about any of the information contained herein. I have read a Copy of the Town of New Haven [Site Plan Review Ordinance] [Local Law No. 1 of the year 1994] and I agree to comply with the terms and conditions therein.

I understand that my application must first be approved by the Town of New Haven Planning Board before I can construct anything on the site of the proposed development, and that by signing this application does not mean that I have been approved, nor does it guarantee that I will be approved for development, as submitted.

\_\_\_\_\_  
Applicant's Signature

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

\_\_\_\_\_  
Date of Application

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**FOR OFFICIAL USE ONLY**

Date Application Received: \_\_\_\_\_

Date of Checklist Review: \_\_\_\_\_

239\_m Referral to County: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

ARTICLE 10. MOBILE HOME PARKS

1. No person or persons, being the owner or occupant of any land in the Town of New Haven, shall use or permit the development and use of such land as a mobile home park without first obtaining a permit therefor as provided in Article 10 of this law. Such permit shall be renewed annually.

2. Application for a Permit -

A. Written application for a permit for a mobile home park shall be filed in triplicate with the Town Clerk. No permit for a mobile home park shall be issued by the enforcement officer

until the Town Board had authorized such permit in accordance with the provisions of this Article 10.

B. Applications for mobile home park permits shall include the following:

1. Names and addresses of all applicants, if an individual or partnership, and the names and addresses of principal officers if a corporation.

2. Name and address of owner of land upon which the mobile home park is proposed to be located.

3. Location map.

4. Sketch drawing(s) of the proposed mobile home park indicating how it is to be designed so as to be in conformity with the environmental requirements of the Article 11 of this law.

5. If public water and sewage disposal systems are not to be used, written statement from the Oswego County Health Department indicating what measures will be necessary for the park to comply with Public Health Laws relative to water supply and sewage disposal facilities.

6. Sketch plans or written descriptions of all buildings, streets, parking areas, recreation and open spaces, and landscaping to be constructed or provided within the mobile home park indicating type of construction and materials to be used.

7. An indication of existing topography and drainage patterns including wet or swamp areas subject to flooding and

existing natural features.

8. A copy of all contemplated park rules, regulations and covenants, a list of management and tenant responsibilities, a written statement of any entrance and exit fees, utility connection fees, or any security deposits to be charged.

9. Such further information as the Town Board may feel is necessary to describe the developer's intent and financial ability to comply with the environmental, health and safety standards of this law.

C. Procedure and issuance of permits:

After the application and all supporting material has been filed, the following procedure shall apply:

1. The Town Clerk shall submit one copy of the application to the Town Board and one copy to the Code Enforcement Officer.

2. Within forty-five (45) days from the receipt of an application for a mobile home park permit, the Town Board shall approve, disapprove, or approve with conditions the application for such permit. Failure of the Town Board to make such a decision shall constitute approval unless more supportive material is requested.

D. Renewal of Permits:

The Town Board, or their representative, shall, after inspection of premises, renew a mobile home park permit every year from date of issuance. If the mobile home park has not been constructed in accordance with approved plans and all conditions



attached thereto, or if a violation of this law shall be found, or if any unapproved change shall have taken place, the permit will not be renewed until said mobile home park has been brought into compliance.

Article 11. Environmental requirements for mobile home parks:

A. Site location -

Mobile home parks shall not be located in an area subject to objectionable environmental conditions such as smoke, odor, noise, poor drainage, or adverse site conditions such as poor soils which would be considered detrimental to conventional single family residences.

B. Natural features -

1. Soils - Soils should have sufficient load bearing capacity and stability to provide adequate support for mobile home installations. Soil should be of sufficient quality to sustain lawns, trees, and other vegetation.

2. Surface drainage - Mobile home park plans shall show all proposals for changes in existing surface drainage patterns. All parks shall be graded to prevent ponding of surface water. If any part of the site is located in a flood plain, no structure or mobile home shall be located on any land designated by the New York State Department of Environmental Conservation as a wetland or 100-year flood plain area as determined by the U.S. Corps of Engineers or other official agencies.

C. Lot Layout and unit placement -

1. Minimum lot size - Mobile home lots shall be a minimum

of  $\frac{1}{2}$  acre in area and shall have a minimum width of 100 feet. Units are to be placed in the center (width) of lot. If a mobile home park contains less than 4 (four) mobile homes there shall be no less than a total acreage of  $1\frac{1}{2}$  (one and one-half) acres, and each lot shall contain no less than  $\frac{1}{2}$  (one-half) acre and a minimum width of no less than 100 (one hundred) feet. If a mobile home park contains 4 (four) or more mobile homes, each lot shall contain no less than  $\frac{1}{2}$  (one-half) acre and a minimum width of no less than 100 (one hundred) feet.

2. Setback - No mobile home or part thereof, addition, or accessory structure shall be located less than thirty (30) feet from any park street. A minimum of fifty (50) feet shall be maintained between a mobile home unit and any property line or abutting public road or highway.

3. Park road construction - All private roads within a mobile home park shall be at least twenty-two (22) feet wide and constructed of a six inch base of crushed stone with a running surface of two inches of bank run gravel. Road construction shall be verified by the Town Highway Superintendent.

4. Additions and Extensions - No additions shall be made to a mobile home except a canopy and/or porch open on three sides, an addition made by a mobile home manufacturer, or an addition built in conformance with the State Building Construction Code for one family dwellings.

5. Mobile home stand - Each mobile home shall be placed on a stand of concrete or compacted gravel, or on piers or a

foundation, so that a firm base and adequate support will be provided for the full width and length of the mobile home and any extensions thereto. The stand area shall be graded to assure adequate drainage but the grade variance from one end of the stand to the other shall not exceed six inches.

6. Tie-down - Each mobile home stand shall be provided with tie-down anchors according to state code.

7. Walkways - Each mobile home site shall be provided with a hard surface walkway at least two feet wide from the stand to the road or to a driveway or parking area connecting to the road.

8. Parking - two off street parking spaces shall be provided for each mobile home site and shall be constructed of at least four inches of crushed stone or similar hard surface material.

#### Article 12. Responsibilities of Park Owner:

The person, group or corporation to whom a permit for a mobile home park is issued shall be responsible for operation of the park in compliance with this regulation and shall provide adequate supervision to maintain the park, its common grounds, streets, facilities, and equipment in good repair and in a clean and sanitary condition. The park operator shall maintain a register containing the names of all occupants and the make, year, and serial number, if any, of each mobile home. Such register shall be available to any occupant of the park or public official.

#### Article 13. Complaints of Violations:

Whenever a violation of this regulation occurs, any person may file a complaint in regard thereto. All such complaints must be in writing, signed, and shall be filed with the Code Enforcement Officer who shall properly record such complaint and immediately investigate.

1. Inspection and notice of violation - the Code Enforcement Officer is authorized to inspect and examine, or cause to be inspected and examined, any building structure, mobile home, place, premises, or use in the Town with regard to the provisions of this regulation and to issue a written order for the proper remedying or compliance, within a reasonable period of time, of any condition found to be in violation thereof, subject to provisions of this regulation.

2. Legal action by Code Enforcement Officer - if an unlawful condition or use is found not to have been properly remedied or made to comply with the provisions of this regulation by the expiration of a reasonable time period, the Code Enforcement Officer is empowered to immediately institute any appropriate action, charge or proceedings in the proper legal court, for the prevention, cessation or discontinuance of any condition, use, occupancy or act in, on, of, or around any building, structure, or tract of land - and for the prosecution of any owner, occupant, or offender.

3. Revocation - construction of any site development for which a permit has been granted under this local law must be commenced within one (1) year from the issuance date. If no

