

Town of Warrensburg Application for Site Plan Review

I. General Information

1. Contact Information:

**If applicant is all of the following, complete the applicant information and check the 'same as applicant' box, for the other fields

Applicant:

Owner: Same as applicant

Name:	Name:
Company/Org:	Company/Org:
Address:	Address:
City/State/Zip:	City/State/Zip:
Tel:	Tel:
Email:	Email:

Plans Prepared by: Same as applicant

Contractor: Same as applicant

Name:	Name:
Company/Org:	Company/Org:
Address:	Address:
City/State/Zip:	City/State/Zip:
Tel:	Tel:
Email:	Email:

2. Zoning District (Check those applicable):

- | | |
|---|--|
| <input type="checkbox"/> Business/Industrial (BI) | <input type="checkbox"/> Residential Mixed Use (RMU) |
| <input type="checkbox"/> Core Commercial (CC) | <input type="checkbox"/> Residential/Recreation (RR) |
| <input type="checkbox"/> Hamlet Mixed Use (HMU) | <input type="checkbox"/> Outside Hamlet (OH) |

3. Current Use(s): _____

4. Proposed Use(s): _____

5. Detailed Description of Project: _____

-Office Use-

Tax Map ID#: _____	Application #: SPR 20__ - _____
Location: _____	Application #: LUD 20__ - _____
Date Submitted: ___/___/___	Fee Paid: \$ _____
Meeting Date: ___/___/___ Time: ___ p.m.	

II. Project Data

1. Site Development Information

*Directions: Provide the following information, if applicable, for any existing or proposed construction. If existing, check the box in the column on the right. For accessory structures, please indicate the type of structure on the line provided.

Check if project is conducted entirely outdoors

Type	Dimensions (ft.)			Area (sq. ft)	Setbacks ¹ (ft.)					Check if Existing
	Length	Width	Height		Front	Left Side ²	Right Side ²	Rear	Shore-line ³	
Principal Building										<input type="checkbox"/>
Accessory Structure (1):										<input type="checkbox"/>
Accessory Structure (2):										<input type="checkbox"/>
Porch										<input type="checkbox"/>
Deck										<input type="checkbox"/>
Fence/Wall										<input type="checkbox"/>
Demolition										<input type="checkbox"/>
Sign #1										<input type="checkbox"/>
Sign #2										<input type="checkbox"/>

¹Setback is the distance measured from the property line to the closest edge of any structure roadway

²Left/Right Side Setbacks are determined as viewed from the

³Shoreline Setback is determined from mean high water mark

2. Signage

*Directions: Please circle the applicable feature. If a space is provided, please fill in related information.

Type	Sign #1					Sign #2				
	Wall	Projecting	Canopy	Free-Standing	Off-Premise	Wall	Projecting	Canopy	Free-Standing	Off-Premise
Material	Plastic	Metal	Wood	Other: _____		Plastic	Metal	Wood	Other: _____	
Color	Lettering: _____		Background: _____		Logo: _____	Lettering: _____		Background: _____		Logo: _____
Lighting	Internally Lit		Front Lit		None	Internally Lit		Front Lit		None

3. Number of parking spaces: _____

4. Total area of land disturbance for project: _____ Acres Square Feet

5. Total parcel size: _____ Acres Square Feet

6. Ownership intentions: Purchase Lease Presently Owned

7. Estimated total cost of project (round to nearest thousand): \$ _____

8. Estimated project duration: _____

9. Does the project require anything from the following agencies? (Check applicable & explain)

- Adirondack Park Agency, APA (i.e. Permit, Variance): _____
- Department of Environmental Conservation, DEC (i.e. Stormwater Permit): _____
- Department of Health, DOH (i.e. Permit): _____
- Department of Transportation, DOT (i.e. Permit) _____
- Town Board (i.e. Rezoning, Septic Variance): _____
- Warren County Department of Public Works, DPW (i.e. Permit): _____
- Warrensburg Highway Department (i.e. Permit): _____
- Zoning Board of Appeals (i.e. Variance, Appeal, Interpretation): _____
- Other (explain): _____

10. Is the project site located in any of the following? (Check those applicable)

- Adjacent to Residential Zone
- Floodplain
- Sewer District
- Warrensburg Historical District
- Water District
- Wetlands

11. General landscaping plan and planting schedule: Check if not being provided

(Attach separate sheet, if necessary): _____

12. What is the current condition of the site (check those applicable):

- Building(s)
- Vacant
- Wooded

13. Character of adjoining properties (check those applicable):

- Residential
- Commercial
- Industrial
- Undeveloped

By signing below, the applicant agrees that the statements and plans submitted are true. Further, the applicant understands that permits and approvals may be required from other jurisdictions.

