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# **TOWN OF SAUGERTIES**

## **Planning Board**

### APPLICATION FOR PLANNING BOARD ACTION

### SITE PLANS & SPECIAL USE PERMITS

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# SITE PLAN PROCEDURES

## Phase 1

- 1) *Pre-Application Workshop*- Before making detailed plans, applicants requiring Site Plan Review must schedule a Pre-Application Workshop with the town planning staff and a representative from the Planning Board. The sole intent of the workshop is to address submission requirements and identify potential concerns. Workshop meetings are made by appointment for the fourth Wednesday of each month. In addition to a complete application, applicants should bring as much site information as possible, including surveys, photos, drawings, etc. A \$75 fee must be paid when the applicant makes the appointment. The remaining Planning Board fees are outlined on the following page.

## Phase 2 - Sketch Plan and Pre-Hearing Conference

- 2) *Application Submissions*- During the Sketch Plan phase the Planning Board will review the basic site design concepts. To facilitate the review, the applicant must submit one **(1) original application, nine (9) hard copies and a digital version** of the application and Sketch plan drawings by the first Tuesday of the month (see application cover page for exact dates). 11 x 17 inch formatted drawings are appropriate, for this stage of review, so long as the Sketch Plan elements are legible. A checklist for the Site Plan elements is provided on page 6 of the package.
- 3) *Initial Application Review*- Applications will be evaluated for completeness by the Town Planning staff to ensure that all required information has been submitted. Any applications deemed incomplete, or without required fees, will not be placed on the Planning Board agenda.
- 4) *Zoning Board of Appeals*- If the proposed project requires either a use or area variance, then the variance must be granted prior to Planning Board approval with signatures.
- 5) *Pre-Hearing Conference*- Following the submission of a complete application, the applicant, or the applicant's agent, will be placed on the Planning Board's agenda as New Business. At the meeting, the project will be presented to the Planning Board in a Pre-Hearing Conference. The purpose of the Pre-Hearing Conference is to allow the Planning Board an opportunity to provide constructive suggestions and to determine information required for the final site plan.

## Phase 3 - Public Hearing (if Required)

- 6) *Public Hearing*- A public hearing is not required but may be held at the discretion of the Board for Site Plan review. A public hearing is **required** for any Special Use Permit. The applicant is responsible for notifying, **via certified mail/return receipt**, all landowners within a 500 ft radius of the project parcel. A list of adjacent owners can be obtained from the Planning Board Secretary. Public hearings are held at the regularly scheduled Planning Board meetings. At the meeting, the applicant is required to submit all certified mail receipts, and the green cards that are returned to them, to the Planning Board Secretary prior to the opening of the public hearing. Applicants are expected to present their project and respond to any potential issues raised by the public or the Planning Board. The public hearing will be closed when the Planning Board is satisfied that all comments/concerns have been heard.

## Phase 4 - Decision

- 7) *Decision* - Following the close of the public hearing or upon receipt of a completed application the application will either be approved, disapproved, or approved with conditions.
- 8) *Final Actions*- Following the Planning Board's decision, the applicant will be provided with a copy of the resolution, or a letter, stating the decision. If the application is approved with conditions and/or changes, then amended drawings must be submitted prior to final approval. Once the plans meet all requirements, the applicant can finalize the planning process by providing signed maps and paying any outstanding fees.

# PLANNING BOARD FEE SCHEDULE

(Effective 2/24/22)

## General

Type	Amount	Due
Workshop Fee	\$75.00 for 30 minutes	Before appointment
Application Fee for all submissions	\$100.00	with application
Consultant Fees	All additional Engineering, Attorney and Consulting fees will be charged back to the applicant in addition to all Planning Board fees before site plan or subdivision plat is signed	
Escrow		
Site Plans	\$1,000.00 (to be replenished when balance with application falls below \$300.00)	
Subdivisions- Major (3 or more lots)	\$1,000.00 min + \$250.00 for each lot beyond the third e.g. 3 lots = \$1,000.00, 4 lots = \$1,250 etc.	
Performance Bonds	All bonding for improvements must be in place before the site plan or subdivision plat is signed	

## Subdivisions & Lot Line Revisions

Type	Amount	Due
Sketch Plan Review	\$150.00	with application
Preliminary Plan Review	\$300.00 + \$200.00 per lot or dwelling unit	with application
Emergency Fees	\$800.00 per lot or dwelling unit	prior to final approval
Recreation Fees	\$1,200.00 per lot or dwelling unit	prior to final approval
Inspection Fees	2% of required improvements	prior to final approval

