

**TOWN OF KINGSBURY – OFFICE OF CODE ENFORCEMENT  
6 MICHIGAN STREET, HUDSON FALLS, NEW YORK 12839  
PHONE: 747-2188 EXT. 3008**

**APPLICATION FOR SITE PLAN REVIEW / USE PERMIT**

DATE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT PHONE: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_ TAX MAP #: \_\_\_\_\_

ZONE DISTRICT: \_\_\_\_\_

I DO HEREBY APPLY FOR SITE PLAN REVIEW PURSUANT TO CHAPTER 280 ARTICLE IX OF THE CODE OF THE TOWN OF KINGSBURY.

DESCRIPTION OF PROJECT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE**

FEE: \_\_\_\_\_

HEARING DATE: \_\_\_\_\_

PUBLISHED ON: \_\_\_\_\_

RESULT: \_\_\_\_\_

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**APPLICATION FOR SITE PLAN REVIEW / USE PERMIT  
INSTRUCTIONS**

1. COMPLETE ALL PORTIONS OF THE APPLICATION INCLUDING ATTACHMENTS AND ENVIRONMENTAL ASSESSMENT FORM.
2. ATTACH A DRAWING INCLUDING ALL APPLICABLE ITEMS ON THE ENCLOSED CHECKLIST.
3. APPLICATIONS AND ATTACHMENTS MUST BE PRINTED LEGIBLY OR TYPE WRITTEN.
4. **TWELVE (12) COPIES OF THE APPLICATION MUST BE SUBMITTED WITH TWELVE (12) COPIES OF 11X17 MAPS.**
5. **APPLICATION FEE OF \$250 MUST BE SUBMITTED WITH APPLICATION.**
6. THE REGULAR PLANNING BOARD MEETINGS OCCUR ON THE THIRD WEDNESDAY OF EACH MONTH. COMPLETED APPLICATION AND FEE MUST BE SUBMITTED BY **12:00 PM ON THE LAST BUSINESS DAY** OF THE MONTH PRECEDING THE MEETING DATE. FROM TIME TO TIME, SPECIAL MEETINGS OF THE BOARD ARE HELD AT THE DISCRETION OF THE BOARD CHAIRMAN.
7. WRITTEN PERMISSION FROM THE APPLICANT IS REQUIRED FOR AN AGENT TO ACT ON THE APPLICANT'S BEHALF.

THE ADMINISTRATOR'S OFFICE IS OPEN WEEKDAYS FROM 8:30 AM UNTIL 4:00 PM, MONDAY THROUGH FRIDAY AND WILL ASSIST YOU IN ANY WAY POSSIBLE.

**NOTE: PROJECTS WHICH DISTURB ONE (1) ACRE OR MORE OF LAND MUST SUBMIT A STORM WATER POLLUTION PREVENTION PLAN (SWPPP).**

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**THE PLANNING BOARD’S REVIEW OF THE SITE PLAN SHALL INCLUDE, AS  
APPROPRIATE, BUT SHALL NOT BE LIMITED TO:**

- A. LOCATION, ARRANGEMENT, SIZE, DESIGN AND GENERAL SITE COMPATIBILITY OF BUILDINGS, LIGHTING AND SIGNS.
- B. ADEQUACY AND ARRANGEMENT OF VEHICULAR TRAFFIC ACCESS AND CIRCULATION, INCLUDING INTERSECTIONS, ROAD WIDTHS, PAVEMENT SURFACES, DIVIDERS AND TRAFFIC CONTROLS.
- C. LOCATION, ARRANGEMENT, APPEARANCE AND SUFFICIENCY OF OFF-STREET PARKING AND LOADING.
- D. ADEQUACY AND ARRANGEMENT OF PEDESTRIAN TRAFFIC, ACCESS AND CIRCULATION, WALKWAY STRUCTURES, CONTROL OF INTERSECTIONS WITH VEHICULAR TRAFFIC AND OVERALL PEDESTRIAN CONVENIENCE.
- E. ADEQUACY OF STORM WATER AND DRAINAGE FACILITIES.
- F. ADEQUACY OF WATER SUPPLY AND SEWAGE FACILITIES.
- G. ADEQUACY, TYPE AND ARRANGEMENT OF TREES, SHRUBS AND OTHER LANDSCAPING CONSTITUTING A VISUAL AND/OR NOISE BUFFER BETWEEN APPLICANT’S AND ADJOINING LANDS, INCLUDING THE MAXIMUM RETENTION OF EXISTING VEGETATION.
- H. ADEQUACY OF FIRE LANES AND OTHER EMERGENCY ZONES AND THE PROVISIONS FOR FIRE HYDRANTS.
- I. SPECIAL ATTENTION TO THE ADEQUACY AND IMPACT OF STRUCTURES, ROADWAYS AND LANDSCAPING IN AREAS WITH SUSCEPTIBILITY TO PONDING, FLOORING, AND/OR EROSION.

