



TOWN OF STANFORD

## TOWN OF STANFORD PLANNING BOARD

P.O. Box 436 - Stanfordville, New York 12581

[www.townofstanford.org](http://www.townofstanford.org)

[www.stanfordplanning.com](http://www.stanfordplanning.com)

[stanfordplanning@yahoo.com](mailto:stanfordplanning@yahoo.com)

(845) 868-7250 Office (845) 868-7252 Fax

Robert R. Butts, Chairman – Michelle Turck, Secretary

### APPLICANT GUIDE

To: Applicants for Site Plan, Subdivision, and Special Use Permits

Welcome to the Planning Board. We want to help you understand the application process and have therefore prepared a list of steps to follow as you begin the review process. Each application is unique, and will therefore have varying requirements and completion timeframes. Please contact us with any questions. The Planning Board looks forward to assisting you and making the process as clear, and easy to follow, as possible.

### STEPS TO APPROVAL

#### 1. Contact Town of Stanford Planning Department

- Obtain application forms: Application forms are available on the Planning Board website at [www.stanfordplanning.com](http://www.stanfordplanning.com) and at the Planning Board office at Town Hall.
- Review Town codes: Copies of the Town Subdivision Code and Zoning Code may be reviewed or purchased (\$25 per book) at the Town Hall. Please review the relevant sections prior to submission of documents. Contact the Planning Board if you need assistance.
- Request a Preapplication Conference: A conference with the Board can be informative as to any issues that may need to be addressed prior to approval, and will many times help to expedite the approval process. The Preapplication process is outlined below in Step 2.
- Complete application forms and submit to secretary: A checklist is available for applications for Special Use Permit, Site Plan and Subdivision applications. Complete all forms as noted in the appropriate checklist. In order to be placed on the agenda, completed forms must be



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received at least two weeks prior to the Planning Board meeting. The meetings schedule is available online and posted at the Town Hall. Review the Submission Requirements list included in the application packet and verify that all documents, in the appropriate number of copies, are included. Incomplete applications will not be placed on the agenda.

- Completion of SEQRA forms: In New York State, most discretionary approvals from a unit of local government require impact assessment as prescribed by 6 NYCRR Part 617 State Environmental Quality Review (SEQR). Environmental assessments are standardized through use of either the Short or Full Environmental Assessment Form (EAF). The Environmental Assessment Forms are in a pdf format that can be filled and saved. To assist applicants in preparing the Part 1 of either the Short or Full EAF, the DEC has developed a GIS mapping program (the EAF Mapper) that searches spatial data bases and provides answers to location-based questions which are automatically filled onto a pdf copy of an EAF and provided to the user. Applicants and their consultants are requested to use the EAF Mapper to complete the EAF. Links to the EAF Mapper and other DEC resources are found at [www.dec.ny.gov/permits.6191.html](http://www.dec.ny.gov/permits.6191.html). In addition to the EAF Mapper, DEC provides links to forms and guidance publications, as well as links to technical information and support at [www.dec.ny.gov/permits/357.html](http://www.dec.ny.gov/permits/357.html).
- Pay fees: Applications must be accompanied by the required application fees and escrow deposits (please see attached fee schedule) to be deemed complete, and therefore placed on the agenda. The purpose of the escrow deposit is to cover incurred expenses directly related to the application review process, including direct Board costs and the costs of outside



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professional consultants as deemed necessary by the Board. The appropriate escrow balance must be maintained during the course of review.

2. **Application Review Process**

- **Preapplication Conference:** A conference is optional, but strongly encouraged to provide guidance to the applicant and consultant and to help facilitate the approval process. Appointments can be made through the secretary for site visits or conceptual review before the Board, as appropriate. A conference is highly desirable for major projects and complex situations, and is recommended in all cases where an applicant is not represented by a professional consultant. The Planning Board will attempt to clarify the requirements of the Town prior to the applicant submitting a formal application. Request for preapplication conferences should be made in writing at least two weeks prior to the next scheduled meeting, and be accompanied by a \$250 escrow deposit.
- **Review by Planning Board:** The Board will examine all relevant documents submitted. The Board must ensure that the project is in conformance with the Town Comprehensive Plan, applicable laws and regulations, and Town policies. The Board may ask for additional documents or studies to be submitted, and may refer the application to involved and interested agencies, Town committees, and professional consultants for comment. The Board will determine the need to refer to other Town Boards for additional permits and waivers. The applicant is expected to pursue approval in a timely manner and attend public hearings and meetings of the Board.



