



## VILLAGE of GOSHEN, NEW YORK

276 MAIN STREET, GOSHEN, NEW YORK 10924

TEL. (845) 294-6750 • FAX (845) 294-6007

[www.villageofgoshen-ny.gov](http://www.villageofgoshen-ny.gov)

PLEASE NOTE THAT ALL APPLICATIONS, DRAWINGS AND DOCUMENTS MUST BE SUBMITTED IN SETS OF FIVE (5) TO THE VILLAGE OF GOSHEN OFFICE BY THE MEETING SUBMITTAL DEADLINE ALONG WITH AN ELECTRONIC PDF IN ITS ENTIRETY TO:

[BUILDING@VILLAGEOFGOSHEN-NY.GOV](mailto:BUILDING@VILLAGEOFGOSHEN-NY.GOV) AND [INFO@VILLAGEOFGOSHEN-NY.GOV](mailto:INFO@VILLAGEOFGOSHEN-NY.GOV)

THE FIVE (5) COMPLETED HARD COPY APPLICATIONS AND FEES CAN BE MAILED OR DELIVERED TO: VILLAGE HALL, PLANNING BOARD, 276 MAIN STREET, GOSHEN, NY 10924

### REQUIREMENTS FOR A COMPLETE APPLICATION:

1. COMPLETED PLANNING BOARD APPLICATION (ATTACHED)
2. APPLICABLE FEES (FEE SCHEDULE ATTACHED, PAGES 5-10)
3. LETTER OF REQUEST FOR APPEARANCE BEFORE THE BOARD
4. SITE PLAN (OR SUBDIVISION PLAN)
5. FORMS CONSISTENT WITH NYS SEQRA – “SHORT” OR “FULL” AS REQUIRED
  - a. FORMS CAN BE FOUND ON THE DEPARTMENT OF ENVIRONMENTAL CONSERVATION WEBSITE AT [WWW.DEC.NY.GOV/PERMITS/6191.HTML](http://WWW.DEC.NY.GOV/PERMITS/6191.HTML)
6. COMPLETED AFFIDAVIT OF APPLICATION

ALL APPLICATIONS MUST BE SUBMITTED FOURTEEN (14) DAYS BEFORE THE SCHEDULED MEETING BY NOON ON THAT DATE. SEE SCHEDULE OF MEETINGS AND IN-BY DATES (ATTACHED, PAGE 10).

VILLAGE OF GOSHEN  
PLANNING BOARD APPLICATION

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

Location/Tax Lot: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Zoning District: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Alternative Phone #: \_\_\_\_\_

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

**Applicant's Name:** \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Alternative Phone #: \_\_\_\_\_

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

**Engineer:** \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Alternative Phone #: \_\_\_\_\_

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

Type of Approval Sought (check all that apply):

Site Plan \_\_\_\_\_  
Conditional Use \_\_\_\_\_  
ADD \_\_\_\_\_

Subdivision \_\_\_\_\_  
Flood Plain Development \_\_\_\_\_  
Work Session Only \_\_\_\_\_

Date of Application: \_\_\_\_\_  
Application Fee: \_\_\_\_\_  
Long EAF Review Fee: \$50.00 \_\_\_\_\_  
Initial Professional Escrow Fee: \_\_\_\_\_  
ADD Fee: \_\_\_\_\_  
Conditional Use Fee: \_\_\_\_\_  
Flood Plain Development Fee: \_\_\_\_\_

The undersigned owner/applicant hereby acknowledges that they have read and understand the attached Sections (2-163, 2-166) of the Village Code with respect to Planning Board and Inspection fees, and that they are responsible for the subject fees whether the application is approved or denied.

The owner/applicant further understands that failure to pay fees when due, and/or the failure to maintain the required minimum escrow balances required, will result in the application being denied placement on the planning board agenda until such time as said monies have been paid in full as required.

Signed: \_\_\_\_\_  
Owner

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

Signed: \_\_\_\_\_  
Applicant

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

**AFFIDAVIT OF APPLICATION**

STATE OF NEW YORK )  
COUNTY OF ORANGE )

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

All the above statements contained in the papers submitted herewith are true and correct and that all representations made by the applicant, the owner, or its representatives may be relied upon by the Village of Goshen.

