

Site Plan Or Special Permit Application

Town of Clinton

1215 Centre Road, Rhinebeck NY 12572

(845)-266-5704 x 115

Fax: 845-266-5748

Zoning Officer: zeo@townofclinton.com

Planning Board: pbzba@townofclinton.com

Request For (circle one) Site Plan Special Permit Both

PROPOSED USE (Zoning Law Section 3.2, p. 8-16 or other Section) which needs Site Plan and/or Special Permit:

Grid #(s) of Property: 132400- _____ Property Address/Location: _____

Landowner Name & Address, Phone: _____ Home/Work/Cell – circle one

Applicant Name & Address (if different), Phone: _____ Home/Work/Cell – circle one

Surveyor Name & Address (if applicable), Phone: _____ Home/Work/Cell – circle one

Zoning Administrator Checklist (to be completed by Zoning Administrator) *

		SITE PLAN	SPECIAL PERMIT
1.	Does the proposed SITE PLAN conform to Zoning Law 4.1?	YES/NO	
2.	(SITE PLAN or SPECIAL PERMIT) Has a Proposed Use/Project Description been included?	YES/NO	
	Tax Map included?	YES/NO	
3.	(SPECIAL PERMIT) Does the application conform to the Supplementary Regulations contained in Zoning Law Article 5 for the proposed use? Note: No exceptions to the specific conditions listed in Article 5 of the Zoning Law or to the special permit general standards shall be made by the Planning Board or the Zoning Board of Appeals (Sec. 7.10.B)		YES/NO
4.	Have all zoning violations (if any) on the property been corrected?	YES/NO	
5.	Are needed variances obtained for existing structures?	YES/NO	
6.	Is letter of authorization included if someone else will represent the landowner?	YES/NO	
7.	Is a completed SEQRA Part I included (Short-form unless Long-form Required)?	YES/NO	
8.	(SPECIAL PERMIT) Is a completed Ag Data Statement Included?		YES/NO
9.	(SITE PLAN) Has the attached Site Plan Application Requirements been completed by the applicant?	YES/NO	
10.	Has the required fee been paid? State Amount Paid: \$ _____	YES/NO	
11.	Is a copy of the front and back of the Assessor's Card Attached?	YES/NO	

* If any answer above is "No", the application should not be placed on the agenda

Contact Planning Board Clerk for Date of Meeting, Fees, and Number of Copies Needed

(845) 266-5704 X115 Clerk: pbzba@townofclinton.com

I attest that the information herewith, the evidence and all documents, maps and attachments presented are true and accurate to the best of my knowledge.

Signature of Applicant: _____

Date: _____

Site Plan Or Special Permit Application

Applicant Name: _____

Property Location: _____

APPLICATION REQUIREMENTS CHECKLIST – SITE PLAN

Note: Relevant requirements will vary according to the particular use. The applicant should look at each of the items below, and either submit the item ("Yes"), mark the item as (W) = waiver requested from the Planning Board, or mark the item as "Not Applicable (NA)", which item will be reviewed by the Planning Board to determine applicability. The completed Checklist should be submitted for Planning Board Review.

SITE PLAN	YES	NA/W*
1. Is the completed SEQRA Part I included (Short Form unless Long Form has been requested)?		
2. Is a Vicinity Map included (can be superimposed on USGS map) at a scale of 1" = 2000' showing relationship to existing community facilities, including all properties, subdivisions, streets, easements within 500' of the site plan property?		
3. Is the site plan prepared by a licensed design professional (architect, engineer, surveyor or other) at a scale of 1" = 50'? Does the site plan contain:		
a. Boundaries of the property and existing lot lines as shown on the current tax map?		
b. The names of all owners of record adjacent to the applicant's property?		
c. The location of structures and uses on adjacent properties within 100 feet of the subject lot lines?		
d. Existing public streets, easements, or other reservations of land within five hundred feet of the applicant's property?		
e. Existing zoning and special district boundaries within 500' of the tract?		
f. Location and boundaries of pertinent natural features that may influence the design of the proposed use such as wetlands, watercourses, 100 year floodplains, soil types, rock outcrops, existing vegetative cover and single trees eight or more inches in diameter?		
g. Existing topography and proposed grading at 2- ft contour intervals, extending 50 feet beyond the property?		
h. The extent and amount of cut and fill for all disturbed areas?		
i. A soil erosion and sediment control plan, if applicable.		
j. The location, dimensions, proposed use, and design of all the existing and proposed buildings and structures?		
k. The location, size design, materials, and associated lighting of all existing and proposed signs.		
l. The location, description and design of all existing and proposed site improvements, including pavement, walks, buffers, curbing, fences, walls, screening and recreational facilities?		
m. The location and design of existing and proposed streets, roads, highways, parking areas, and truck/commercial vehicle loading and unloading areas?		
n. Landscaping plan, showing the natural vegetation to be preserved, the number, size, types and locations of all trees and shrubs to be planted and proposed grass and ground cover areas, and a landscape maintenance plan?		
o. The location and description of existing or proposed sewage disposal system and water supply system, including wells, water lines, valves, hydrants, and storage tanks?		
p. Proposed storm water drainage system, including existing and proposed drains and culverts?		
q. The location and design of existing and proposed lighting, power and communications facilities, including any towers and satellite dish antennas?		
r. The location, type and design of all solid waste handling facilities?		

