

Town of Keene
Planning Board Check List and Application

Town Hall, PO Box 89
Keene, NY, 12942 Ph: 518-524-6798

Applicant's name _____

Site visit date _____

Application complete / incomplete on _____ (Planning Board meeting date)

Application will be complete when the items marked below are included:

Completed application form, with applicant's name & address (location of project) and any licensed consultants.

Copy of the deed to the property *or* contract of sale & authorization of the owner if applicant is not Owner of the property.

Record of the application & approval status of all required permits, if any (can include: State, County, or Town permit for road access cuts, APA & DEC).

Completed SEQRA form (available with application); a full EAF may be required.

2 copies of site plan map drawn to scale, which shows

- Location of site, dimensions, and boundaries
- Tax map number
- identification of contiguous properties
- easements of right of ways within 500 feet
- Water areas, water supply systems, sewage systems
- Existing buildings located on the parcel or on immediately adjacent parcels
- Existing surface drainage characteristics
- Delineation of proposed building locations & arrangements of buildings and installations
- Parking areas and access routes
- Proposed structure dimensions and elevations of each side
- exterior finish materials to be used
- Façade details
- Location and design of outdoor lighting
- Proposed landscaping or plantings
- Map showing existing & proposed topography at a contour level of - not more than 5 feet where the slope is 10% or greater and – not more than 2 feet where the slope is less than 10% and existing and proposed elevations.

Description of materials and methods of construction for exterior of project.

Results of any on-site investigation including soil tests, borings, and percolation tests.

Planning Board member

Planning Board member

Keene Planning Board

Site Plan Review Law

Permit Application

**Date application
left at Town Hall:**

Page 1 must be completely filled out prior to receiving the consideration of the Planning Board. Include a sketch showing the location and nature of the project on a site plan of the property.

Data:

Applicant's Name: _____

Address: _____

Phone: _____

Address of representative or consultant, if any: _____

Tax parcel I.D. #1 of property: _____

Signature of property owner if applicant is not the owner of the property in question.

Note: The Planning Board may also require a copy of the deed of the property in question and any such additional information as the Planning Board may reasonably require to assess the proposed project.

FOR PLANNING BOARD USE ONLY

Date sketch plan application submitted: _____

Date sketch plan received by Planning Board: _____

Date site visited: _____ **By:** _____

Date completed application submitted: _____

Applicant notified in writing of hearing date/Planning Board approval date: _____

Date of hearing, if applicable: _____

Decision rendered by Board: _____ **Date:** _____

Applicant notified in writhing of final decision: _____

Date: _____

Decision filed with Town Clerk: _____ **Date:** _____

Project Information

1. Describe what your project involves. (What are you building?) Materials used, size and what will be the exterior appearance.

2. Please record the results of any on-site investigations including the soil tests, borings and soil percolation tests. Please note the location of the test site locations on the accompanying site plan.

3. Describe the method of on-site sewage disposal, if applicable, including location, design, and construction materials. (The location shall also appear on the accompanying site plan.)

4. Describe the proposed water source facility, including location, design, and construction materials, if applicable. (The location shall also appear on the accompanying site-plan.)

5. List below or provide the approval status of all required state and county permits, if any, including a letter of non-jurisdiction from the Adirondack Park Agency or a copy of an Adirondack Park Agency permit:

Site Plan Components:

The site plan, drawn to scale, shall include the following, unless **Specifically** waived **in writing** by the Planning Board.

1. Boundaries and dimensions of the parcel or tract involved, identification of contiguous properties, any easements or public right-of-way and all features within five hundred (500) feet of the site.
2. Existing features of the site including land, vegetation, and water areas, existing buildings and an existing accessory structures, existing water supply systems and sewage systems located either on the parcel or on an immediately adjacent parcel and existing surface drainage characteristics.
3. Locations of any on-site soil tests, borings and percolation tests.
4. Location and size of all proposed on-site utilities (water lines and facilities, sewage disposal facilities, telephone and power lines, and satellite dishes).
5. Delineation of proposed building locations and arrangement of buildings or installations on the site, including parking areas, circulation patterns and means of ingress and egress.
6. Sketch of proposed building or structure including exterior dimensions and elevations of front, side and rear view clearly showing exterior finish materials to be used and façade details.
7. Location and design of outdoor lighting facilities.
8. Proposed site preparation, landscaping or vegetative plantings.
9. Map indicating existing and proposed topography at a contour interval of not more than 5 feet where the slope is 10 percent or greater and not more than 2 feet where the slope is less than 10 percent, and of the existing and proposed elevations.

10. Project location and address: _____

FOR PLANNING BOARD USE ONLY

Planning Board Comments:
