

VILLAGE OF MONTEBELLO  
ONE MONTEBELLO ROAD  
MONTEBELLO, NEW YORK 10901

PLANNING BOARD

SIGN PLAN - APPLICATION CHECKLIST

Please make **14 complete** applications including the following forms in this order:

1. \_\_\_\_\_ Narratives
2. \_\_\_\_\_ Sign Plan Application (PB-2D)
3. \_\_\_\_\_ Affidavit of Ownership (G-3)
4. \_\_\_\_\_ Owners Consent Affidavit (G-4)
5. \_\_\_\_\_ 809 Affidavit (G-1)
6. \_\_\_\_\_ Notification (G-2)
7. \_\_\_\_\_ Short EAF
8. \_\_\_\_\_ Affidavit (G-5)
9. \_\_\_\_\_ Sign Plan
10. \_\_\_\_\_ **Certified Check or Money Order** payable to the Village of Montebello in accordance with the Standard of Fees & Charges.

**FEE:** \$200 for initial Sign Fee

When approved by the Planning Board, the applicant then goes to the Building Department and a fee of \$75 is required for a permit.

- Before submitting you application, please make sure it is complete, only complete applications will be processed.
- Please do not ask that the deadline be extended. If possible submit your application before the deadline.

# Village of Montebello

One Montebello Road  
Montebello, New York 10901

(845) 368-2211  
Fax (845) 368-2044

## AGREEMENT TO PAY PROFESSIONAL CONSULTING FEES

### MEMORANDUM

Pursuant to Chapter 65 of the Code of the Village of Montebello, it is the applicant's responsibility to pay all professional fees incurred as a result of a Village Board, Planning Board, Zoning Board or Historic Preservation Commission application. Any fees unpaid at the time the Village certifies its annual tax roll shall become a lien upon the premises for which the application was made.

You will be receiving bills periodically which must be paid in order for the application to continue to be processed. Failure to pay outstanding fees may result in the denial of your application.

Thank you for your anticipated cooperation.

The undersigned agrees to be bound by same.

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

\_\_\_\_\_  
Signature of Owner

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

\_\_\_\_\_  
Signature of Applicant

# Village of Montebello

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## MEMORANDUM

Permission is granted to the Planning Board to visit and enter the subject property for purposes of inspection.

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Signature

**VILLAGE OF MONTEBELLO  
INSTRUCTIONS FOR FILING APPLICATIONS  
TO THE PLANNING BOARD &  
ZONING BOARD OF APPEALS**

1. ALL APPLICATIONS ARE TO BE COLLATED AND IN THE SAME ORDER AS RECEIVED.
2. ALL APPLICATIONS MUST INCLUDE ONE (1) ORIGINAL IN EACH PACKET.
3. EACH COLLATED SET OF MAPS ARE TO BE PROPERLY FOLDED AND ATTACHED TO BACK OF EACH COMPLETED APPLICATION.

**NOTE: IF APPLICATIONS ARE NOT SUBMITTED PROPERLY, THEY MAY BE DEEMED INCOMPLETE AND REFUSED TO BE ACCEPTED BY THE CLERK TO THE BOARD YOU ARE APPLYING TO.**

**PLEASE DO NOT ASK THAT THE DEADLINE DAY BE EXTENDED. IF POSSIBLE SUBMIT YOUR APPLICATIONS BEFORE THE DEADLINE DAY.**

**THANK YOU**

VILLAGE OF MONTEBELLO  
One Montebello Road  
Montebello, NY 10901  
(845) 368-2211

PLANNING BOARD

Date \_\_\_\_\_

APPLICATION FOR: SIGN PLAN APPROVAL

1. Name of establishment \_\_\_\_\_

2. Name of applicant \_\_\_\_\_

Address \_\_\_\_\_  
(street name & no.) (post office) (state) (zip code)

3. Land owner of record \_\_\_\_\_

Address \_\_\_\_\_  
(street name & no.) (post office) (state) (zip code)

4. Sign Contractor \_\_\_\_\_

Address \_\_\_\_\_  
(street name & no.) (post office) (state) (zip code)

5. Location: on the \_\_\_\_\_ side of \_\_\_\_\_  
\_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
(direction) (street)

