

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"/> Hamlet Commercial (HC) | <input type="checkbox"/> Professional/Multifamily (P/MF) |
| <input type="checkbox"/> Neighborhood Commercial (NC) | <input type="checkbox"/> Light Industrial (LI) |
| <input type="checkbox"/> Riverfront Commercial (RC) | <input type="checkbox"/> Other than Hamlet (OH) |
| <input type="checkbox"/> Other: _____ | |

3. Current Use(s): _____

4. Proposed Use(s): _____

5. Detailed Description of Project: _____

-Office Use-

Tax Map ID#: _____	Application #: SPR 2012- _____
Location: _____	Application #: LUD 2012- _____
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

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

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

Town of Warrensburg
County of Warren ss:
State of New York

I swear to the best of my knowledge and belief that the statements contained in this application, together with the plans and specifications submitted are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the Town of Warrensburg's Zoning Ordinance and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and such work is authorized by the owner.

Sworn to before this _____ day _____
of _____, _____ **Signature [Owner/Applicant]**

Notary Public

Office Use Only

Current Use (per Use Table): _____

Proposed Use (per Use Table): _____

Zoning Administrator Comments: _____

Signature of Zoning Administrator

Site Plan Review Checklist		√	X
Directions: If provided, mark the box under the '√' symbol---If not, mark the box under the 'X' symbol			
1	A location map showing boundaries and dimensions of the parcel or tract of land involved identification of contiguous properties, zoning districts, any easements or public rights-of-way.		
2	Existing watercourses.		
3	A grading and drainage plan showing existing and proposed contours.		
4	The location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.		
5	The location of fire and other emergency zones.		
6	The location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy.		
7	The location, design, size and type of construction of all proposed signs.		
8	The location and proposed development of all buffer areas, including existing vegetative cover.		
9	A description of the method of sewage disposal and location, design and construction materials of such facilities.		
10	A description of the method of securing public water and location, design and construction materials of such facilities.		
11	The location, design, type of construction proposed use and exterior dimensions of all buildings.		
12	The general landscaping plan and planting schedule.		
13	An estimated project construction schedule.		
14	The location, design and type of construction of all parking and truck loading areas, showing access and egress.		
15	Provisions for pedestrian access.		
16	The location of outdoor storage.		
17	The location and design of outdoor lighting facilities.		
18	Identification of the location and amount of building area proposed for retail sales or similar commercial activity, including signage plans.		
19	Plans for snow removal, including location(s) of on-site snow removal.		
Accompanying data must include the following:			
1	An application form and fee.		
2	The name and address of the applicant and any licensed professional consultants.		
3	Authorization form completed by the owner, if the applicant is not the owner of the property.		
4	The results of any required on-site investigations, including soil tests, boring and percolation tests, if applicable.		
5	A site plan map, which shall include <i>North</i> arrow, scale and date.		
6	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.		
7	Such additional information as the Planning Board or Zoning Administrator may reasonably require to assess the proposed project.		

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 10 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 7:00 p.m. the third 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.
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 **10** copies of the completed application package to include:

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

Zoning Staff & Contact Information:

Christopher Belden, Zoning Administrator
Patti Corlew, Planning & Zoning Secretary

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patti.corlew@townofwarrensburg.net