



TOWN OF FORT EDWARD

118 BROADWAY

P.O. BOX 127

FORT EDWARD, N.Y. 12828-0127

OFFICE – 518.747.5212 -----FAX 518.747.2493

SITE PLAN REVIEW APPLICATION

(Clerk's Office Use Only)

APPLICATION NO: _____ DATE : _____

FEE PAID: _____

Requirements, Fees and Instructions (Please use dark blue or black ink)

The application must be filled out completely and in every respect with ALL questions answered and ALL required attachments before the Town can officially accept the application for processing. If the application is incomplete, it will be returned to you for completion or inclusion of the deficient information.

Use this application for any project which requires Site Plan Review and approval by the Town of Fort Edward Planning Board. If your project requires any variances or a special use permit, you must first make application and receive approval from the Town of Fort Edward Zoning Board.

THIS APPLICATION IS SUBJECT TO REVIEW AND APPROVAL BEFORE ISSUANCE OF A VALID PERMIT FOR YOUR PROJECT. TO ENSURE TIMELY REVIEW OF YOUR APPLICATION PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND PROVIDE WITH THIS APPLICATION THE FOLLOWING DOCUMENTATION:

- Copy of Deed
- Boundary & Topographic Survey
- Agricultural Data Statement (as applicable)
- Waiver Request Form (as applicable)
- Authorization of Agent (as applicable)
- Copy of Variance(s) or Special Use Permit Approvals
- Site Plan (include as much detail as possible and all existing or proposed conditions on the property must be shown) Must be detailed in accordance with Section 81-9-D.
- Floor plans and elevations of existing or proposed buildings (as applicable)
- SWPPP (Storm Water Pollution Prevention Plan (as applicable)
- Onsite Wastewater Disposal Plans (as applicable)
- EAF (NYSDEC Environmental Assessment Form, Short or Long Form, as applicable)

- Information related to the following; site layout and dimensions, parking, access (include site distance), vehicular maneuvering, traffic, noise, grading, drainage, lighting, erosion and sediment control, landscaping, screening or buffers, fencing, water, sewer, utilities, cultural resources, endangered species or habitat, wetlands, flood plains, emergency services, fire safety, signage, loading/unloading zones, ADA compliance, and etc.

Please submit the original plus (11) eleven copies of your Application and supporting documentation to the Town Clerk’s Office for distribution to the Planning Board and Consultants for review and consideration.

GENERAL INFORMATION

Project Location and Information

Number and Street Address: _____

Zoning District: _____

Tax Map Number: _____

Current Use of the Property/Building: _____

Commercial Plaza Zone: Yes No

Property Owner Identification **Owner is Applicant**

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Contractor/Builder Identification **Contractor is Applicant** **TBD**

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Agent Identification **Agent is Applicant**

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Description of proposed project:

Total Site Area: _____ ac or sf

Are there any zoning violations or existing non-conforming conditions on the property?

Yes No

If yes, please explain:

Is the lot or parcel for the project within 500 feet of a County or State Highway, Right-of-Way or Park, or Municipal Boundary?

Yes No

If yes, please explain:

Is the lot or parcel for the project within a designated flood plain?

Yes No

Is the lot or parcel for the project within the TOFE Grassland Boundary?

Yes No

Is the lot or parcel for the project within an area known to contain threatened and/or endangered species to include plants or animals?

Yes No

Does the lot or parcel for the project consist of or contain designated wetlands?

Yes No

Is the lot or parcel for the project within close proximity to any designated or important historic properties or cultural resources?

Yes No

Describe the current condition of the site [buildings, brush, woods, vacant, etc.]:

ZONING INFORMATION

Site Development Data

Acres Sq. Ft.

	Area/Type	Existing	Proposed	Total
A.	Building Footprint			
B.	Detached Garage			
C.	Accessory Structure(s)			
D.	Paved, gravel or other hard surfaced areas			
E.	Porches/Decks/Patios			
F.	Lawn or Landscape Areas			
G.	Forested/Woods/Brush/Vegetated			
H.	Other: _____			
I.	Other: _____			
TOTAL				

Lot, Yard and Height Regulations (Bulk Requirements)

Item	Required	Existing	Proposed
Lot Size (acres)			
Lot Width (ft)			
Lot Depth (ft)			
Front Yard (ft)			
Side Yard - One (ft)			
Side Yard - Both (ft)			
Rear Yard (ft)			
Max. Building Coverage			
Max. Building Height			
No. of Parking Spaces			
No. Loading Berths			

PROJECT DETAILS

Commercial Project Residential Project

Type of Project:

- New Construction
- Building Addition
- Attached Garage
- Conversion/Change of Use
- Alteration/Modifications
- Repairs/Maintenance
- Misc./Equipment/Other: _____

What is/are the existing or proposed use(s) for the site?

- Group A - Assembly
- Group B - Business
- Group E - Educational
- Group F - Factory/Industrial
- Group H - High Hazard Group
- Group I - Institutional
- Group M - Mercantile
- Group R - Residential
- Group S - Storage
- Group U - Utility and Miscellaneous

Will the project disturb greater than one acre of land during construction? Yes No

Estimated Project Cost: _____

Estimated start date of project: _____

Estimated time to completion: _____ months

UTILITIES

- Electrical: Underground Overhead _____ amp service
- Sewage Disposal: Onsite Septic Municipal Sewer
- Potable Water: Private Well Municipal Water
- Combustion Fuel: Fuel Oil Propane Natural Gas Other: _____

PERMITS/APPROVALS

Please specify what other permits are being applied for as a result of the proposed work;

- Accessory Structure
- Swimming Pool
- Onsite Wastewater Disposal
- Sign Permit
- Demolition
- Building Permit
- Driveway
- Other: _____

Please specify what approvals or permits have been/will be obtained as a result of the project;

- | | |
|--|---|
| <input type="checkbox"/> TOFE Special Use Permit | <input type="checkbox"/> NYSDEC SPDES Permit-Stormwater |
| <input type="checkbox"/> TOFE Subdivision | <input type="checkbox"/> NYSDEC SPDES Permit-Wastewater |
| <input type="checkbox"/> TOFE Area Variance | <input type="checkbox"/> NYSDOH Potable Water Well |
| <input type="checkbox"/> TOFE Use Variance | <input type="checkbox"/> NYSDOH Wastewater System |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> NYSDOH Realty Subdivision |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

SITE PLAN REQUIREMENTS

Will the proposed project include or alter or change site conditions related to the following (check all that apply)?