That all fees associated with the application have or will be paid by applicant.

Applicant understands that notwithstanding the failure to pay fees in a timely manner, no Certificate of Occupancy will be issued until all fees are paid in full.

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

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

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

All the above statements contained in the papers submitted herewith are true and correct and that all representations made by the applicant, the owner, or its representatives may be relied upon by the Village of Goshen.

That all fees associated with the application have or will be paid by applicant.

Applicant understands that notwithstanding the failure to pay fees in a timely manner, no Certificate of Occupancy will be issued until all fees are paid in full.

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

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

## VILLAGE OF GOSHEN CODE – PLANNING BOARD FEES

Sec. 2-163. - Planning board matters.

Minimum fees for planning board (PB) matters shall be as follows:

- (1) Application:
  - a. Residential:
    - \$300.00 for first two dwelling units/lots;
    - \$500.00 for first three dwelling units/lots;
    - Plus \$100.00 for each dwelling unit/lot thereafter.
  - b. Nonresidential:
    - \$100.00 minimum plus \$0.15 per square foot of building floor area each square foot beyond 300 square feet; plus
  - c. Flood plain development application: \$150.00 plus escrow;
  - d. Architectural design district application: \$100.00 plus escrow;
  - e. Conditional use application: \$300.00 plus escrow;
  - f. Work session fee: \$175.00;
    - May be applied to consultant's fees charged against the proposal.
- (2) In addition to the above, an initial escrow amount to cover the costs of obtaining and securing professional consultations, hearing notices and other services deemed appropriate by the board as necessary to assure proper review of proposals before the board. The following professional escrow fees shall be established at the time of filing of the application;
  - a. Residential: \$300.00 per dwelling unit or subdivision lot as applicable.
  - b. Nonresidential:
    1. A. \$300.00 minimum plus \$0.15 per square foot of building area, plus
    - B. \$300.00 per acre of any part thereof
    2. Nonresidential subdivision: \$250.00/lot;
    3. Flood plain development (FPD) permits: \$350.00
    4. Architectural design district (ADD) permits: \$400.00
    5. Conditional use: \$400.00

Additional fees for detailed SEQR, ADD, FDP or other reviews are to be anticipated for complex projects and projects located in environmentally or historically sensitive areas. The applicant/project sponsor is responsible for all fees charged by the board.
- (3) Escrow accounts:
  - a. Professional escrow fees as noted in section 2-163(1), (2) shall be paid in full at the time of the application.

- b. Escrow accounts which have been depleted to less than 30 percent of the initial escrow fee shall be replenished by the applicant to 50 percent of the initial escrow fee prior to appearance before the planning board. At no time shall the planning board entertain or approve an application which does not have positive escrow balance.
  - c. Unexpended escrow account funds shall be refunded to the applicant within 90 days of final action of the planning board upon written request by the applicant.
  - d. Escrow accounts shall be tracked for each application before the board in accordance with the following schedule:
    - 1. 14 days before PB meeting: application deadline;
    - 2. 12 days before PB meeting: PB secretary to notify village treasurer of applicants requesting to be placed on the upcoming agenda;
    - 3. Ten days before PB meeting: village treasurer to notify PB secretary of escrow account status for active applications;
    - 4. Eight days before PB meeting: PB secretary to notify applicants, in writing, of the required escrow replenishment figure.
- (4) Improvement inspection fees: Charges relating to consultant's inspection of improvements to be paid prior to final approval:
- a. Five percent of the amount of the estimated cost of required public improvements.
  - b. Three percent of the amount of the estimated cost of nonpublic improvements, which will connect with municipal systems or facilities.
  - c. Any amounts paid hereunder and not expended for the reasonable and necessary costs of inspection shall be refunded.
  - d. The amounts required to be paid hereunder shall be deemed to be initial deposits and the applicant shall be responsible for any additional reasonable and necessary expenses incurred by the village.
- (5) The village is hereby empowered to tax levy any past due planning board fees.
- (6) No village permit, approval or certificate of occupancy or compliance shall be granted to any property, applicant or entity in arrears with respect to planning board review fees.
- (7) The village board may modify the above referenced fee schedule by simple resolution as it deems appropriate to reflect current conditions and expenses.