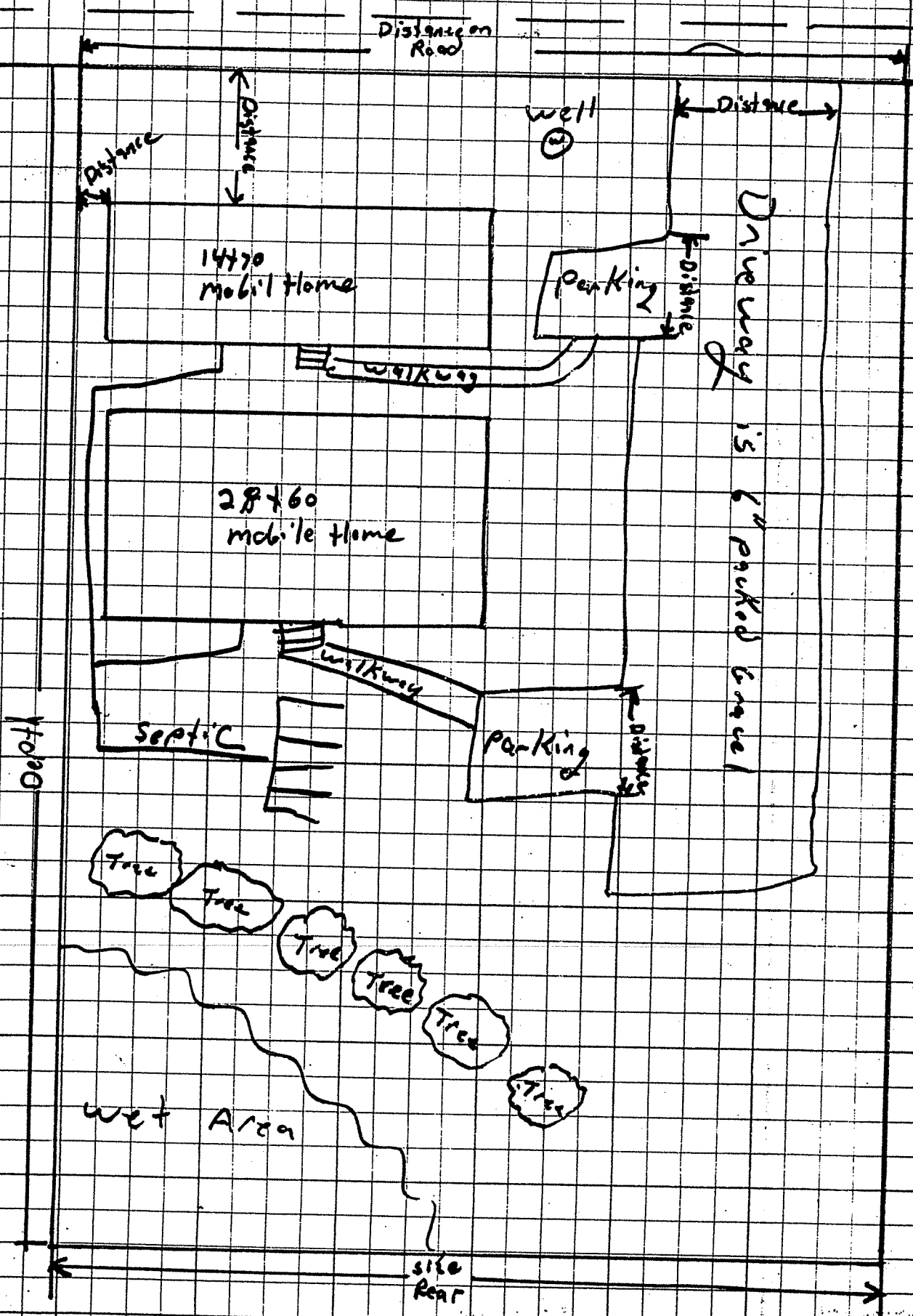
construction has been initiated within that period, the permit shall be revoked. If it is determined by the enforcement officer that site development has not proceeded in accordance with the site plan as shown on the approved application, the issued permit may be revoked until such time that the work is corrected to the satisfaction of the enforcement officer.

4. Appeals - any applicant whose application for a structure, mobile home, or mobile home park has been denied or revoked by the enforcement officer in accordance with this local law may, within ten (10) days of the date of denial or revocation, request a hearing by the Town Board on the matter by giving written notice to the Town Clerk. The hearing shall be held within twenty (20) days of receipt of this notice. At this hearing the applicant may submit testimony of witnesses and evidence, and may be represented by counsel.

5. Violation and penalty - Any person who violates any provision of this local law shall be liable for the payment of a penalty not to exceed \$250.00 and the court costs of such proceedings, and in addition to such penalty, a violation of this local law is hereby declared to be a violation punishable by a fine not exceeding \$50.00 or imprisonment for a period not to exceed fifteen (15) days, or by both such fine and imprisonment. Each week's continued violation after notice has been given shall constitute a separate and additional violation.

# Example of Park

Road



Lot Acreage