

Town of Harpersfield
Application for Site Plan Review Approval

Name of Application: _____

Description of Action: _____

Owner:

Name: _____ Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Applicant (if different from owner):

Name: _____ Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Subject Property:

Name or other identification of site (address): _____

Situated on the _____ side of _____ (Road) _____ (feet)

From the intersection of _____ (Road)

Tax map description _____

Section _____ Block _____ Lot _____

What are the ownership intentions, i.e., purchase options

What are the current land use of site (agriculture, commercial, undeveloped, etc.)

What are the proposed use(s) of site

What State and federal permits needed (list type and appropriate department)

What is the total site area (square feet or acres) _____

When do you anticipate starting construction _____

Will development be staged or in phases? _____

Please describe the current condition of site (buildings, brush, etc.)

Please Describe the character of surrounding lands (forested, residential, agriculture, wetlands, etc.)

What is the Estimated cost of proposed improvements on this property?

Describe the anticipated increase in number of residents, shoppers, employees, etc. (as applicable)

Describe proposed use, including primary and secondary uses; ground floor area; height; and number of stories for each building: (for residential buildings include the number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three- or more bedrooms) and number of parking spaces to be provided. For non-residential buildings, include total floor area and total sales area; number of automobile and truck parking spaces, and other proposal structures.) (Use separate sheet if needed)

Total gross floor area of Principal Building?

Size of accessory building?

Proposed setbacks? Front Rear Side

Number of parking spaces

Building Height? Feet # stories

Is there an existing curb cut onto the site Yes ☐ No ☐

Will the action require new curb cuts onto the street? Yes ☐ No ☐

What street(s) will have the new curb cuts?

Are there existing buildings on site? Yes ☐ No ☐

If so, please describe:

For the sketch plan conference with the Planning Board please attach a plan showing the following information:

1. A statement describing the project, giving evidence of compatibility with the Town of Harpersfield Comprehensive Plan and a time period for completion of the project. It will also include a rough sketch showing the locations and dimensions of principal and accessory structures, parking areas, access signs (with descriptions), existing and proposed vegetation, and other planned features; anticipated changes in the existing topography and natural features; and, where applicable, measures and features to comply with flood hazard and flood insurance regulations;

2. An area map showing the parcel under consideration for site plan review, and all properties, subdivisions, streets, rights-of-way, easements and other pertinent features within 200 feet of the boundaries of the parcel; and

3. A topographic or contour map of adequate scale and detail to show site topography with contour intervals of at least 20 feet.

For the site plan application, please attach the following information, except as may be waived by the Planning Board (During sketch plan meeting the Planning Board will determine what, if any information needs are to be waived):

Information	Required as per Sketch Plan Meeting	Waived as Per Sketch Plan Meeting
1. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;		
2. North arrow, scale and date;		
3. Boundaries of the property plotted to scale;		
4. Existing buildings and right-of-ways;		
5. Rock outcrops, depth to bedrock, soil characteristics, watercourses, and grading and drainage plan, showing existing and proposed contours. Show all slopes in excess of 15%;		
6. Location, architectural design, type of construction, proposed use and exterior dimensions of all buildings;		
7. Location, number, design and type of construction of all parking and truck loading areas, showing access and egress, including those spaces dedicated for handicapped parking;		
8. The location of all present and proposed public and private ways, driveways, sidewalks, ramps, curbs, paths, and other pedestrian access. The Planning Board may require a traffic study when average daily traffic is proposed to increase by more than 100 cars per day;		
9. Location of outdoor storage, and location, type and screening details for all waste disposal containers, if any;		
10. Location, design and construction materials of all existing or proposed site improvements including drains, culverts, catch basins, head walls, end walls, hydrants, detention ponds, drainage swales, retaining walls and fences. This shall include an erosion and stormwater control plan to prevent the pollution of surface of ground water, erosion of soil both during and after construction, excessive runoff, excessive raising or lowering of the water table and flooding of other properties, as applicable. This plan must comply with the New York Guidelines for Urban Erosion and Sediment Control and if more than one acre of a site is disturbed, must be permitted by the New York State Department of Environmental Conservation. Where appropriate, the Planning Board may request soil logs, percolation test results and storm runoff calculations;		
11. Description of the method of sewage disposal and		