Applicant Signature _____ Date ____/____/____

Applicant Print Name _____

Office Use Only

Current Use (per Use Table): _____

Proposed Use (per Use Table): _____

Zoning Administrator Comments: _____

Signature of Zoning Administration

Site Plan Review Checklist		√	X
Directions: If provided, mark the box under the ‘√’ symbol---If not, mark the box under the ‘X’ symbol			
Existing Conditions			
<i>Legal Data</i>			
1	Name and address of applicant and authorization of owner, if different from applicant.		
2	Name and address of owner(s) if record, if different from applicant.		
3	Name and address of person or firm preparing the plan and map.		
4	Ownership intentions, such as purchase options.		
5	Current zoning classification of property, including exact zoning boundary if in more than one district.		
6	Property boundary line plotted to scale. Distances, angles and area should be shown.		
7	North arrow, scale and date.		
8	Locations, widths, elevations and names of existing and proposed adjacent streets.		
9	Property lines and names of owners of adjoining parcels.		
10	Location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within and adjoining the property.		
11	Description of all existing deed restrictions or covenants applying to the property.		
12	The identification of any state or county permits required for execution of the project.		
13	Other requirements which the Planning Board might deem necessary, including but not limited to a licensed survey.		
<i>Natural Features</i>			
1	Geological features, such as depth to bedrock and the location of rock outcrops.		
2	Topographic features, including a map showing existing slope at two-foot contour intervals.		
3	Vegetative cover, including existing wooded areas, significant isolated trees and similar features.		
4	Soil characteristics, such as load bearing capacity and drainage capacity.		
5	Hydrologic features should include drainage and runoff patterns, flood hazard areas, wetlands, streams, rivers and depth to groundwater.		
<i>Existing Development and Infrastructure</i>			
1	Location and dimensions of major buildings and structures and their use.		
2	Location and width of roads and paths, including site access.		
3	Location, size and flow direction of sewers, water supply lines and culverts. Major electric, fuel and utility lines and appurtenances should also be shown.		
4	Location of other existing development and uses including parking and loading areas, fences, trees and landscaping.		
New Condition			
<i>Proposed Development</i>			
1	Grading and drainage plan showing proposed topography at appropriate contour intervals. This information shall be combined with the map of existing topography.		
2	Location, proposed height and use of buildings and other structures, such as retaining walls, fences, outdoor storage tanks, air-conditioning units and waste disposal units.		
3	Location, proposed use, design and construction materials of improvements not requiring structures, such as parking, loading and outdoor storage areas.		
4	Location and arrangement of site access and egress, including all paths for pedestrian and vehicular travel within the site. Information should include profiles and cross sections of roadways and sidewalks showing grades, widths and location and size of utility lines.		
5	Location and size of water and sewer lines and appurtenances. Any means of water supply or sewage disposal other than extensions of existing systems should be described, including location, design and construction materials.		
6	Location, design and construction materials of all energy distribution facilities, including electric, gas and solar energy.		
7	Removal and storage of snow.		
8	Location, size and design and construction materials of all outdoor signs.		
9	General landscaping plan and planting schedule, including areas of natural vegetation to remain, the treatment of buffer areas and the location and type of trees to be planted.		
10	Estimated project construction schedule with possible phasing plan for large projects.		
11	Additional specifications for materials.		
12	Performance bond, amount, completion schedule, public improvements covered, inspection and bond approval if required.		
Other Requirements			
1	Environmental Review. Applications for site plan review and approval shall be accompanied by a short-form or a long-form Environmental Assessment Form (EAF) or a draft Environmental Impact Statement (EIS), as required by SEQRA.		

2	All plans shall be at a scale of one inch equals 40 feet or larger scale showing the proposed development and their immediate environs. When development is proposed for larger lots, those areas left undeveloped may be shown on a site location map at an appropriate scale and level of detail.	
3	Complete application and fee.	

Review Process:

1. **Pre-Submission Meeting.** It is suggested that a pre-submission meeting be held with the Zoning Administrator to determine completeness and conformance with applicable regulations. Please call or email to make an appointment, if desired.
2. **Submittal of Complete Application.** Applicants must submit 8 copies of the application, site plan map(s), short/long-form Environmental Assessment Form (EAF) and pay all appropriate fees by the monthly deadline.
3. **Determination of Application Completeness.** Upon receipt of an application for site plan review, the Planning Board will determine completeness at its next scheduled meeting.
4. **Incomplete Applications.** Instances in which the Planning Board deems submitted applications incomplete, the applicant must provide the Planning Board with its requested information.
5. **Submittal of Applications to the Warren County Planning Board.** Pursuant to GML§239-m, certain applications may be forwarded to the Warren County Planning Board.
6. **Planning Board Meeting Dates.** The Planning Board typically meets at 7:00p.m. the first Tuesday of each month. Once an application has been submitted, the date and time of the meeting will be provided on the first page of this application.
7. **Public Hearing.** A public hearing may be held at the request of the Planning Board or the applicant. The cost of such public hearing shall be included in the cost of the applicable review or permit. If subsequent, separate hearings are required or requested, the cost of additional notices and mailings shall be paid by the applicant prior to such notices being sent.
8. **Post-Meeting.** If the Planning Board approves the application, a Land-Use and Development Permit must be obtained from the Town Zoning Office prior to changing the use and/or beginning construction. If the Planning Board approves the application *with conditions*, additional features must be included into the Site Plan, as applicable. If the Planning Board denies the application, your application cannot proceed as submitted.
9. **Additional Approvals/Permits.** The Town of Warrensburg is not responsible for the failure of applicants to obtain additional approvals or permits from other jurisdictions. Additional agencies may include, but not limited to the Adirondack Park Agency, NYS Department of Environmental Conservation, Warren County Building Codes & Fire Prevention, and NYS Department of Labor. For contact information for these agencies and others inquire at the Planning & Zoning Office.

Documentation Requirements:

Please submit 8 copies of the completed application package to include:

- Completed Site Plan Review Application
- Completed Environmental Assessment Form (EAF)
- Site Plan Map
- Checklist
- Fee: \$10**