

Planning Board

Village of Chatham

77 Main Street, Chatham, NY 12037

Please follow the instructions below when applying for the following:

- Site Plan

Mandatory Requirements:

- Application must be submitted to the Village Clerks Office for consideration at least ten (10) days prior to the meeting along with any requested information from the Board at the following meetings.
- A check in the amount of \$100.00 for a Minor/Abbreviated Site Plan, \$200.00 for a residential site plan and \$250.00 for a commercial site plan payable to the Village of Chatham
- Any letters "granting permission of representation" must be signed by the property Owner and submitted prior to the scheduled hearing if the applicant is not the property owner.
- Proof of ownership if property is an Organization or LLC

Applicant Name: _____ Date: _____

CHECKLIST: (Must Include)

7 Paper Copies for each item below Plus Digital Copies of everything submitted to the Building Inspector.

Please check the box once completed

Site Plan: site plan review is to promote the health, safety and general welfare of the village. A clean and attractive environment is declared to be of importance to the health and safety of the inhabitants of the village and, in addition, such an environment is deemed essential to the maintenance and continued development of the economy of the village and the general welfare of its inhabitants.

[] **1. APPLICATION FORMS FROM BUILDING DEPT**

[] **2. PHOTOGRAPHS (if applicable)**

[] **3. SPEC SHEETS – if dimensional requirements need to be met (ex.signage)**

[] **4. LABELED SAMPLES OF PAINT OR FABRIC COLORING – (historic review only - must include manufacturer and color information preferably from the store of purchase)**

[] **5. SITE PLAN/MAP – depending on the extent of the project the Planning Board could require it to be at a scale of 20 feet to the inch or such other scale as the Planning Board may deem appropriate for the project and such other materials that includes the information contained on the following checklist– (7 Copies)**

(a) Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;

(b) North arrow, graphic scale and date;

(c) Boundaries of the property plotted to scale;

(d) Existing watercourses;

(e) Grading and drainage plan, showing existing and proposed contours;

(f) Location, design, type of construction, proposed use and exterior dimensions of all structure(s)

(g) Description of efforts made to integrate the new structure(s) with the Village's architecture and character.

(h) Location, design and type of construction of all parking and truck loading areas, showing access and egress;

(i) Type and volume of traffic expected to be generated;

(j) Provision for pedestrian access;

(k) Location of waste collection containers/dumpsters and proposed screening;

(l) Location of outdoor storage, if any;

(m) Location, design and construction materials for all existing or proposed site improvements including drains, culverts, retaining walls and fences;

(n) Description of the method of sewage disposal and location, design and construction materials of such facilities;

(o) Description of method of securing public water and location, design and construction materials of such facilities;

(p) Location of fire and other emergency zones, including the location of fire hydrants;

(q) Location, design and construction of materials of all energy distribution facilities, including electrical, gas and solar energy;

- (r) Location, size, design and type of construction of all proposed signs;
- (s) Location and proposed development of all buffer areas, including existing vegetative cover
- (t) Location and design of outdoor lighting facilities;
- (u) Identification of the location and amount of building area proposed for retail sales or similar commercial activity
- (v) General landscaping plan and planting schedule;
- (w) An estimated project construction schedule;
- (x) Record of application for and approval status of all necessary permits from state and county officials
- (y) Identification of any state or county permits required for the project's execution;
- (aa) Stormwater pollution prevention plan (SWPPP) for all land development activities (excluding agricultural activities) on the site that results in land disturbance of one acre or more. A SWPPP shall comply with NYSDEC requirements for stormwater discharges from construction activities; and
- (bb) Other elements integral to the proposed development as considered necessary by the Planning Board.

PLANNING BOARD

VILLAGE OF CHATHAM

77 Main Street
Chatham, N.Y. 12037

APPLICATION FOR SITE PLAN REVIEW

For Official Use Only

Case No. _____

Date Rec'd _____

Date Hearing _____

Date Action _____

Action _____

To the Planning Board:

A. Statement of Ownership and Interest:

The applicant(s) _____
(is)(are) the owner(s) of property situated at the following
address: _____

The parcel is also known as Tax Map # _____

The above described property was acquired by applicant on

B. Project description on the above named property:

C. Request:

The applicant requests a site plan review for the above
property and project under the provisions of section(s) _____

_____ of the Zoning Ordinance (local law) as shown on the
attached plans drawn to scale.

D. Reasons for Request:

The applicant alleges that the approval of said project site
plan would be in harmony with the intent and purpose of said
Zoning Ordinance (local Law) and that the proposed use
conforms to the standards prescribed therefor in said
ordinance (local law) and would not be detrimental to
property or persons in the neighborhood for the following
reasons: (note that supplemental sheets may be used)

E. Special Features:

In addition to meeting the standards prescribed by the
Zoning Ordinance (local law), the applicant will provide _____

_____ in order that the public convenience and welfare will be
further served.

State of New York)
County of _____) ss:
_____ of _____)

_____ signature

_____ mailing address