Applicant Name: _____
 Property Location: _____

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SITE PLAN	YES	NAW*
s. The location of outdoor storage, if any?		
t. Lot area in acres or square feet, and measurements of lot boundaries with bearings?		
u. Ground area of buildings and total area by floor?		
v. Measurement of setbacks of buildings?		
w. Number of parking spaces required and to be provided?		
x. The amount of building area proposed for retail sale uses, if any?		
y. Any proposed division of buildings into units of separate occupancy?		
z. A signature block for Planning Board approval, the applicant's name and address, north arrow, scale and date with each revision date?		
aa. The location and design of monuments?		
bb. The location and width of all driveways, exists and entrances?		
cc. A pedestrian safety plan and control elements?		
dd. The aesthetic relationship of the proposed structures to the site?		
ee. Specifications for materials of the proposed site improvements?		
ff. Fiscal impacts to the Town (requirement for added services and revenue to be received)?		
gg. The location and description of all hazardous materials to be used and/or stored on the site?		
4. Does the site plan show elevations and sections at a scale sufficient to delineate clearly the bulk and height of all buildings and other structures included in the proposal?		
5. Is the estimated project construction schedule included?		
6. For projects involving more than one phase, does the site plan indicate the ultimate development of the entire property?		
7. Is there a copy of any covenants or deed restrictions?		
8. Does the application identify all necessary permits from federal, state and county agencies and certify special permits approved if applicable?		
9. Has the applicant included any other information required by the Planning Board?		
10. Have appropriate fees been paid?		
11. Have all revisions been numbered and dated?		

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Fax: 845-266-5748

Zoning Officer: bobfennell@netscape.net

Planning Board: pbzba@townofclinton.com

Site Plan Or Special Permit Application

DATE: _____

To: Applicants for Site Plans and Special Permits

You are preparing to discuss your proposed application with the Planning Board. We welcome the opportunity to serve you, and hope your experience will be a pleasant one.

In order to receive approval for your Site Plan and Special Permit Application as quickly as possible, you will need to submit a complete application, including an application form and all required application supporting documentation, to the Planning Board prior to getting on the agenda for a Planning Board meeting. Incomplete applications cannot be approved and will cause delay.

All Special Permit applications must also be accompanied by Site Plans. Some "Permitted" uses require Site Plans only.

Application requirements for Site Plans and Special Permits are contained in the Town of Clinton Zoning Law, Article 7.9 (Site Plans) and Article 7.10 (Special Permits). Copies of these sections are attached for your convenience. Please read these carefully and attach the required documents to your application form. (Some requirements, if not applicable, may be waived at the discretion of the Planning Board; however, requests for waivers must be in writing to the Planning Board and listed by specific item).

In addition to the general sections attached, other requirements may apply, depending on your specific application. The following articles, if applicable, should also be reviewed to see if your specific application needs additional supporting documentation:

Art. 3.8	Ridgeline, Scenic & Historic Protection Overlay District Regulations - *
Art. 4.1	District Schedule of Area & Bulk Regulations - pg. 25
Art. 4.11	Land Designated as Freshwater Wetlands or Under Water - pg. 32
Art. 5.2	General Performance Standards - pg. 33
Art. 5.20	Driveways - Pg 54
Art. 5.21	Dwelling Standards - pg. 55
Art. 5.34	Landscaping - pg. 66
Art. 5.36	Off-Street Parking & Loading - pg. 69
Art. 5.43	Signs - pg. 80
Art. 5.44	Soil Erosion & Sediment Control - pg. 87
Art. 5.45	Steep Slopes - pg. 91
Art. 5.51	Wetlands, Watercourses, Lakes, Ponds, and Floodplains - pg. 99

* see page 19 of Zoning Amendment dated 3/28/00

Other articles of the Zoning Law may apply. (A copy of the Zoning Law may be reviewed, purchased at the Town Hall or obtained on the town website.) If you have questions or need other help, please contact the Town of Clinton Zoning Administrator/Zoning Enforcement Officer (ZEO) at 266.5721.

The Planning Board looks forward to meeting with you.

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1/08/05 (Revised 3/16/05, 6/7/05, 7/9/07)

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