



· Incorporated 1856 ·

Barbara A. Fischer
Clerk - Treasurer

PLANNING BOARD APPLICATION

Applicant Name: _____ Date: _____

Address: _____ Phone: _____

Tax Map #: _____ Zoning District: _____

Brief description of project: _____

Applicant Signature: _____

Owner Signature: _____ Owner Name: _____

The application, fees, and any and all relative information must be submitted to the Building Inspector (B.I.). All submittals must be approved by the B.I. before submitting application to the Planning Board.

The application, fees, and information must be submitted ten (10) calendar days before the Planning Board Meeting, which is held on the first Wednesday of each month, at 7:00pm. Applicants of their representative must attend the Planning Board Meeting when their application is on the agenda. Check must be made payable to the Village of Valatie.

SITE PLAN REVIEW

___ \$ _____ (Refer to VOV Code 130-38C and any revisions thereto.)

___ 3 copies of sketch plan (See attached Plan Checklist for required items.)

___ 5 copies of Site Plan (See attached Plan Checklist for required items.)

___ Environmental Assessment Form (EAF): ___ Long Form ___ Short Form

SUB-DIVISIONS

___ Minor Lots: 4 or less \$100.00

___ Major lots: 5 or more \$300 plus \$100 per lot

___ 2 copies of sketch plan

___ Environmental Assessment Form (EAF). ___ Long Form ___ Short Form

___ 5 copies of plat plan (final plat if Minor; preliminary plat if Major)

___ 5 copies of final plat plan (major sub-division: within 6 months of preliminary plat approval)

Note:

Applicant is responsible for additional fees if sub-division review should require additional support from special outside consultants.

SITE PLAN CHECKLIST

Your site plan must be prepared by a licensed Engineer, Architect, landscape architect, or surveyor, and certified by their seal and signature. All submissions must be deemed complete by the B.I. before submitting to the Planning Board for Consideration.

- ___ Tax Map # of Parcel
- ___ Location/Area map
- ___ North arrow
- ___ Delineation of adjacent properties within 500' of the property
- ___ Size of lot and dimensions
- ___ Show all buildings and set back lines
- ___ Percentage of lot coverage including all accessory building and pavement (area sq. ft. and material)
- ___ Square footage of building
- ___ Parking, including dimensions and calculations to determine required handicapped parking
- ___ Arrows showing ingress and egress
- ___ NYS Department of Transportation (DOT) and/or Town Highway Department approval
- ___ Exterior lighting on building and parking area; style and intensity
- ___ Water/sewage plan
- ___ Drainage plan (show size of lines, profiles, etc.)
- ___ Landscape plan including schedule of plantings
- ___ Topographic map with 2 intervals and shall include property 200' around site
- ___ Delineation of all require wetlands (NYSDEC and ACOE)
- ___ Type of screening around dumpster enclosure
- ___ Show existing trees measuring over eight (8) inches in diameter, three (3) feet above the truck
- ___ Zoning boundaries shown (if any)
- ___ List of existing restrictions or easements

Note: The above checklist is supplied as a guide and is not meant to be all inclusive. Failure to provide all of the above, however, will be grounds for rejecting the sub-division application.