location, design and construction materials of such facilities;		
12. Description of the method of securing potable water and location, design and construction materials of such facilities;		
13. Location of fire and other emergency zones, including the location of fire hydrants, if any;		
14. Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;		
15. Location, size, height, materials, and design and type of construction of all proposed signs;		
16. Location and proposed development of all buffer areas, including existing vegetative cover and buffers designed to protect stream corridors, if present;		
17. Location, height, design, intensity and bulb type of outdoor lighting facilities;		
18. Identification of the location and amount of building area proposed for retail sales or similar commercial activity;		
19. General landscaping plan and planting schedule. The landscape plan should show existing natural features that may influence the design of the proposed use such as rock outcrops, single trees eight or more inches in diameter located within any area where clearing will occur, forest cover and water sources and all proposed changes to these features. Water sources include ponds, lakes, wetlands, watercourses, aquifers, floodplains and drainage retention ponds;		
20. An estimated project construction schedule;		
21. Record of application for and status of all necessary permits from other governmental bodies;		
22. Identification of any permits from other governmental bodies required for the project's execution;		
23. While development in the floodplain should be avoided, if the proposed project is located within a floodplain, all site plans for development shall be in conformance with the provisions of the FEMA Flood Insurance Study, adopted as Town of Harpersfield Local Law Flood Damage Prevention.		
24. An Agricultural Data Statement as defined in this local law;		
25. A Full Environmental Assessment Form as required by SEQRA. A short Environmental Assessment Form will be sufficient for proposed single and two-family residences located in a New York State certified Agricultural District, and		
26. Other elements integral to the proposed development as may be considered necessary in the particular case by the planning board. (List below)		

Appendix B **Site Development Plan Review Checklist** (To Be Filled Out By Planning Board)

Name of Application: _____

Description of Action: _____

Owner:

Name: _____ Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Applicant (if different from owner):

Name: _____ Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Procedural Sequence/Dates

Initial contact with Town Enforcement Officer/Town Clerk or Town Planning Board _____

Date Presubmission Sketch Conference held _____

Date application filed _____

Date Fee paid and Amount \$ _____

Escrow Established? Yes ☐ No ☐ Date Escrow Received: _____

Date Environmental Assessment Form Received: _____

Date of SEQR Procedures: _____

☐ Negative Declaration or ☐ Positive Declaration Issued: _____

Technical Considerations Satisfied

Information	Item Satisfied
1. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;	
2. North arrow, scale and date;	
3. Boundaries of the property plotted to scale;	
4. Existing buildings and right-of-ways;	
5. Rock outcrops, depth to bedrock, soil characteristics, watercourses, and grading and drainage plan, showing existing and proposed contours. Show all slopes in excess of 15%;	
6. Location, architectural design, type of construction, proposed use and exterior dimensions of all buildings;	

7. Location, number, design and type of construction of all parking and truck loading areas, showing access and egress, including those spaces dedicated for handicapped parking;	
8. The location of all present and proposed public and private ways, driveways, sidewalks, ramps, curbs, paths, and other pedestrian access. The Planning Board may require a traffic study when average daily traffic is proposed to increase by more than 100 cars per day;	
9. Location of outdoor storage, and location, type and screening details for all waste disposal containers, if any;	
10. Location, design and construction materials of all existing or proposed site improvements including drains, culverts, catch basins, head walls, end walls, hydrants, detention ponds, drainage swales, retaining walls and fences. This shall include an erosion and stormwater control plan to prevent the pollution of surface of ground water, erosion of soil both during and after construction, excessive runoff, excessive raising or lowering of the water table and flooding of other properties, as applicable. This plan must comply with the New York Guidelines for Urban Erosion and Sediment Control and if more than one acre of a site is disturbed, must be permitted by the New York State Department of Environmental Conservation. Where appropriate, the Planning Board may request soil logs, percolation test results and storm runoff calculations;	
11. Description of the method of sewage disposal and location, design and construction materials of such facilities;	
12. Description of the method of securing potable water and location, design and construction materials of such facilities;	
13. Location of fire and other emergency zones, including the location of fire hydrants, if any;	
14. Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;	
15. Location, size, height, materials, and design and type of construction of all proposed signs;	
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26. Other elements integral to the proposed development as may be considered necessary in the particular case by the planning board. (List below)	

Date Site Plan Application Deemed Complete (after negative declaration or draft EIS has been filed): _____

Date of Public Hearing Notice Sent _____

Date Public Hearing Held _____

Date Referral to County made, if required _____

Date comments returned from county and outcome: _____

Planning Board Action (62 days from public hearing or if no hearing, 62 days from date completed application)

☐ Approval _____

☐ Approval with modifications: What modifications have been required? _____

☐ Date Conditions of Approval satisfied, building permit issued _____

☐ Date Inspected, Conditions not satisfied, building permit not issued _____

☐ Application Resubmitted to Planning Board _____

☐ Disapproval. Reasons why site plan was disapproved? _____

☐ Performance bond required _____

Amount \$ _____

Period _____

Improvements to be covered by bond:

Performance bond satisfied _____

Date Certificate of Occupancy issued _____