

Town of New Paltz Planning Board

*****SITE PLAN / SPECIAL USE APPLICATION*****

Date Received _____ Fee Paid: _____ File No. PB _____

Eligible Meeting Date: _____ Date Paid: _____ Scheduled Meeting Date _____

*****OFFICE USE ONLY - DO NOT WRITE ABOVE THIS LINE*****

Owner/Applicant Information

Owner of Record Name and Address _____

Applicant's Name and Address _____

Applicant's Telephone Number _____ E-Mail _____

Professional Consultant's Name and Address _____

Consultant's Telephone Number _____ E-Mail _____

Property Information

Property Location _____

Tax Map SBL# _____ Current Zoning _____

Total Site Area _____ acres Property Frontage Length _____ feet

Describe current land use (i.e., vacant, woodland, farmland, developed, etc.) _____

Any easements or restrictions on the land? (If so, describe) _____

Is the property located within 500 feet of an Agricultural District? Yes No

Is the property located within 500 feet of a municipal boundary, a state or county highway, or state or county owned lands? Yes No

Site Plan / Special Use Proposal Information

Type of development: Business and/or professional offices Retail sales, restaurant

Accessory apartment Light industrial, warehouse Mixed Use, Business park

Commercial recreation Multiple family residential Hospitality establishment

Place of public assembly Other _____

Building area in sq. ft. _____ Parking spaces provided _____

Will a private road, public road, community water system or central sewer system be proposed?

Yes No (If Yes, describe) _____

Environmental Setting Information

Site affected by (check all that apply):

State or Federal wetland(s) Watercourse(s) Floodplain

Steep Slopes (greater than 15%) Archaeological or Historic Resources

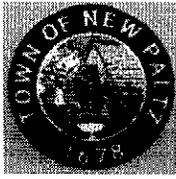
Visual Resources Potentially Significant Habitat Areas

Past Agricultural Pesticide Applications Important Natural Features (e.g. forest, hedgerows)

I hereby certify the above information to be true and correct according to my knowledge and belief.

By: _____ Date: _____

Applicant's Signature



**Town of New Paltz
Planning Board
SITE PLAN / SPECIAL USE CHECKLIST**

This Checklist includes the minimum information required before the Planning Board will consider the site plan application ready for its consideration. However, this Checklist should not be construed to imply that no additional information will be required to qualify for the Board's review consideration, since unique features of certain properties and certain land uses require more detailed investigation and disclosure than others. For full plan and report requirements, the applicant must refer to applicable regulations, specifications and standards, as detailed in the Town Zoning Code (Chapter 140).

If plans are being submitted for Conceptual Review or Sketch Plan Review, indicate which items are in compliance at time of submission. Certain items may not be required at this time. This determination will be made by the Building Department and/or the Planning Board Chairman.

Applicants or their professional consultants must fill out this Checklist, certifying that all of the items have been addressed, and attach a written explanation which provides the specific reason why a particular item might not be applicable due to site-specific circumstances. Until all Checklist items have been completed, along with specific explanations for all items not included, the application will not be eligible for the Board's consideration of Sketch Plan Review. This Checklist (and written explanation of omitted items, if applicable) must be submitted with the original **Site Plan / Special Use Application form** and twelve additional copies of the application and all documents before it can be scheduled for review by the Planning Board.

Additionally, the Applicant must submit a written **Project Description Narrative**, which concisely describes the proposed project, addressing: 1) its location; 2) a general description of existing adjacent and neighborhood uses; 3) the type and purpose of the proposed development; 4) the property's existing condition and use; 5) the zoning district in which it is located; 6) the scope of the proposed development (i.e., project acreage, number, size and use of buildings, parking facilities and expected traffic generation, hours of operation, total area of land disturbance); 7) any potential impact on the immediate area (i.e., aesthetics, drainage, natural resources, compatibility with neighboring uses, etc.), and 8) potential impacts on community services (i.e., school, traffic network, utilities, emergency services, etc.). This required Narrative should be limited to one typewritten page. The required Narrative must be submitted with the Site Plan / Special Use Checklist (including written explanation of omitted items, if applicable) and Site Plan / Special Use Application form before the project can be scheduled for review by the Planning Board.

NAME OF PROPOSED PROJECT: _____
LOCATION OF PROPOSED PROJECT: _____
NAME OF APPLICANT: _____

1. LAND USE INFORMATION

LAND USE DESCRIPTION	YES	NO	N/A
Access to Public Street provided?			
Land for proposed development lies totally within the Town?			
Variance(s) required <input type="checkbox"/> and/or granted <input type="checkbox"/> (check boxes that apply)			
Previous site plan approvals granted, approved map copy provided?			
County Planning Board referral required?			
Town Street, County or State Highway access approval required?			
Town Street, Private Road, Public Water or Sewer proposed?			
County Health Dept. approval required?			
NYSDEC Stormwater Discharge Permit required?			

NYSDEC Wastewater SPDES Discharge Permit required?			
LAND USE DESCRIPTION (continued)	YES	NO	N/A
Property located within the designated floodplain area?			
Wetland (State or Federal) Disturbance Permit or Stream Disturbance Permit(s) or Water Quality Certification required?			

2. ENVIRONMENTAL INFORMATION

(Check boxes which apply.)

	Type I	Type II	Unlisted	Exempt
SEQRA Classification				
	Short EAF	Full EAF	Not Applicable	
Environmental Assessment Form Submitted				

3. SKETCH PLAN CHECKLIST INFORMATION: (sheet size shall be 22" by 34", 30" by 42" or 36" by 48", folded to 8 1/2" x 11"). All information to be shown at a scale not less than 1" = 100', or larger. When the plan consists of multiple sheets with match lines, a 1" = 200' overall plan must also be submitted.

