

**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. **LEGIBLY** COMPLETE ALL PORTIONS OF THE APPLICATION INCLUDING ATTACHMENTS AND ENVIRONMENTAL ASSESSMENT FORM
2. ATTACH A DRAWING INCLUDING ALL APPLICABLE ITEMS IN THE ENCLOSED CHECKLIST.
3. APPLICATIONS AND ATTACHMENTS MUST BE PRINTED LEGIBLY OR TYPE WRITTEN.
4. **APPLICATION MUST BE SUBMITTED WITH TWELVE (12) COPIES.** PLEASE NOTE: IF THE PLANNING BOARD SECRETARY NEEDS TO MAKE COPIES ON AN APPLICATION WITH LESS THEN TWELVE SETS, THE TOWN COPY FEE RATES WILL BE ADDED TO THE APPLICATION COST.
5. **APPLICATION FEE OF \$200 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 THE **FOURTH THURSDAY** OF THE MONTH PRECEDING THE HEARING 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 ZONING ADMINISTRATOR'S OFFICE IS OPEN WEEKDAYS FROM 8:30 AM UNTIL 4:00 PM, MONDAY THROUGH FRIDAY EXCEPT HOLIDAY'S 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 BOARDS 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 AND DESIGN AND TYPE OF CONSTRUCTION OF ALL SIGNS.
15. LOCATION AND PROPOSED DEVELOPMENT OF ALL BARRIER AREAS; INCLUDING EXISTING VEGETATION COVER, PERCENT OF PERMEABLE LAND.

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16. LOCATION, HEIGHT AND DESIGN OF ALL OUTDOOR LIGHTING FACILITIES, DIRECTION OF LIGHT BEAM.
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 PROJECTS EXECUTION.
22. OTHER ELEMENTS INTEGRAL TO THE PROPOSED DEVELOPMENT AS MAY BE CONSIDERED NECESSARY BY THE PLANNING BOARD OR THE APPLICANT.