## Site Plans

Type	Amount	Due
Site Plan Review	\$250.00	with application
New Structures	\$100.00 per 1,000 sq.ft up to 5,000 sq.ft \$ 50.00 for each additional 1,000 sq.ft.	prior to final approval
New Paved Area	\$.10 per sq. ft	prior to final approval
Recreation Fees	\$1,200.00 per lot or dwelling unit	prior to final approval
Emergency Fees	\$800.00 per lot or dwelling unit	prior to final approval

## Special Use Permits \$100.00 + site plan fees with application

**Any additional Engineering, Attorney and Consulting fees will be charged back to the applicant in addition to all Planning Board fees.**

**ALL FEES ARE NON-REFUNDABLE**

**GENERAL SITE PLAN APPLICATION**

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

**Application #:** \_\_\_\_\_

**Applicant:** Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Consultant:** Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Owner** Name \_\_\_\_\_  
(if not applicant): Address \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Project Site Information**

**Location or Address:** \_\_\_\_\_  
\_\_\_\_\_

**Project Name** (if applicable): \_\_\_\_\_

**Tax Map Designation:** Section # \_\_\_\_\_ Block# \_\_\_\_\_ Lot# \_\_\_\_\_

**Area of Site:** \_\_\_\_\_ (sq ft. or acres) **Zoning District** \_\_\_\_\_

**Type:** \_\_\_ Residential \_\_\_ Commercial \_\_\_ Industrial \_\_\_ Institutional

Is the site served by public water supply? (Yes / No) or by public sewage system? (Yes / No)

**Scope of Work** (Check all that apply and indicate approximate construction cost)

Vegetation Removal

Façade Changes

Demolition

Accessory Structure

Earthwork

New Paving

New Structure

New Planting

Expansion of Existing Structure

New Drainage System of Infrastructure

## Bulk Information

- 1) Existing building footprint of all buildings \_\_\_\_\_ square feet
- 2) Proposed additional footprint \_\_\_\_\_ square feet
- 3) Number of existing parking spaces: \_\_\_\_\_
- 4) Number of proposed additional spaces: \_\_\_\_\_
- 5) Total area of non-permeable surfaces: \_\_\_\_\_ square feet
- 6) Lot coverage: \_\_\_\_\_ percent (new + existing building footprints / lot area)

## Narrative

Current use of site- \_\_\_\_\_

Proposed use(s) of the site- \_\_\_\_\_

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Describe the existing character of the site in terms of prominent vegetation, water bodies, and topography.

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## Signatures

I hereby give permission to the Town or the Town's legal representative to visit the site and conduct an on site inspection.

The applicant/owner or agent will be responsible for the fees as posted.

I agree to thoroughly read and understand the instructions for submission.

**Applicant Name (Please Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agent Name (Please Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

Place Stamp Here

My Commission Expires: \_\_\_\_\_

**\*\*If the applicant will be using an agent, a Representative Authorization Form must be notarized and submitted. Please see Page 9\*\***

*•Please note you or a representative needs to be present at the next regularly scheduled Planning Board meeting in order for the application to be considered complete*

# SITE PLAN REVIEW CHECKLIST

The following checklist reflects the planning process and information required for site plan applications to the Planning Board.

## General Procedure:

1. Pre- Application Workshop
2. Sketch Plan showing general concept
3. Preliminary Plan showing proposal in detail
4. Public hearing (*if required*)
5. Review by non-town agencies
6. Planning Board approval by resolution
7. Submission of Final Plan
8. Signing of plan by board

## Workshop

- 1) \_\_\_\_ Payment of Workshop Fee
- 2) \_\_\_\_ Workshop Application
- 3) \_\_\_\_ There are no particular plan requirements for the workshop. But the applicant should bring any material that will assist discussion of the project. These might include site photos, existing surveys, and conceptual drawings.

