

Village of Boonville Planning Board

13149 State Route 12

Boonville, NY 13309

Site Plan Approval

Specific development within the Village of Boonville Village Center Zone (C1), Neighborhood Commercial Zone (C2), Highway Commercial Zone (C3), Public/Semi-public Zone (P), Industrial Zone (I), and Residential Zones: R-1, R-2 & R3 and Wellhead Protection Overlay Zones: W-1, W-2 & W-3 districts must be reviewed and approved by the Village of Boonville Planning Board before being undertaken.

The attached application form will enable you to give the Planning Board enough information to review your project in the shortest possible time. However, due to State and County requirements, certain reviews and public notices are required, which usually take a minimum of 5-6 weeks. You should, therefore, plan your project carefully and present this application well in advance of your intended construction start. You should plan to attend the next available meeting of the Village of Boonville Planning Board to discuss your project. The Planning Board meets the third Monday of each month at 7:00 PM in the Town/Village Office Building. Please call Wendy Lee, Planning Board Secretary Village Clerk, in advance of the meeting to be placed on the agenda.

Application instructions: To obtain site plan approval for a specific development project within the C1, C2, C3, P, I, and R-1, R-2 & R3, and W-1, W-2 & W-3 zoning districts... include all information requested on the form entitled (Application for Site Plan Approval). Failure to fully complete the form may delay approval. A preliminary sketch plan, including all relevant information listed in items **A** through **T** of the application and a **\$25 application fee payable to the Village of Boonville, must accompany this application**. Mail or deliver the completed application to the Village of Boonville at the Village of Boonville, 13149 State Route 12, Boonville, NY 13309. **By the first day of the month**

In addition to the Site Plan Application, Part I of the attached Short Environmental Assessment Form must be completed.

The Planning Board will complete parts 2 and 3.

This application will remain active for 180 days from the first meeting and will expire if no progress is made before the Planning Board within that time.

Questions may be addressed to the Zoning Enforcement Officer 315-338-2880, ext. 9 or at boonvillecodes@gmail.com

Signature of Applicant: _____ Date: _____

Revised 01/01/2026

Zoning permit Number _____
Date _____
Fee Paid _____
Rec'd by _____

Village of Boonville

Application for Site Plan Approval

Date _____ Name of proposed development _____

Applicant:

Plans prepared by:

Name _____

Name _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Owner (if different): (If more than one owner, provide information for each.)

Name _____

Address: _____

Telephone: _____

Attached is a: (Sketch Plan)
(Final Plan)

Location of site: _____

Tax Map: Section _____ Block _____ Lot _____ Current Zoning Classification _____

Proposed use(s) of site: _____

Total site area (square feet of acres): _____

County, State, Federal permits needed (list type and appropriate department): _____

Anticipated construction time: _____ 1 _____ Will development be staged? _____

Current land use: _____

Current conditions of the site (buildings, brush, etc.):

Estimate cost of proposed improvement:

Anticipated increase in number of residents, shoppers, employees, vehicular traffic, etc.:
(as applicable)

Address each of the following, by location on the site plan or as part of the written application (use additional paper if necessary). Mark S for Supplied N/A if an item does not apply to your project.

- A. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing.
- B. North arrow, scale and date.
- C. Boundaries and dimensions of the property platted to scale.
- D. Existing watercourses, if any.
- E. Grading and drainage plan, showing existing and proposed contours.
- F. Location, design, proposed use and height of all buildings, including exterior building materials (e.g., siding and roofing) and colors.
- G. Location, design and type of construction of all parking and truck loading areas, showing access and egress, location and type of curbing.
- H. Provision for pedestrian access.
- I. Location of outdoor storage, including dumpsters and provisions for dumpster screening.
- J. Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.
- K. Description of method of sewage disposal and location.
- L. Description of the method of securing public or private water, and location.
- M. Location of fire and other emergency zones, including the location of fire hydrants, if
- N. Location and design of all energy distribution facilities,, including electrical, gas and solar energy, if any.

- O. Location, size, design and type of construction of all proposed signs, if any. A sign application form should be obtained from the Town and submitted with the site plan.
- P. Location and proposed development of all buffer areas, including existing vegetative cover and screening.
- Q. Location and design of outdoor lighting facilities.
- R. Identification of the location and amount of building area proposed for retail sales or similar commercial activity.
- S. Landscaping plan and planting schedule.
- T. Complete and attach an environmental assessment form (EAF) in compliance with the State Environmental Quality Review Act (SEQR).

I certify that I am the owner or authorized agent for which the foregoing work is proposed to be done, and that I am duly authorized to perform such work, and that all work will be performed in accordance with above information and in compliance with all existing local ordinances and State laws. I further understand that any deviation from the information on this application, once approved, must have prior approval in writing from the Enforcement Officer.

Signature of Applicant: _____ Date: _____

If you have questions, contact:

**Zoning Enforcement Officer, Email boonvillecodes@gmail.com
Phone 315-338-2880, ext. 9**

Return Completed Application To:
Zoning Enforcement Official
13149 State Rt 12
Boonville, NY 13309-4943

Zoning permit Number _____	Zone Classification _____
Tax Map # _____	Property Address _____
Planning Board	Approved _____ Denied _____ Date: _____

Planning Board Signature: _____

Revised 2/17/2026