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**CHECK LIST FOR SITE PLAN SKETCH. IF YOU ARE UNABLE TO PROVIDE  
INFORMATION ON SKETCH, PLEASE PROVIDE A NARRATIVE DESCRIPTION.**

1. TITLE OF DRAWING, INCLUDING NAME AND ADDRESS OF APPLICANT, OWNER OF PROPERTY AND PERSONS RESPONSIBLE FOR DRAWING.
2. NORTH ARROW, SCALE AND DATE.
3. PROPERTY BOUNDARIES AND ADJACENT NEIGHBORS.
4. EXISTING WATERCOURSES.
5. GRADING AND DRAINAGE PLANS SHOWING EXISTING AND PROPOSED CONTOURS.
6. LOCATION, DESIGN AND TYPE OF CONSTRUCTION OF ALL PARKING AND TRUCK LOADING AREAS SHOWING ACCESS AND EGRESS, TRAFFIC CIRCULATION PATTERNS, DIVIDERS AND TRAFFIC CONTROLS.
7. PROVISIONS FOR PEDESTRIAN EGRESS.
8. LOCATION OF OUTDOOR STORAGE, IF ANY.
9. LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF ALL EXISTING AND PROPOSED SITE IMPROVEMENTS, INCLUDING DRAINS, CULVERTS, RETAINING WALLS AND FENCES.
10. DESCRIPTION OF THE METHOD OF SEWAGE DISPOSAL AND LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF SUCH FACILITIES.
11. DESCRIPTION AND METHOD OF SECURING WATER AND LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF SUCH FACILITIES.
12. LOCATION OF FIRE AND OTHER EMERGENCY ZONES.
13. LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF ALL ENERGY DISTRIBUTION FACILITIES, INCLUDING ELECTRICAL, GAS OR SOLAR ENERGY.
14. LOCATION, SIZE, DESIGN AND TYPE OF CONSTRUCTION OF ALL SIGNS.
15. LOCATION AND PROPOSED DEVELOPMENT OF ALL BERM AREAS; INCLUDING EXISTING VEGETATION COVER, PERCENT OF PERMEABLE LAND.
16. LOCATION, HEIGHT AND DESIGN OF ALL OUTDOOR LIGHTING FACILITIES AND DIRECTION OF LIGHT BEAM.

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17. IDENTIFICATION OF THE LOCATION AND AMOUNT OF BUILDING AREA PROPOSED FOR RETAIL SALES OR SIMILAR COMMERCIAL ACTIVITY.
18. GENERAL LANDSCAPE PLAN AND PLANTING SCHEDULING.
19. AN ESTIMATED PROJECT CONSTRUCTION SCHEDULE.
20. RECORD OF APPLICATION FOR AND APPROVAL STATUS OF ALL NECESSARY PERMITS FROM STATE AND COUNTY OFFICIALS.
21. IDENTIFICATION OF ANY STATE OR COUNTY PERMITS REQUIRED FOR THE PROJECT'S EXECUTION.
22. OTHER ELEMENTS INTEGRAL TO THE PROPOSED DEVELOPMENT AS MAY BE CONSIDERED NECESSARY BY THE PLANNING BOARD OR THE APPLICANT.