(L.L. No. 3-1992, § 3, 3-23-92; L.L. No. 5-1999, § A, 12-13-99; L.L. No. 6-2003, § 2, 10-27-03)

**Cross reference**— Subdivisions, ch. 46; application for minor subdivision, § 46-66; subdivision preliminary layout for major subdivisions, § 46-81; site development plan review, app. A, art. X; conditional use review, app. A, art. XI; zoning board of appeals, app. A, art. XIII; administration and enforcement of the zoning provisions, app. A, art. XIV.

Sec. 2-164. - Local laws resulting from application or petition.

Fees regarding local laws resulting from application or petition shall be as follows:

- (1) Zone change local law: \$375.00.

- (2) Annexation:
  - a. Nonrefundable deposit due with filing of annexation petition \$500.00; plus
  - b. Any and all reasonable and necessary expenses beyond \$500.00 incurred by the village to be paid at such time as the village may determine.
- (3) Miscellaneous local laws: \$325.00.

(L.L. No. 3-1992, § 4, 3-23-92)

**Cross reference**— Local laws, § 2-126 et seq.; zoning, app. A; amendment of the zoning ordinance, app. A, art. XVII.

Sec. 2-165. - Reserved.

**Editor's note**— L.L. No. 5-1999, § B, adopted Dec. 13, 1999, repealed section 2-165 in its entirety. Former section 2-165 pertained to placing matters on planning board agenda, and derived from L.L. No. 3-1992, § 5, adopted March 23, 1992.

Sec. 2-166. - Building permits and inspections.  
 Building inspector fees shall be as follows:

- (1) Building permit/applications:

**RESIDENTIAL**

|                         |                                      |
|-------------------------|--------------------------------------|
| Single-Family Home      | \$75.00 plus \$1.00 per square foot  |
| Two-Family Home         | \$75.00 plus \$1.00 per square foot  |
| Multi-Family Home       | \$75.00 plus \$1.00 per square foot  |
| Addition                | \$75.00 plus \$0.75 per square foot  |
| Alteration              | \$75.00 plus \$0.75 per square foot  |
| Garage – Detached       | \$100.00 plus \$0.75 per square foot |
| Garage – Attached       | \$100.00 plus \$0.75 per square foot |
| 2+ Garage – Detached    | \$100.00 plus \$0.75 per square foot |
| 2+ Garage – Attached    | \$100.00 plus \$0.75 per square foot |
| Deck/Shed               | \$100.00 plus \$0.50 per square foot |
| Inground Pool           | \$400.00                             |
| Above Ground Pool       | \$150.00                             |
| Electric Ext            | \$50.00                              |
| Wood Stove              | \$50.00                              |
| Pole Barn with Floor    | \$100.00 plus \$0.75 per square foot |
| Pole Barn without Floor | \$100.00 plus \$0.75 per square foot |
| Hot Tub                 | \$200.00                             |
| Sign Permit             | \$150.00                             |

## COMMERCIAL

|                         |  |
|-------------------------|--|
| Under 5,000 square feet | \$750.00 plus \$0.75 per square foot   |
| Over 5,000 square feet  | \$1,500.00 plus \$0.75 per square foot |
| Addition                | \$350.00 plus \$0.75 per square foot   |
| Alteration              | \$100.00 plus \$0.75 per square foot   |
| Septic                  | \$150.00                               |

## MISCELLANEOUS

|   |   |
|---|---|
| Commercial                                      | \$3,000 per lane  |
| Permit Renewal                                  | 50% of Original   |
| Residential Certificate of Occupancy/Compliance | \$125.00  |
| Commercial Certificate of Occupancy/Compliance  | \$200.00  |
| Conditional Certificate of Occupancy/Compliance | \$125.00  |
| Municipal Search                                | \$150.00  |
| Re-Inspections                                  | \$75.00   |
| Reacquaintance Fee                              | \$125.00  |
| Renovation with no square footage               | \$100.00  |
| Fire Sup/Alarm                                  | \$115.00  |
| HVAC/Generator                                  | \$200.00  |
| Demolition less than 150 square feet            | \$75.00 plus \$0.75 per square foot   |
| Demolition more than 150 square feet            | \$75.00 plus \$0.25 per square foot   |
| Oil Tank  | \$100.00  |
| Solar Permit                                    | \$35.00 plus \$0.20 per square foot of coverage<br>(Homeowner to contact Fire Dept) |

(L.L. No. 3-1992, § 6, 3-23-92; L.L. No. 5-1999, § C, 12-13-99; L.L. No. 6-2003, § 2, 10-27-03; L.L. No. 5-2006, § 1, 5-22-06)

**Cross reference**— Buildings and building regulations, ch. 10; fire prevention and protection permit requirements, § 10-28; dangerous buildings, § 10-51 et seq.; requirements for permit for swimming pools, § 10-84; fire prevention and protection, ch. 22; fire prevention code, § 22-56 et seq.; flood damage prevention, ch. 26; flood damage prevention development permit, § 26-56 et seq.

Sec. 2-167. - Reacquaintance fee.

Whenever an extension is necessary to prevent an approval from lapsing or becoming otherwise void, the first such request for an extension shall be processed at no charge, and the second and each subsequent request for an extension shall be processed only upon prior payment of a fee of \$100.00.

(L.L. No. 3-1992, § 7, 3-23-92)

Sec. 2-168. - Payment in advance with complete applications.



Unless otherwise specifically provided in this division, the fees required pursuant to this division shall be paid in advance upon submission of an application. Failure to submit the full payment required shall render the application incomplete for all purposes.

(L.L. No. 3-1992, § 11, 3-23-92)

**Cross reference**— Environment, ch. 18; environmental impact review procedure, § 18-26 et seq.; freshwater wetlands, § 18-56 et seq.

**State Law reference**— State environmental quality review, Environmental Conservation Law § 8-0101 et seq.

Sec. 2-170. - Refunds, reimbursements.

Any prepaid fees shall not be reimbursable or refundable except upon written authorization to the board of trustees and upon a finding by the board of trustees, in its discretion, that the prepaid fees should be reimbursed or refunded.

(L.L. No. 3-1992, § 12, 3-23-92)

Sec. 2-171. - Payment prior to filing of maps, review of applications.

No board shall permit the filing of any map with the county clerk until all fees due under this division have been paid. No application shall be considered by a reviewing board if fees remain unpaid.

(L.L. No. 1-1990, § 5, 2-9-90)

Sec. 2-172. - Delinquent payments; interest.

If an applicant fails to pay a fee when due, interest thereupon shall be paid to the village at the rate of ten percent per annum.

(L.L. No. 1-1990, § 6, 2-9-90)

Sec. 2-173. - Compliance; written agreement.

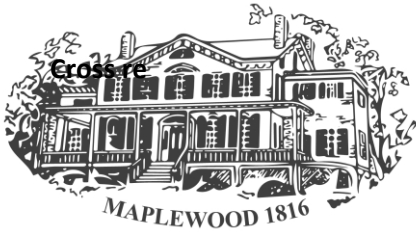
Every applicant upon submission of any application for review shall acknowledge in writing his understanding of this division and his agreement to comply herewith in such form as may be required by the board of trustees.

(L.L. No. 1-1990, § 7, 2-9-90)

Sec. 2-174. - Payment of engineer, consultant fees.

No certificate of occupancy shall be issued by the building department of the village until all engineer and consultant fees have been paid in full to the village.

(L.L. No. 1-1990, § 8, 2-9-90)



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## 2025 PLANNING BOARD DATES

| <u>MEETING DATE</u>        | <u>IN-BY-DATE (12PM)</u> |
|----------------------------|--------------------------|
| Tuesday, January 28, 2025  | 1/14/2025                |
| Tuesday February 25, 2025  | 2/11/2025                |
| Tuesday March 25, 2025     | 3/11/2025                |
| Tuesday April 22, 2025     | 4/15/2025                |
| Tuesday May 27, 2025       | 5/13/2025                |
| Tuesday June 24, 2025      | 6/10/2025                |
| Tuesday July 22, 2025      | 7/8/2025                 |
| Tuesday August 26, 2025    | 8/12/2025                |
| Tuesday September 23, 2025 | 9/2/2025                 |
| Tuesday October 28, 2025   | 10/7/2025                |
| Tuesday November 18, 2025  | 11/4/2025                |
| Tuesday December 16, 2025  | 12/2/2025                |