6. Tax map designation: Section \_\_\_\_\_ Lot(s) \_\_\_\_\_ Zone \_\_\_\_\_

7. Proposed sign is: Free-standing - Building Facade  
(circle as appropriate)

8. Proposed sign is: Internally illuminated - Externally illuminated -  
Not illuminated (circle as appropriate)

9. Attached hereto is a drawing showing:

- (a) an elevation view of the proposed sign(s), showing the sign dimensions;
- (b) sign area (if tow (2) sided - count both sides);
- (c) height above grade to bottom of sign;

(please turn over)

PB - 2D

- (d) overall height of sign;
- (e) setback from the designated street line;
- (f) if a fascia sign is proposed, the entire facade of the establishment should be shown;
- (g) any other signs related to the same business establishment;
- (h) materials to be used;

10. Has the zoning Board of Appeals granted any variance or special permit concerning this property? \_\_\_\_\_  
 \_\_\_\_\_ If so, list case No. and Name \_\_\_\_\_

STATE OF NEW YORK            )  
 COUNTY OF ROCKLAND        ) SS:  
 VILLAGE OF MONTEBELLO    )

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

\_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_  
 NOTARY PUBLIC

VILLAGE OF MONTEBELLO  
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Montebello, New York 10901  
(845) 368-2211 Fax (845) 368-2044

PLANNING BOARD

AFFIDAVIT OF OWNERSHIP

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

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

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

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

Said premises have been in my/its possession since \_\_\_\_\_. Said premises are also known and  
designated on the Town of Ramapo Tax Map as Section \_\_\_\_\_ lot(s) \_\_\_\_\_.

\*\* \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
NOTARY PUBLIC

\* If owner is a corporation, fill in the office held by deponent and name of corporation, and provide  
a list of all directors, officers and stockholders owning more than 5% of any class of stock.

\*\* If corporate officer indicate position.

TO: ADMINISTRATIVE ASSISTANT TO BOARDS AND COMMISSIONS

RE: Application of \_\_\_\_\_

To the \_\_\_\_\_ Planning Board                      \_\_\_\_\_ Town Board  
\_\_\_\_\_ Zoning Board of Appeals                      \_\_\_\_\_ DEACOM  
\_\_\_\_\_ .....  
(other)

I wish that all correspondence, meeting notices, decisions, etc. from your office relative to the above application be sent to: (only one person to be listed)

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

\_\_\_\_\_  
Applicant's signature

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

Note to Applicant: It will be the responsibility of the one person designated on this form to notify all other interested parties (for example, attorney, architect, engineer, surveyor, applicant etc.)



VILLAGE OF MONTEBELLO  
One Montebello Road  
Montebello, New York 10901  
(845) 368-2211

PLANNING BOARD

OWNER'S CONSENT AFFIDAVIT

1. Name of project \_\_\_\_\_
2. Name of fee owner \_\_\_\_\_ Phone \_\_\_\_\_  
address \_\_\_\_\_  
(Street No. & Name) (Post Office) (State) (Zip Code)
3. Name of applicant \_\_\_\_\_ Phone \_\_\_\_\_  
address \_\_\_\_\_  
(Street No. & Name) (Post Office) (State) (Zip Code)

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

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

Sworn to before me this Owner .....

.....day of....., Mail Address.....

.....  
Notary Public  
County of Rockland

AFFIDAVIT PURSUANT TO SECTION 809 OF THE GENERAL MUNICIPAL LAW

Village of Montebello  
One Montebello Road  
Montebello, New York 10901  
(845) 368-2211

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

I, \_\_\_\_\_, being duly sworn, hereby deposes 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 interests set forth are disclosed to the extent that they are known to the applicant.

1. Print or type full name and Post Office Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

2. To the \_\_\_\_\_ of the  
(Board, Commission or Agency)  
Village of Montebello, New York:

Application, petition or request is hereby submitted for:

- ( ) Variance or modification from the requirement of Article \_\_\_\_ Section \_\_\_\_ Use Group \_\_\_\_ Col. \_\_\_\_
- ( ) Special Permit per the requirements of Article \_\_\_\_ Section \_\_\_\_ Use Group \_\_\_\_, Col. \_\_\_\_.
- ( ) 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 Map or change thereof;
- ( ) Other (explain) \_\_\_\_\_

To permit the construction, maintenance and use of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Premises affected are in a \_\_\_\_ (zone) and from the Ramapo Tax Map the property is known as Section \_\_\_\_ Lot \_\_\_\_.

