

Town of Wilmington Planning Board

Site Plan Review & Special Use Permit Application

7 Community Center Circle

P.O. Box 180

Wilmington, NY 12997 Phone: 518-390-8580 Email: codes@townofwilmington.org



Instructions: All information requested must be supplied except where not applicable. Ten (8) copies of the completed application for site plan shall be submitted to the Code Enforcement Officer at least two (2) weeks in advance of a scheduled Planning Board meeting. All plans shall be at a scale of one-inch equals forty (40) feet or larger scale showing the proposed development and immediate environs.

Site plan review application # _____ Fee: \$50.00 (Plus \$75.00 if Public Hearing is required.)

Sketch Plan Review Date: _____

1. Property Owner's Name: _____ Phone: ____ - _____

Mailing Address: _____

City: _____ State: ____ Zip: _____

Email: _____ Fax: ____ - _____

2. Representative's Name: _____ Phone: ____ - _____

Mailing Address: _____

City: _____ State: ____ Zip: _____

Email: _____ Fax: ____ - _____

3. Parcel ID Number: _____ Zone District(s) _____

4. Property location (911 address) _____

5. Present use of property (vacant, residential, commercial): _____

6. Description of site plan proposal: _____

7. Easements or other restrictions on property? ☒ Yes ☐ No (If yes, attach copy of deed)

8. Is the subject lot within 500 feet of a County or State right-of-way / road, park, municipal boundary, or watershed draining into any County or State facilities, requiring review of the County Planning Board? ☐ Yes ☐ No

9. Total site area (square footage or acreage): _____

Section I - Site Plan (use page 1, 2 and 3)

1. Anticipated construction time:

Start: _____ Finish: _____ Is the project Phased? _____ # of Phases: _____

2. List any other required permits or approvals associated with proposal and their status (APA, DEC).

3. Existing condition of site (buildings, brush, open field, forest):

4. Character of surrounding lands: _____

5. Please provide the following information (use additional pages if necessary):

a) Project construction cost estimate: _____

b) Proposed colors of siding, roof and lighting, if applicable:

c) Any additional information pertinent to your site plan request:

6. Ownership intentions, such as purchase options: _____

7. The following are the criteria by which the Planning Board approves any Site Plan Review:

- A) Does the use comply with all other requirements of the zoning ordinance, including the dimensional regulation of the zoning district in which it is proposed to be located?
- B) Is the use in harmony with the general purpose and intent of the zoning ordinance, specifically taking into account the location, character, and size of the proposed use and the description and purpose of the district in which such use is proposed, the nature and intensity of the activities to be involved in or conducted in connection with the proposed use, and the nature and rate of any increase on the burden of supporting public services and facilities which will follow the approval of the proposed use?
- C) Would the establishment, maintenance or operation of the proposed use create public hazards from traffic, traffic congestion, or the parking of automobiles or be otherwise detrimental to the health, safety or general welfare of persons residing or working in the neighborhood of such proposed use, or be detrimental or injurious to the property and improvements in the neighborhood or the general welfare of the Town?
- D) Would the project have an undue adverse impact upon the natural, scenic, aesthetic, ecological, wildlife, historic, recreation or open space to provide supporting facilities and services made necessary by the project — taking into account the commercial, industrial, education, residential, recreational or other benefits that might be derived from the project?

E) Would the project adversely impact the public health, safety and general welfare as well as the comfort and convenience of the public in general and residents of the immediate neighborhood?

Prepared by: _____ Date: _____

Check one: ☐ Owner ☐ Representative

Signature: _____

Please certify and initial the following:

_____ I have reviewed the Site Plan Review Checklist. I understand that my application will not be deemed complete unless all elements are included, unless specific exceptions are deemed acceptable by the Planning Board. I understand that a signed copy of the checklist, as completed by the Code Enforcement Officer in the course of Sketch Plan Review, must be included for this application to be deemed complete.

_____ I have reviewed the Site Plan Review Instructions. I understand that my Permit will not be final until the Town of Wilmington conducts a final inspection for compliance with Site Plan Approval.

Section 2 - Special Use Permit (use page 1 and 4)

1. List any other required permits or approvals associated with proposal and their status. (APA, DEC, Waterfront Consistency): _____

2. A short or long Environmental Assessment Form (EAF) or a draft Environmental Impact Statement (EIS), as required by the State Environmental Quality Review (SEQR) is included. ☐ Yes ☐ No

3. Any additional information pertinent to your site plan request: _____

4. The Planning Board shall consider the following criteria when making a determination for a Special Use Permit: (per Article X of the Zoning Ordinance)

- A. Compatibility of the proposed use with the principles of the district, the purposes set forth in the zoning ordinance, and the goals of the Local Waterfront Revitalization Program (LWRP).
- B. Compatibility of the proposed use with the adjoining properties and with the natural and man-made environment.
- C. Adequacy of parking, vehicular circulation, and infrastructure for the proposed use, and its accessibility to fire, police, and emergency services.

- D. The overall impact on the site and its surroundings considering environmental, social and economic impacts of traffic, noise, dust, odors, release of harmful substances, solid waste disposal, glare, or other nuisances.
- E. Restrictions and/or conditions on design or operation of the use (including hours of operation) necessary either to ensure compatibility with the surrounding uses or to protect the natural or scenic resources of the Town.
- F. Consistency of the location of the proposed use with the goal of creating a healthy mix of uses that enhances the viability of the hamlet and Town.
- G. Compatibility with the historic character and use of the structure or structures and the historic characters of the site and in the surrounding area, if applicable.

Prepared by: _____ Date: _____

Check one: ☐ Owner ☐ Representative

Signature: _____

Please certify and initial the following:

_____ I have reviewed the Special Use Permit Instructions. I understand that my Permit will not be final until the Notice of Decision of the Town of Wilmington Planning Board is filed in the office of the Planning Board Clerk.