



TOWN OF PLATTEKILL PLANNING BOARD

1915 Route 44/55, P.O. Box 45
Modena, New York, 12548

Chairman, Ernie VanDeMark

Secretary, Arlene Christiana

Ph. (845) 883-7331 ext. 18

PlattekillPlan@yahoo.com

PLANNING BOARD APPLICATION SITE PLAN REVIEW - SPECIAL USE PERMIT *SUBMITTAL INSTRUCTIONS*

Enclosed is the Town of Plattekill Planning Board Master Application Packet, including all applicable Technical Review Checklists and required submission materials. If the applicant authorizes an agent or representative to act on their behalf, a signed and notarized Letter of Authorization and/or Power of Attorney must be submitted with the application. An escrow account must be established at the time of application submittal in accordance with the enclosed Planning Board Fee Schedule. **All other fees are non-refundable.**

Initial applications are subject to review by the Code Enforcement Officer and the Planning Board Engineer prior to scheduling or further action by the Planning Board. Incomplete or non-compliant submissions may result in delay or rescheduling of the application to the next available meeting date.

All correspondence shall be conducted via email. Applicants must provide a valid email address and submit PDF copies of all required plans, maps, and supporting materials electronically.

APPLICABLE TOWN CODE

Applicants are strongly encouraged to review the applicable sections of the Town of Plattekill Code prior to submission:

- Site Plan Review / Special Use Permits: <https://ecode360.com/9304570>

ENVIRONMENTAL REVIEW (SEQRA)

All applications are subject to review under the New York State Environmental Quality Review Act (SEQRA). A completed Environmental Assessment Form (EAF) is required. Fillable PDF EAF forms and guidance materials are available on the NYSDEC website:

https://dec.ny.gov/regulatory/permits-licenses/seqr#EAF_Part_1

Final SEQRA determinations are made by the Planning Board.

APPLICATION SUBMISSION REQUIREMENTS

Applicants shall submit a complete application package, including:

- Completed Planning Board Application Form
- Applicable Technical Review Checklist
- One-page Project Description Narrative
- Completed Environmental Assessment Form
- All required application fees and escrows
- A signed and notarized Letter of Authorization
- Four (4) **full-size** engineered plan sets
- Seven (7) **reduced-size** plan sets (11" x 14")
- PDF copies of all maps and plans emailed to PlattekillPlan@yahoo.com



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FOR OFFICE USE ONLY

File #: _____ Rec. Fee: \$ _____ Check #: _____ Receipt #: _____ Accepted by: _____

Date: _____ Escrow: \$ _____ Check #: _____ Receipt #: _____ Next Mtg. Date: _____

APPLICATION TYPE *(Select one action only)*

☐ Site Plan / Special Use Permit ☐ Subdivision Major ☐ Subdivision Minor ☐ Lot Line Change / Adjustment

REQUIRED TECHNICAL REVIEW CHECKLIST *(Must be completed and submitted as part of this application)*

☐ Site Plan / Special Use Permit ☐ Subdivision / Lot Line Change

SECTION 1: APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

SECTION 2: PROPERTY OWNER(S) INFORMATION *(if different from applicant)*

Property Owner Name(s): _____

Mailing Address(es): _____

Phone Number(s): _____

Email Address(es): _____

☐ Letter of Authorization Attached *(required if applicant is not the property owner; must be notarized)*

SECTION 3: PROPERTY INFORMATION

Property Address: _____ Tax Map Section / Block / Lot: _____

Total Property Acreage: _____ Property Frontage Length: _____

Current Land Use: ☐ Vacant ☐ Woodland ☐ Farmland ☐ Developed ☐ Other: _____

Existing easements or restrictions: ☐ None ☐ Yes: _____

Is the subject property located within five hundred (500) feet of an agricultural district? ☐ No ☐ Yes: _____

Is the subject property located within five hundred (500) feet of a Town Municipal Boundary? ☐ No ☐ Yes

If so, please specify (e.g. State / County Highways, State or County owned lands): _____

SECTION 4: ZONING DISTRICT *(Check all that apply)*

- | | | |
|--|--|---|
| ☐ RS-1 — Residential Settlement | ☐ HR-1 — Hamlet Residential | ☐ RR-1.5 — Rural Residential |
| ☐ AG-1.5 — Agricultural | ☐ BD-40 — Business | ☐ BD-60 — Light Business |
| ☐ GB-80 — General Business | ☐ M-3 — Mountain | ☐ UK — Unknown |

Zoning district designation shall be confirmed by the Building Department.