- | | |
|---|--|
| <input type="checkbox"/> Traffic | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Runoff/Drainage | <input type="checkbox"/> Noise |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Utilities (electric, gas, water, sewage, etc) |
| <input type="checkbox"/> Impervious | <input type="checkbox"/> Site Access |
| <input type="checkbox"/> Building Coverage | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Signage | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Roads/R.O.W. | <input type="checkbox"/> Easements |
| <input type="checkbox"/> Screening/Buffers/Fences | <input type="checkbox"/> Pedestrian Accommodations/Sidewalks |

Additional Comments:

SITE PLAN REVIEW REQUIREMENTS (cont'd)

In determining the content of the site plan and supporting documentation the Planning Board may waive certain requirements if the Planning Board deems such requirements or information is unnecessary for the type of project proposed. Any such waiver shall be made in writing on the appropriate form, and shall contain statements of the reason why the waived information requirements are not necessary for an informed review under the circumstances. The Planning Board may grant such waivers on its own initiative or at the written request of an applicant. Such request shall set forth the specific requirements that are requested to be waived and the reasons for the requested waiver. Absent any waiver request or waivers, and application shall include the following, which shall be prepared by a licensed engineer, architect, surveyor, landscape architect or any combination thereof.

- A. A map of the applicant's entire holdings at a scale not to exceed one inch equals 200 feet, unless the Planning Board determines a different scale is more appropriate.
- B. An area map, at a scale not to exceed one inch equals 30 feet, showing all properties, subdivisions, streets, water courses and easements which pass through the property or are known to abut the applicant's property.
- C. A topographic map, at a scale not to exceed one inch equals 30 feet, showing contours at maximum two-foot intervals.
- D. A site plan, including the following information:
 - 1. The title of the drawing, including the name(s) and address(es), of the applicant or owner of record.
 - 2. North arrow, date, scale.
 - 3. The name and address of the person, firm or organization preparing the map.
 - 4. Boundaries of the property plotted to scale.
 - 5. Existing watercourses and direction of drainage flow.
 - 6. A site plan showing location of proposed use or uses, bulk data and height of all buildings and location of all parking areas, with access drives thereto.
 - 7. The location of all existing or proposed site improvements, including but not limited to; drains, culverts, retaining walls, fences, existing water and other utility facilities, description of method of sewerage disposal and location of such facilities, location and sizes of all permitted signs, location and design of lighting facilities, the amount of building coverage proposed, if any, and existing areas of vegetation and trees (in general, five inches or more in diameter or, if in significant clusters, those less than five inches).
 - 8. A tracing overlay showing areas, if any, with moderate-to-high susceptibility to flooding or ponding, moderate-to-high susceptibility to erosion and slopes in excess of 15 percent. For areas with potential erosion problems, the overly shall also include an outline of existing vegetation.
 - 9. A grading plan showing existing and proposed elevations of site.
 - 10. Landscape plan and planting schedule.
 - 11. Stormwater pollution prevention plan consistent with the requirements of Chapter 56 of the Town Code (as applicable or if area of disturbance exceeds one acre)

SIGNATURE PAGE

To the best of my knowledge, the statements contained in this application, together with the plans and specifications and other supporting documentation submitted are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the Building Codes, the Zoning Ordinance, and all other local, state, and federal laws pertaining to the proposed work shall be complied with, whether specified or not.

Further, unless specified or extended by the Planning Board, a decision on any site plan review shall expire if the Applicant fails to undertake the proposed action or project, to obtain the necessary building permits to construct any proposed new building(s) or change any existing building(s) or to comply with the conditions of said authorization within one year from the filing date of such decision thereof.

The Planning Board may employ consultants, legal counsel, professional engineers, and/or inspection services for their assistance and advice in the review of any application before it and for such purposes as the Planning Board may require therefor, including but not limited to; on site investigation, evaluation and inspection, verification of the accuracy of information submitted, evaluation of the adequacy of plans, of the sufficiency of submitted reports; flood hazard evaluation; study of the impact of proposals upon the resources and environment of the Town; preparation and/or review of any environmental impact statements; review of the design and layout of improvements; inspection of installed improvements; and such other services or technical assistance as the Planning Board shall deem necessary for its review of such application, and for the administration of the Town, County, State, and Federal regulations in relation thereto. The Applicant authorizes the Planning Board, as it deems necessary, to employ such assistance and agrees to reimburse the Town for the costs and fees associated with any requested consultants to assist them in their review and consideration of the application, whether it be for either technical or legal purposes. When appropriate the Planning Board shall have the authority to request a deposit from the Applicant for the cost and fees associated with consultants in advance of the review.

It is understood that the Applicant shall satisfy all requirements of the site plan approval or decision and conditions applicable to such prior to a Certificate of Occupancy or Certificate of Compliance being issued.

Date: _____

Name: _____

Signed: _____