## Site Plan and Pre-Hearing Conference

- 1) \_\_\_\_ Completed General Site Plan Application (pg. 5)
- 2) \_\_\_\_ Payment of Universal Application, Site Plan Review, and Escrow fees
- 3) \_\_\_\_ Completed and signed Short Environmental Assessment Form
- 4) \_\_\_\_ A site plan or survey map which clearly shows the location of the site with respect to nearby streets, rights-of way, properties, easements, other pertinent features within 200 feet, and a topographic or contour map of adequate scale and detail to show site topography and existing natural conditions. (See §245-33.B in Town of Saugerties Zoning Law)
- 5) \_\_\_\_ A brief narrative and preliminary concept showing the locations and dimensions of principal and accessory structures, parking areas, and other planned features and any anticipated changes in existing topography and natural features. (See §245-33.B in Town of Saugerties Zoning Law)

## Public Hearing

- 1) \_\_\_\_ Receipts from certified mailings and green card sent to property owners within 500 feet of the project.
- 2) \_\_\_\_ A complete site plan provided prior to the opening of the public hearing. Information may be supplied on more than one drawing. The following minimum requirements should be included:
  - \_\_\_\_ A. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing.
  - \_\_\_\_ B. Boundaries of the property, plotted to scale, and including north arrow, scale, and date.
  - \_\_\_\_ C. Existing watercourses and wetlands in, and within 200 feet of, property lines
  - \_\_\_\_ D. Grading and drainage plan showing existing and proposed contours.

- \_\_\_ E. Location, design, and type of construction, proposed use and exterior dimensions of all buildings
- \_\_\_ F. Location, design, and type of construction of all parking and truck loading areas, showing access and egress
- \_\_\_ G. Provisions for pedestrian access
- \_\_\_ H. Location, type and screening details of waste disposal containers and outdoor storage areas
- \_\_\_ I. Location, design, and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, and fences
- \_\_\_ J. Description and method of sewage disposal and location
- \_\_\_ K. Location of fire and other emergency zones, including location of fire hydrants
- \_\_\_ L. Location, design and construction materials of all energy distribution facilities, including electrical, gas, and solar energy
- \_\_\_ M. Location, height, size, materials and design of all proposed signage
- \_\_\_ N. Location and proposed development of all buffer areas, including existing vegetation cover
- \_\_\_ O. Location and design of outdoor lighting facilities
- \_\_\_ P. Location, height, intensity and bulb type of all external lighting fixtures
- \_\_\_ Q. Direction of illumination and methods to eliminate glare onto adjoining properties
- \_\_\_ R. Location and amount of building area proposed for retail sales or similar commercial activity
- \_\_\_ S. Proposed limit of clearing showing existing vegetation, including trees with a DBH of 6" or greater within the clearing line
- \_\_\_ T. Landscape plan and planting schedule
- \_\_\_ U. Estimated project construction schedule
- \_\_\_ V. Record of application for and approval status for all necessary permits from state and county agencies
- \_\_\_ W. Identification of any state or county permits required for the project's execution
- \_\_\_ X. Other elements integral to the proposed development as considered necessary by the Planning Board
- \_\_\_ Z. Existing buildings on the site, and within 100 feet of property line
- \_\_\_ Y. Stormwater management and erosion control plans

## Waivers

If the proposed project can not meet the complete site plan checklist, then waivers may be requested. To request that the Planning Board grant a waiver list the line item letter from above and explain the reasons for the request. If more space is needed, then please attach another sheet.

ITEM	EXPLANATION
_____	_____
	_____
	_____
_____	_____
	_____
	_____
_____	_____
	_____
	_____
_____	_____
	_____
	_____

## SEQR Requirement

When completing the Short Environmental Assessment form Part 1 (Pgs. 10-12 of the application packet) please use the following link to create using the NYSDEC EAF Mapper:

<https://gisservices.dec.ny.gov/eafmapper/>





## Letter of Authorization

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I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
\_\_\_\_\_ to act as my agent in all aspects of my application that has been  
submitted to the Town of Saugerties Planning Board in reference to property  
located at \_\_\_\_\_.

I understand that my agent will attend all meetings on my behalf and act as a  
liaison between myself and the Planning Board.

\_\_\_\_\_  
Applicant/Owner's Signature

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

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

\_\_\_\_\_  
Date

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

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

Place Stamp Here

My Commission Expires: \_\_\_\_\_

# 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.

Part 1 – Project and Sponsor Information			
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?			NO
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.			YES
			<input type="checkbox"/>
			<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO
			YES
			<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			
Check all land uses that occur on, are adjoining or 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			

SEAF 2019

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO  <input type="checkbox"/>  <input type="checkbox"/>	YES S <input type="checkbox"/>  <input type="checkbox"/>	N/A  <input type="checkbox"/>  <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/>  <input type="checkbox"/>	YES <input type="checkbox"/>  <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? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/>  <input type="checkbox"/>  <div style="background-color: #cccccc; height: 50px;"></div>	YES <input type="checkbox"/>  <input type="checkbox"/>  <div style="background-color: #cccccc; height: 50px;"></div>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional 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 <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO <input type="checkbox"/>	YES <input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE  Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		