SECTION 5: ENVIRONMENTAL SETTING INFORMATION

(Check all that apply, please describe and reference the location on the submitted plans.)

Site is affected by:

- | | | | |
|--|--|---|---|
| ☐ State or Federal Wetland(s) | ☐ Watercourse(s) | ☐ Floodplain | ☐ Archaeological or Historic Resources |
| ☐ Steep Slopes (>15%) | ☐ Potentially Significant Habitat Areas | ☐ Past Agricultural Pesticide Applications | |
| ☐ Important Natural Features <i>(old-growth forest, stone walls, hedgerows, etc.)</i> | ☐ Visual Resources | | |

SECTION 6: PROJECT DESCRIPTION *(Separate Project Description Narrative required)*

SECTION 7: ENVIRONMENTAL REVIEW (SEQRA)

SEQRA Classification: ☐ Type I ☐ Type II ☐ Unlisted ☐ Unknown

Environmental Assessment Form Submitted: ☐ Short EAF ☐ Full EAF ☐ Not Applicable

SECTION 8: APPLICANT CERTIFICATION

I certify that all information and materials submitted with this application are true and accurate to the best of my knowledge, and I understand that any misrepresentation may result in denial, revocation, or modification of approval. I acknowledge that any approval may be subject to conditions imposed by the Town of Plattekill Planning Board in accordance with applicable law, and I agree to pay all required application fees, escrow deposits, and professional review costs, authorizing the Town to apply escrow funds and require additional deposits as necessary. These fee obligations shall survive approval, denial, withdrawal, or expiration of the application, and no approvals, permits, or certificates shall be issued until all fees are paid in full.

Signature: _____

Print Name: _____

Date: _____



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LETTER OF AUTHORIZATION / LIMITED POWER OF ATTORNEY

I, the undersigned owner of the property identified below, hereby authorize the individual or firm named herein to act as my authorized representative and primary point of contact for the referenced Planning Board application before the Town of Plattekill.

Property & Application Information

Property Address: _____ Tax Map (SBL) No.: _____

Application Type (check one): ☐ Site Plan Review ☐ Subdivision ☐ Special Use Permit ☐ Other: _____

Authorized Representative

Name: _____ Company / Firm: _____

Mailing Address: _____

Phone: _____ Email: _____

Scope of Authorization

The above-named representative is authorized to act on my behalf in matters directly related to this Planning Board application, including but not limited to submitting application materials, plans, reports, and revisions; receiving and responding to correspondence and technical review comments; and appearing at Planning Board meetings and public hearings.

Owner / Applicant Certification

Owner / Applicant Name (print): _____

Signature: _____ Date: _____

Notary Acknowledgment

State of New York)

County of _____) ss.:

On the ____ day of _____, 20____, before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is / are subscribed to the within instrument and acknowledged execution of the same, and that by signature on the instrument, the individual(s), or the person on behalf of which the individual(s) acted, executed the instrument.

Notary Public Signature: _____ Date: _____

Printed Name: _____

Commission Expires: _____



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APPLICATION FEES & ESCROW SUMMARY

Fees are established in accordance with *Appendix, Chapter A116 (Fees)* of the *Town of Plattekill Code*

Subdivision Applications

Application Type	Preliminary	Final	Recreation Fee	Escrow Requirement
Minor Subdivision (4 lots or less)	\$150	\$150	\$1,750 per new lot	\$1,000 per lot
Major Subdivision (5 lots or more)	\$300	\$300	\$1,750 per new lot	\$1,500 per lot
Lot Line Revision	\$200	N/A	N/A	\$1,000

Site Plan Review Applications

Application Type	Application Fee	Final Fee	Escrow Requirement
Home Occupation – Class II	\$100	\$100	\$0.75 per sq. ft.
Commercial	\$500	\$500	\$0.75 per sq. ft.
Residential	\$300	N/A	\$400 per dwelling unit
Recreation	\$500	\$500	\$300 per acre (outdoor)
Mining	\$500	\$500	Based on review
Conceptual Review*	\$300	N/A	N/A

Payment & Scheduling Requirements

Stage	Requirement
Preliminary	All fees and escrows must be paid before agenda placement
Final	All final fees must be paid before final approval agenda
Notice	Payment does not guarantee approval. All fees are non-refundable excluding escrow.



