

VILLAGE OF FORT EDWARD SITE PLAN REVIEW APPLICATION

Under the Village of Fort Edward Site Plan Review Law and the Village Law of the State of New York, the following roughly outlines the site plan review process.

Phase I. Sketch Plan Review

The Sketch Plan Review phase provides an applicant the opportunity to come before the Planning board with a somewhat informal depiction of his or her proposed project to determine the requirements of the Town's Site Plan Review Law, the State Environmental Quality Review Act (SEQRA), wetland issues, and other applicable jurisdictional requirements. **A favorable determination by the Planning board at this phase does not constitute an approval of the site plan.** At this stage, the applicant is simply given the opportunity to determine whether or not he or she should proceed with formal surveying requirements and obtaining other approvals.

Phase II. Site Plan Review

In the Site Plan Review phase, the Planning Board will review the application under the Village of Fort Edward Site Plan Review Law and SEQRA and issue a decision under both concerning the application. This phase may consist of numerous meetings while the applicant addresses questions from the Planning Board or its consultants, and as public comments are received. During this phase, the application may also be referred to the Washington County Planning Board, if required.

SITE PLAN REVIEW APPLICATION
GENERAL INFORMATION

APPLICANT/OWNER INFORMATION (If Applicant is NOT Owner, Submit Authorization)

Applicant Name _____

Applicant Address _____

Phone Number _____ Fax Number _____

Owner Name *(if not applicant)* _____

Owner Address _____

Phone Number _____ Fax Number _____

APPLICANT'S REPRESENTATIVE (Submit Authorization)

Name _____

Address _____

Phone Number _____ Fax Number _____

PROPERTY INFORMATION

Project Location _____

Tax Map # _____

Current Lot Size _____

Portion of Lot **Currently** Developed *(sq. ft)* _____

Percentage of Lot **Currently** Developed _____
(Portion of Lot Currently Developed/Lot Size)

Portion of Lot **to be** Developed *(sq. ft)* _____

Total Percent of Lot **to be** Developed After Project _____
(Portion of Lot Developed + Portion of Lot to be Developed/Lot Size)

Description of Proposed Use of Property _____

SIGNATURES

The undersigned, being the owner of the property that is the subject of the foregoing application including all maps, plats, reports and other documentation supporting same, does hereby state that he/she/it has reviewed the foregoing application including all maps, reports and other documentation supporting same, and that the information provided thereon is true and accurate. The undersigned specifically understands that the Village of Fort Edward Planning Board will rely on the truth and sufficiency of the information provided and the undersigned agrees to indemnify, defend and hold the Village of Fort Edward Planning Board and the Village of Fort Edward, its agents, employees and representatives harmless from any and all claims, suits, demands, losses, judgments or orders arising out of the inaccuracy or insufficiency of any of the information supplied by the undersigned or its agents.

Owner/Applicant

Date

If the Owner is not the applicant, then the following must be executed by the owner:

The undersigned is the lawful owner of the property which is the subject of the foregoing application and consents to the application and any and all conditions that might be imposed by the Village of Fort Edward Planning Board concerning said site plan review. This application may be treated as if the owner himself/herself/itself submitted same. The applicant as noted on this application has my permission to agree to any reasonable conditions and to otherwise take such actions as are necessary to obtain the approval for the proposal requested herein.

Owner/Applicant

Date

If the applicant or owner has an agent, the following must be executed:

The undersigned, being the applicant/owner of the property which is the subject of the foregoing application, does hereby authorize the following person and/or firm, to represent me with regard to the foregoing application at all meetings before the Village of Fort Edward Planning Board and further promise to the Village of Fort Edward Planning Board that said person and/or firm has the authority to make statements and representations on my behalf to the Planning Board and to agree to conditions of said Planning Board.

Designated Agent _____

Agent's firm _____

Address _____

Phone _____ Fax _____

Owner/Applicant

Date

STEP 1

SKETCH PLAN SUBMISSION REQUIREMENTS CHECKLIST

All information below must be provided for the Planning Board to review your application.

1. By the **first day of the month** before the next Planning Board meeting, the applicant must submit EIGHT (8) copies of a sketch plan. The sketch plan must comply with the requirements of the Village of Fort Edward Site Plan Review Law.
2. Sketch Requirements:
 - a. A statement and rough sketch map based on a tax map or other survey map showing the locations and dimensions of principal and accessory structures, parking areas, access signs, existing and proposed vegetation and other proposed features, anticipated changes in the existing topography and natural features.
 - b. Site Location map showing the parcel that is the subject of the application for site plan review and surrounding properties, subdivisions, public and private roads, streets, right-of-way, easements and other pertinent features, e.g.: Washington County highway map.
 - c. A topographic or contour map to show site topography from a United States Geological Survey (USGS) sheet or map.
 - d. A copy of the current and, if applicable, proposed deed for the property.
3. Applicant to attend Planning Board meeting to discuss the project.

STEP 2

SITE PLAN REVIEW

All information below must be provided for the Planning Board to review your application.