If plans are being submitted for Conceptual Review or Sketch Plan Review, indicate which items are in compliance at time of submission. Certain items may not be required at this time. This determination will be made by the Building Department and/or the Planning Board Chairman.

Plans shall ultimately include the following:

	MAP INFORMATION (ITEM A-G MUST BE COMPLETED AT TIME OF SUBMISSION PER § 140-52 OF THE TOWN CODE)	YES	NO
A.	The name and address of the owner of record of the property and the name, address and professional seal of the individual preparing the site plan.		
B.	The names of all owners of record of adjacent properties, including those across streets, roadways, rights of way and easements, including Tax Map SBL #s.		
C.	The accurate location of the boundaries of the applicant's property and any existing lot lines, streets, easements or other reservations located within it.		
D.	The location of all existing buildings, structures, sidewalks, landscaped areas and other man-made features of the site and related setback dimensions, as well as those on adjacent properties within 100 feet of the property boundary. (Setback dimensions for structures on adjacent properties need not be shown if unavailable.)		
E.	The proposed location, use, floor area and design of all buildings and structures with proposed setback dimensions.		
F.	A tabular analysis of the proposed use of all floor space, clearly indicating the proposed type of use by floor level and the proposed division of buildings into units of separate occupancy.		
G.	The location and design of all driveways and parking and loading areas, including improvements to adjoining streets designed to facilitate the safe and convenient flow of traffic to and from the site.		
H.	The location and design of the proposed water supply and sewage disposal and stormwater drainage systems, along with an analysis of the impact of the proposed site development upon them.		
I.	The location and design of all other proposed improvements, including signs, exterior lighting, recreational facilities, fences, walls, refuse enclosure, buffer screening and landscaping.		
J.	The proposed nature and location of any uses which will not be located within a building or structure including storage and display areas, if any.		

MAP INFORMATION (CONTINUED)		YES	NO
K.	Existing and proposed contours, with vertical intervals of not more than two feet, unless waived by the Planning Board, extending at least 50 feet beyond the site boundaries, and reference to the United States Geological Survey datum or other approved benchmark.		
L.	The nature and location of all other existing site features including water bodies, streams, watercourses, wetlands, wooded areas, rock outcrops and single trees with a diameter at breast height (dbh) of 12 or more inches with any and all regulated buffer areas. The plan shall clearly indicated which site features are to be retained and which will be removed or altered.		
M.	Appropriate plans for the protection of the site's environment during the course of construction, including soil erosion and sedimentation control, protection of existing vegetation, noise control, limits on hours of operation, access routes for construction vehicles and other similar measures as may be appropriate in each individual case.		
N.	The name and address of the developer, if other than the owner		
O.	A vicinity map at a scale of not less than 1" = 2000' and an area (tax) map showing the tax parcels within 500' of the site		
P.	North arrow and graphic map scale		
Q.	Existing zoning district, with district boundaries on or within 300' of the site		
R.	The location of all utilities (water, sewer, electric, telephone and gas) on or nearby the property		
S.	The location of all culverts and drainage facilities on or nearby the property, with pipe sizes, materials and grades		
T.	Approximate limits of proposed clearing and grading		
U.	Bulk Standards Schedule, indicating zoning district dimensional standards compliance, listed as both "required" and "provided"		
V.	Schematic rendering of building elevation, including general architectural style, dimensions, construction materials, color, etc.		
W.	Sight distance dimensions at intersections with existing streets and roadways, location of proposed highway improvements		
X.	Proposed utilities (water, sewer, electric, telephone, etc.) and schematic drainage analysis with the approximate size and location of proposed stormwater management facilities, location of proposed utility and drainage easements		
Y.	Location of proposed open spaces and recreation areas, location of buffer areas and screening devices		
Z.	Location of proposed pedestrian trails and sidewalks		
AA.	Location of proposed outdoor storage and refuse handling provisions		
BB.	Location and detail of all proposed site signage (including size, color, illumination, etc.)		
CC.	Location, type, wattage and type of shielded site lighting		
DD.	Proposed landscaping, including species type, size and spacing		
EE.	Proposed grading, indicating a minimum 2 feet contour intervals		
FF.	Stamp and signature of licensed engineer or architect		
GG.	Any other information that is clearly necessary to determine compliance with the provisions of this law		

Continued on next page...

****** APPLICANT'S SUBMITTAL INFORMATION COMPLETENESS CERTIFICATION ******

I hereby certify that I have carefully reviewed the above-listed Town's requirements for the review of site plan / special use applications, including each of the checklist items listed above, have accurately addressed these requirements and certify to the best of my knowledge and belief that all requirements have been met. I further understand that any required item that is determined by the Town Planning Board to have been inadequately addressed will delay the processing of the attached original application with twelve copies and will result in additional review expense.

By: _____
 Applicant or Agent for the Applicant

Date: _____

NAME OF PROPOSED PROJECT: _____
 LOCATION OF PROPOSED PROJECT: _____
 NAME OF APPLICANT: _____

NAME OF PROPOSED PROJECT: _____
 LOCATION OF PROPOSED PROJECT: _____
 NAME OF APPLICANT: _____

****** FOR PLANNING BOARD USE ONLY ******

Date SITE PLAN / SPECIAL USE REVIEW CHECKLIST, EAF, LETTER OF AGENT and PROJECT DESCRIPTION NARRATIVE Submitted: _____

Date CHECKLIST Checked: _____ Checked By: _____

Site Plan / Special Use Application Submittal Review Completion Status

SUBMISSION ITEM	YES	NO	DATE ACCEPTED	COMMENTS
Site Plan /Special Use Application Form complete				
Letter of Agent attached (if required)				
Project Description Narrative				
Environmental Assessment Form				
Site Plan / Special Use Checklist complete				
Application review fee paid				