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

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

- a. Name and address of officer or employee \_\_\_\_\_
- b. Nature of interest \_\_\_\_\_
- c. If stockholder, number of shares \_\_\_\_\_
- d. If officer or partner, nature of office and name of partnership \_\_\_\_\_
- e. If a spouse or brother, sister, parent, child, grandchild or the spouse of any of these blood relatives of such State, County Town of Ramapo or Village of Montebello officer or employee, state name and address of such relative and nature of relationship to officer and employee and nature and extent of office, interest or participation in the ownership or any person, partnership association having an interest in such ownership or in any business entity sharing in such ownership.

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

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

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

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

Sworn to before me this

\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

# 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.

| <b>Part 1 - Project and Sponsor Information</b>  |  |            |                          |                          |
|--|--|------------|--------------------------|--------------------------|
| 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?<br>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. |  |            | <b>NO</b>                | <b>YES</b>               |
|  |  |            | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the proposed action require a permit, approval or funding from any other governmental Agency?<br>If Yes, list agency(s) name and permit or approval:   |  |            | <b>NO</b>                | <b>YES</b>               |
|  |  |            | <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, adjoining and near the proposed action.  |  |            |                          |                          |
| <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,<br>a. A permitted use under the zoning regulations?  | NO<br><input type="checkbox"/> | YES<br><input type="checkbox"/> | N/A<br><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<br><input type="checkbox"/> | YES<br><input type="checkbox"/> |                                 |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?<br>If Yes, identify: _____   | NO<br><input type="checkbox"/> | YES<br><input type="checkbox"/> |                                 |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels?<br><br>b. Are public transportation service(s) available at or near the site of the proposed action?<br><br>c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?   | NO<br><input type="checkbox"/> | YES<br><input type="checkbox"/> |                                 |
| b. Are public transportation service(s) 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 site of the proposed action?  | <input type="checkbox"/>       | <input type="checkbox"/>        |                                 |
| 9. Does the proposed action meet or exceed the state energy code requirements?<br>If the proposed action will exceed requirements, describe design features and technologies:<br>_____  | NO<br><input type="checkbox"/> | YES<br><input type="checkbox"/> |                                 |
| 10. Will the proposed action connect to an existing public/private water supply?<br><br>If No, describe method for providing potable water: _____   | NO<br><input type="checkbox"/> | YES<br><input type="checkbox"/> |                                 |
| 11. Will the proposed action connect to existing wastewater utilities?<br><br>If No, describe method for providing wastewater treatment: _____  | NO<br><input type="checkbox"/> | YES<br><input type="checkbox"/> |                                 |
| 12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?<br><br>b. Is the proposed action located in an archeological sensitive area?   | NO<br><input type="checkbox"/> | YES<br><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?<br><br>b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?<br>If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____<br>_____                                  | NO<br><input type="checkbox"/> | YES<br><input type="checkbox"/> |                                 |
| 14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:<br><input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional<br><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<br><input type="checkbox"/> | YES<br><input type="checkbox"/> |                                 |
| 16. Is the project site located in the 100 year flood plain?  | NO<br><input type="checkbox"/> | YES<br><input type="checkbox"/> |                                 |
| 17. Will the proposed action create storm water discharge, either from point or non-point sources?<br>If Yes,<br>a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES<br><br>b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?<br>If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES<br>_____ | NO<br><input type="checkbox"/> | YES<br><input type="checkbox"/> |                                 |

|  |  |   |
|--|--|---|
| <p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p> | <p><b>NO</b></p> <p><input type="checkbox"/></p> | <p><b>YES</b></p> <p><input type="checkbox"/></p> |
| <p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>   | <p><b>NO</b></p> <p><input type="checkbox"/></p> | <p><b>YES</b></p> <p><input type="checkbox"/></p> |
| <p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>   | <p><b>NO</b></p> <p><input type="checkbox"/></p> | <p><b>YES</b></p> <p><input type="checkbox"/></p> |
| <p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>   |  |   |