1. By the **first day of the month** before the next Planning Board meeting, the applicant must submit EIGHT (8) copies of this package including any maps and additional submissions, EIGHT (8) copies of the Short or Long Environmental Assessment Form (as determined at the sketch review), EIGHT (8) copies of the agricultural data sheet (if required), EIGHT (8) copies of the site plan (discussed later in this application), and a check for **\$50.00** for the site plan review application processing fee.
2. Site Plan Requirements

All of the following information MUST be supplied unless the applicant requests, and the Planning Board agrees, to waive any of the following:

- A. Site Map. Eight copies of the plat are to be filed with the Village Clerk. The size of the sheets shall be 11 inches by 17 inches or larger, including a margin for binding of two inches, outside of the border, along the left side and a margin of one inch outside of the border along the remaining sides. It is the preference that such plans be 11 inches by 17 inches, provided that if the applicant or the Planning Board determine that the project cannot be adequately reviewed due to the size of such plans, such larger plans as the applicant

or the Planning Board may request or require shall be submitted. This shall be drawn at a scale of one-inch to equal fifty (50) feet or larger and shall show existing topography at contour intervals of not more than five (5) feet. This map shall show the site area and any pertinent natural features that may affect the proposed use such as watercourses, wetlands, wooded areas, areas subject to flooding, flood zones etc.

The plat shall show:

- (i.) The title of the site plan, including name and address of applicant and person responsible for preparing such drawing.
 - (ii.) North arrow, scale and date.
 - (iii.) Boundaries of property plotted to scale.
 - (iv.) Location, size and existing use of buildings and other structures on premises.
 - (v.) Location and ownership identification of all adjacent lands including across roadways and waterways.
 - (vi.) Location, name and width of existing adjacent roads.
 - (vii.) Location, width and identification of all existing and proposed rights-of-way, easements, setbacks, reservations and areas dedicated to public use on site or on an adjoining the property.
 - (viii.) Location of steep slopes, wetlands, flood and erosion-prone areas, watercourses and natural drainage patterns.
 - (ix.) Location of significant trees, shrubs and/or edge of wooded areas.
 - (x.) Location of all structures, significant environmental features and utilities within 100 feet of the property line.
- B. Development Plan Map. This is a detailed plan for the proposed development, drawn to scale of one-inch to equal fifty (50) feet or larger and may be on one or more sheets. The site development plan illustrates the location of all existing or proposed site improvements including drains, culverts, retaining walls and fences; provides a description or shows the location of proposed buffer areas; the design of lighting facilities and signs; all automobile parking and all parking for commercial vehicles while loading and unloading; and the location and width of all driveways, exits and entrances.

In addition, the site development plan shall set forth the following:

- (i.) Grading and drainage plan, showing existing and proposed contours and watercourses if a change in topography is proposed.
- (ii.) Locations, type of construction and exterior dimensions of all buildings and other structures.
- (iii.) Identification of the amount of gross floor area (GFA) proposed for retail sales and services, offices and other commercial or industrial facilities.
- (iv.) Location, type of construction and area of all parking and truck loading areas, showing access and egress points to the site.
- (v.) Provision for pedestrian access and circulation, including public and private sidewalks, if applicable.

- (vi.) Location and intended use of outdoor storage, if any.
 - (vii.) Location and construction materials of all existing or proposed site improvements including drains, culverts, berms, retaining walls, fences, patios, paved areas and decks.
 - (viii.) Description of the method of sewage disposal and the location of such facilities.
 - (ix.) Location of waste storage containers, including proposed solid waste and hazardous waste collection, storage and staging areas.
 - (x.) Description of the method of securing water, location of such facilities and approximate quantity of water required.
 - (xi.) Location of fire lanes and other emergency zones, including the location of fire hydrants, if required.
 - (xii.) Location, design and construction materials of all energy generation and distribution facilities, including electrical, gas, hydro, solar and wind energy.
 - (xiii.) Location, size, design and type of all proposed temporary and permanent signs.
 - (xiv.) Location and development of all proposed buffer areas, including indication of existing and proposed vegetative cover.
 - (xv.) Location and design of existing and proposed outdoor lighting, including height, type, bulb type/style and hours of operation.
 - (xvi.) Proposed planting plan including screening and buffer areas with the planting and general landscaping schedule.
 - (xvii.) Record of applications and approval status of all necessary permits from federal, state, county and local offices and agencies.
 - (xviii.) Estimated project construction schedule.
 - (xix.) Other elements integral to the proposed development as may be specified by the Planning Board at the sketch plan conference, such as contour intervals or licensed survey, etc.
 - (xx.) Elevations or cross-sections of proposed buildings.
- C. Elevations and/or cross-sections, illustrating front, rear and side profiles drawn to the scale of one eighth inch equals one-foot, may be required by the Planning Board. The elevations and/or cross sections shall clearly delineate dimensions of all buildings, building materials and other permanent structures included in the proposal, including the dimensions and height of lighting facilities and signs.
- D. The Planning Board shall require, as appropriate, engineering plans prepared by a licensed professional to illustrate and describe such development aspects as: road improvements, drainage systems, grading plan, public or private utility systems, sewer and water facilities and such other supporting data as may be necessary.
- E. The Planning Board shall have the authority to require such additional information as it may deem reasonably necessary to adequately and properly review the site plan application.

- F. SEQRA Compliance. In addition to the above list, the applicant shall prepare and file with the site plan application, the New York State Environmental Assessment Form (EAF) to allow the Planning Board to determine the applicability of the State Environmental Quality Review Act. (SEQRA). The Planning Board shall determine compliance and comply with SEQRA prior to site plan approval.
- G. Verification of Ownership. If the person filing the site plan application is the owner of the property on which the land use activity is proposed, a notarized statement to that effect shall be filed, giving the name(s) of the owner(s) of the property.
- H. *Designated Agent. For non-owner applicants, a notarized written permission of the owner(s) that references the proposed land use shall be filed with the Planning Board.*

The Planning Board may engage its own consultants in the review of a site plan application and ask the applicant(s) to pay its reasonable and actual costs of doing so. Such costs shall not exceed three thousand five hundred (\$3,500.00) dollars without notification to the applicant.