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**SPECIAL USE PERMIT / SITE PLAN REVIEW
PROPOSAL INFORMATION**

Type of Development (check all that apply):

- ☐ Business and/or Professional Office ☐ Retail Sales, Services, Restaurant, Tavern
- ☐ Agricultural, Mining ☐ Light Industrial, Warehouse ☐ Mixed Use / Business Park
- ☐ Commercial Recreation ☐ Multiple Family Residential ☐ Minimal Impact Use
- ☐ Bed and Breakfast / Home Occupation II ☐ Other (describe): _____

Gross Building Area Proposed: _____ sq. ft. Number of Parking Spaces Provided: _____

Number of Employees: _____ Total Area of Land Disturbance: _____ acres

Will any of the following be proposed as part of this site plan?

- ☐ Private Road (*not intended for Town dedication*)
- ☐ Public Road (*proposed for Town dedication*)
- ☐ Community Water System (*shared or private system serving multiple buildings or uses*)
- ☐ Central Sewer System (*shared or private system serving multiple buildings or uses*)

If yes (*please describe*):

Will written waivers be requested?

☐ No ☐ Yes (*please describe*):



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SPECIAL USE PERMIT / SITE PLAN REVIEW TECHNICAL REVIEW CHECKLIST

This checklist is used by the Planning Board for initial technical review of subdivision applications to determine submission completeness and identify information necessary for evaluation. It is intended as a minimum submission guide and does not limit the Board's authority to request additional information as warranted by site conditions, project complexity, or applicable law. Applicants and their consultants shall complete this checklist, indicating whether each item is provided, not provided, or not applicable. Any item marked "No" or "N/A" must be accompanied by a written explanation. Incomplete checklists or missing materials may delay review or scheduling. A written Project Description Narrative (maximum one page) describing the project location, scope, zoning, existing conditions, and potential impacts must be submitted with the application.

PROJECT INFORMATION

Project Name: _____

Project Location: _____

Applicant Name: _____

Land Use and Permitting Information:

Item	Yes	No	N/A	Notes
1. Frontage access to a public highway provided	☐	☐	☐	_____
2. Variances required or granted	☐	☐	☐	_____
3. Prior site plan or special use permit approvals granted (copy provided)	☐	☐	☐	_____
4. County Planning Board referral required	☐	☐	☐	_____
5. Town, County, or State highway access approval required	☐	☐	☐	_____
6. Town road, public water, or sewer proposed	☐	☐	☐	_____
7. County Health Department approval required	☐	☐	☐	_____
8. NYSDEC SPDES wastewater discharge permit required	☐	☐	☐	_____
9. NYSDEC SPDES stormwater discharge permit required	☐	☐	☐	_____
10. Property located within the Town MS4 stormwater designated area	☐	☐	☐	_____
11. Wetland disturbance, stream disturbance, or Water Quality Certification required	☐	☐	☐	_____

Environmental / SEQRA:

12. SEQRA Classification: ☐ Type I ☐ Type II ☐ Unlisted ☐ Exempt

13. Environmental Assessment Form: ☐ Short EAF ☐ Full EAF ☐ N/A

Site Plan Submission Items:

All plans drawn at a scale no less than 1" = 50'

Sheet size shall be 22" x 34" or 30" x 42" or 36" x 48" folded to 8.5" x 11".

When plans consist of multiple sheets with math lines, a 1" = 200' overall plan must also be submitted.

