



Town of New Windsor

555 Union Avenue
New Windsor, New York 12553
Telephone: (845) 563-4615
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Engineer for the Town

6 September 2007

Mr. Alfred A. Fusco, Jr., P.E.
Fusco Engineering & Land Surveying, P.C.
233 East Main Street
Middletown, NY 10940

**SUBJECT: Vesley Estates at Stephen's Woods - Senior Housing Special Permit
Application - Town of New Windsor**

Dear Mr. Fusco:

Your application with letter dated 14 June 2007 was forwarded to me by the Town Supervisor for review in accordance with Section 300-18 of the Town Code.

Although the application is in general conformance with the Code, it is incomplete since it appears to fail to address available utilities on the site plan, provide a bedroom count, and does not include the narrative for project description, accessory uses and amenities to be provided. To assist you with a preparation of a complete re-submittal, I am enclosing a "General Guidance" listing for Senior Housing Special Permit applications.

We will retain your current submittal. Please provide the requested information to supplement your Special Permit application.

If you have any questions concerning the above, please do not hesitate to contact me at your convenience.

Very truly yours,

Mark J. Edsall, P.E.
Engineer for the Town

cc: George A. Green, Town Supervisor (via email)
Jerry Argenio, P.B. Chairman (via email)

MJE/st
Vesley Estates - Fusco 09-06-07.doc

9/11/07 emailed to Al Fusco & T. Anakumo



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General Guidance for Initial Submittal to Town in connection with Senior Citizen Housing Project September 2007

Introduction: Applicants should carefully review Sections 300-18 and 300-18A of the Town Code. Specific attention is directed to 300-18.J, Procedure. Applicants should note that the initial submittal is to the Town Board for the Special Use Permit, with a concurrent submittal to the Planning Board. This submittal is NOT the Site Plan application, which is made at a later time. A site plan application form is NOT required as part of the initial submittal, and should NOT be made until the review by the Town Board is complete.

Content of Initial submittal to Town Board (as per 300-18.J): The code provides guidance under the referenced section. At minimum the following must be included for the initial application to be considered complete:

- **Survey** – prepared by Licensed Surveyor depicting property boundaries, zoning, wetlands, topography, existing structures, etc.
- **Site Plan** – prepared by licensed professional depicting proposed buildings, garages, site improvements, existing utilities, driveways, walkways, etc.
- **Density and Zoning Compliance Information** – should be included on site plan indicating number of proposed units, number of bedrooms per unit, and number of affordable units. Also, Bulk Table verifying compliance with setbacks, etc.
- **Narrative and other detailed information** – provide additional information advising of specific information for project such as accessory uses to be provided, project amenities, etc.
- **Full Environmental Assessment Form.**
- **Review fee** (check payable to Town of New Windsor) - \$1000

Location for Submittal: The initial submittal should include a cover letter from the applicant (or designated representative) and should be submitted as follows:

- Cover letter plus seven (7) copies of all submittal items + review fee check to TOWN SUPERVISOR'S OFFICE.
- Copy of Cover letter plus ten (10) copies of all submittal items to TOWN PLANNING BOARD OFFICE. (again, no Site Plan application to Planning Board is needed at this time !!)