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- **SEQRA Review:** The Board must follow New York State regulations under the State Environmental Quality Review Act (SEQRA) to determine the environmental significance of the project and consider possible environmental impacts. Certain actions are determined by the State to be exempt from review under SEQRA. If the action is subject to review, the Board will classify the action as a “Type I” or “Unlisted” action, and determine whether other agencies must be included in the review process. If so, the Board will refer the application to all interested or involved agencies for review and comment and will ask that they confirm the Board’s designation as “Lead Agency” for SEQRA review. The Board may require that the applicant prepare a Full Environmental Assessment Form. The Board may require a public hearing prior to determination. The Board will make a determination of no significant impact (a “negative declaration”), or require that an Environmental Impact Statement be prepared (a “positive declaration”). An EIS will be subject to further review, hearing, and public comment before the Board can make its findings in regard to environmental impacts. **Public Hearing:** After the SEQRA process has been completed, the Board will schedule a public hearing on the application. The applicant will need to advertise and send notifications for the Public Hearing as outlined in the hearing notice documents and as required by the Town Codes.
- **Board Approval/Denial:** The Board can approve, approve with specified conditions, or deny an application. If a conditional approval is granted, the applicant will need to present the Board with final plans or other documentation that satisfy the conditions within the designated timeframe



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listed in the Town Code. All Board decisions are kept on file and recorded into the minutes.

- Recreation Fee Required: Prior to signature of a subdivision map, the applicant must submit a recreation subdivision fee of \$1000 per each new lot created, unless the Planning Board accepts a dedication of land for recreational purposes.

3. **Post Approval**

- Refund of unexpended escrow funds: After verifying that all services and fees have been billed and paid for, the Board will request a refund of unexpended escrow funds to be sent to the applicant.
- Permits issued: Following satisfaction of any conditions and issuance of final approval, the applicant may proceed with obtaining necessary permits and approvals from the Building Department.
- Thank you! We look forward to working with you.



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FEES  
SCHEDULE A  
Town of Stanford  
Escrow Funds  
As of July 31, 2006

Type of Application	INITIAL DEPOSIT	DEPLETED TO	REDEPOSIT TO LEVEL
Preapplication Conference	250		
Subdivisions			
No. of lots:			
1 to 5 lots	1,000	200	1,000
6 to 25 lots	2,500	500	2,500
26 and over	5,000	100	5,000
Lot Line			
Realignments	500	100	500
Site plans			
Square footage:			
Up to 1,000	1,000	200	1,000
1,001 to 10,000	2,500	500	2,500
10,000 and over	5,000	1,000	5,000
Cluster development plans	5,000	2,000	5,000
Higher density plans	5,000	2,000	5,000
Special use permits	1,000	200	1,000
Rezoning	2,500	500	2,500

Subject to change by resolution of the Town Board



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**EXCERPT: TOWN OF STANFORD FEE SCHEDULE**

The Town Board of the Town of Stanford hereby establishes the following schedule of fees for the administration and processing of applications for zoning, special permits, variances, site plans subdivisions plat approvals, related SEQR compliance, building and zoning permits and various other highway and administrative fees.

**SUBDIVISION-RELATED FEES**

**Preliminary Plat Approval: \$125**

**Application Fees:**

**Minor subdivision - \$100 plus \$50 per lot**

**Major subdivision - \$250 plus \$75 per lot**

**Recreation subdivision Fee: \$1000 per lot**

**ZONING FEES**

**Special Permit / Variance Application: \$50**