Item	Yes	No	N/A	Notes
14. Title block incl. project name, preparer, site location, date, & revision history	☐	☐	☐	_____
15. Name and address of property owner(s)	☐	☐	☐	_____
16. Applicant name and address (if different from owner)	☐	☐	☐	_____
17. Location map (minimum scale 1" = 2000') and vicinity tax map	☐	☐	☐	_____
18. North arrow and graphic scale	☐	☐	☐	_____
19. Zoning district and boundaries on or within 300 feet of the site	☐	☐	☐	_____
20. Names of adjoining property owners (incl. cross streets & rights-of-way)	☐	☐	☐	_____
21. Boundary survey showing property lines, roads, easements, & rights-of-way	☐	☐	☐	_____
22. Streams, waterbodies, wetlands, and regulated buffer areas	☐	☐	☐	_____
23. Existing buildings, structures, site features, and setbacks	☐	☐	☐	_____
24. Culverts and drainage facilities with pipe size, material, and grade	☐	☐	☐	_____
25. Topography at 2' contours (USGS NGVD 1929), incl. drainage patterns	☐	☐	☐	_____
26. Existing water supply wells	☐	☐	☐	_____
27. Existing wastewater disposal facilities	☐	☐	☐	_____
28. Existing tree lines and trees 12" DBH or greater	☐	☐	☐	_____
29. Existing landscaping areas	☐	☐	☐	_____
30. Limits of clearing and grading	☐	☐	☐	_____
31. Development standards table (required vs. provided)	☐	☐	☐	_____
32. Culverts and drainage facilities with pipe size, material, and grade	☐	☐	☐	_____
33. Topography at 2' contours (USGS NGVD 1929), incl. drainage patterns	☐	☐	☐	_____
34. Existing landscaping areas	☐	☐	☐	_____
35. Limits of clearing and grading	☐	☐	☐	_____
36. Development standards table (required vs. provided)	☐	☐	☐	_____
37. Culverts and drainage facilities with pipe size, material, and grade	☐	☐	☐	_____
38. Topography at 2' contours (USGS NGVD 1929), incl. drainage patterns	☐	☐	☐	_____
39. Existing landscaping areas	☐	☐	☐	_____
40. Existing wastewater disposal facilities	☐	☐	☐	_____
41. Existing tree lines and trees 12" DBH or greater	☐	☐	☐	_____
42. Existing landscaping areas	☐	☐	☐	_____
43. Limits of clearing and grading	☐	☐	☐	_____
44. Existing water supply wells	☐	☐	☐	_____

Item	Yes	No	N/A	Notes
45. Proposed building locations, uses, and floor areas	☐	☐	☐	_____
46. Proposed building locations, uses, and floor areas	☐	☐	☐	_____
47. Building elevation sketches (style, dimensions, materials, color)	☐	☐	☐	_____
48. Proposed roads, driveways, and parking	☐	☐	☐	_____
49. Intersection sight distances and proposed highway improvements	☐	☐	☐	_____
50. Proposed utilities, stormwater facilities, and utility/drainage easements	☐	☐	☐	_____
51. Proposed open space, recreation areas, buffers, and screening	☐	☐	☐	_____
52. Proposed pedestrian trails and sidewalks	☐	☐	☐	_____
53. Proposed site signage (size, color, illumination)	☐	☐	☐	_____
54. Site lighting location, type, wattage, and shielding	☐	☐	☐	_____
55. Proposed landscaping (species, size, spacing)	☐	☐	☐	_____
56. Licensed engineer or architect stamp and signature	☐	☐	☐	_____
57. Any additional information required for code compliance	☐	☐	☐	_____

Applicant's Submittal Information Completeness Certification

I hereby certify that I have reviewed the Town of Plattekill Planning Board requirements for Site Plan and/or Special Use Permit review applications, including all items contained within this Technical Review Checklist. I further certify that, to the best of my knowledge and belief, all required plans, documents, and materials have been submitted with this application.

I understand that any required submission item determined by the Town to be incomplete, inaccurate, or not adequately addressed may result in delay of application review and may require additional submissions and professional review, which may incur additional costs.

Applicant or Authorized Agent (print name): _____

Signature: _____

Date: _____