



SITE PLAN REVIEW APPLICATION CHECKLIST

APPLICATION FEES	
<input type="checkbox"/>	Application Fee - \$475 ((\$400 application fee and \$75 citizen participation fee)
<input type="checkbox"/>	Stormwater Management Fee - \$500
<input type="checkbox"/>	Staff Review Only - \$200

PARCEL #: _____ DATE RECEIVED: _____
 PROJECT TITLE: _____
 ADDRESS: _____

Provide and complete the following items for application of a Site Plan Review:

- Consultation with Town Staff
- Site Plan Application SIGNED
- Erosion Control Application SIGNED
- Application Fees paid – Total: _____ receipt #: _____
- Plans for the proposed site plan shall be submitted with the Site Plan Application and include:
 - Location of all buildings, parking areas, traffic access and circulation drives
 - Lighting and landscaping
 - Airport Zoning Overlays – approval may be required if you are in the overlay district.
 - Easements
 - Stormwater Calculations (if required)
 - State approval (if applicable)
- Submit 2 (two) full size copies, 13 (thirteen) reduced 11 x 17” copies and 1 (one) electronic copy with the application.
- Applicant must hold a Citizen Participation meeting at least seven (7) days prior to the Planning Commission date (See Chapter 99 Citizen Participation Ordinance)
 - Citizen Participation Meeting Informational Letter (as described in §99-2) must be drafted and given to the Town along with application. Town will notify surrounding parcels.
 - Minutes must be taken at the Citizen Participation Meeting noting all concerns and solutions and by whom. These minutes must be submitted to the Town Clerk within 24 hours of the Citizen Participation meeting start time.
- Financial Guarantee for project must be submitted **prior to Planning Commission Date**
- Stormwater Maintenance Agreement completed and submitted **prior to Planning Commission Date**

NOTES:

- Please notify utility companies regarding your proposed development.
- Site plan approval does not constitute approval of a building permit. State approval may be required.
- You may qualify for a stormwater utility credit if you have appropriate onsite detention. Ask for details.
- Sewer and water assessments are due with the building permit.
- **You will be responsible for any additional charges for engineering, inspections, legals, etc.**

OFFICE ITEMS

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- Staff Review Date: _____ (Attach completed form and notes)
 - Applicant notified of any additional fees (Staff Review notes)
 - Citizen participation notice sent to property owners within 500’ of parcel. Date: _____
 - Date of Citizen Participation Meeting _____
 - Minutes of Citizen Participation Meeting submitted to T.H. Date: _____
 - Date of Planning Commission _____ Approve / Deny
 - Notes: _____
 - Date of Town Board Meeting _____ Approve / Deny
 - Notes: _____
 - Get to Deputy Clerk for processing



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Project Title: _____
 Site Address: _____ Parcel #: _____

Legal Description or attach copy: _____

Applicant: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email Address: _____

Property Owner: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email Address: _____

PROPERTY INFORMATION

Describe in detail the type of business being proposed and/or use of property: _____

Impervious Surface of entire parcel: _____ sq. ft. Total Parcel Acreage: _____
 Total current employees: _____ Total future employees: _____

I/We certify that all of the information presented by me/us in this application and site plan is accurate to the best of my/our knowledge, information, and belief. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE SIGNATURE OF THE PROPERTY OWNER.

 Applicant's Signature Date

 Property Owner's Signature Date

Office Use Only	
Planning Commission Date(s): _____	Approval Date: _____
Town Board Date(s): _____	Approval Date: _____
Notes: _____	
