

**TOWN OF STANFORD
PLANNING BOARD**

Applicant Name: _____
Property Location/Grid #: _____

SITE PLAN REVIEW AND APPROVAL CHECKLIST

Application for Site Plan review and Approval is made in accordance with Article VIII of the Town of Stanford Zoning Code. Applicants and their representatives should review Article VII and any other sections of the Town Code pertinent to their application.

The first step in the approval process is a sketch plan conference with the Planning Board. The following is a checklist of items that must be submitted to the Planning Board prior to meeting. **Note: Each application is unique, and relevant requirements will vary according to the particular use. Please use this checklist as a guideline, and be advised that the Board may request additional items to be submitted during review. Please refer to Article VII, Chapter 164-30-39 in the Town Zoning Code.**

Applicant's Initials

Sketch Plan Submission Checklist

Completed application form, EAF (Long or Short form as called for), Agricultural Data Statement, and letter of authorization, if applicant is not present. (8 Copies)

Two checks, addressed to the Town of Stanford, for the application and escrow fees as set forth in fee schedule.

A written statement and a rough sketch, describing the proposed use, including indication of all existing structures and uses, if any, on site.

An area map, keyed to the real property Tax Maps, showing the parcel under consideration for site plan review, and all properties, structures, subdivisions, streets, and easements within two hundred feet of the boundaries thereof.

At the conference, the Board will take one of three actions:

1. Administratively determine that the project is limited in scope, with compatible land use, site and building design characteristics, thus requiring no further review under this Article, with such determination restricted to applications including the establishment of permitted uses within existing complying structures or the limited modification of existing conforming uses and complying structures, as determined by the Building Inspector, wherein no substantial site improvements are either required or proposed.

TOWN OF STANFORD
PLANNING BOARD

Page 2 of 6

2. Administratively determine that the project does require full review under this Article, based upon the project's scope and/or land use, site and building design characteristics, and advise the applicant of the site plan submission requirements in accordance with the site plan checklist set forth in § 164-32.
3. Require additional sketch plan information prior to making a determination regarding the applicability of the site plan review and approval procedure.

Site Plan Checklist

The following checklist shall be reviewed during the sketch plan conference for applicability. The Planning Board may consider certain items unnecessary or unrelated to the application, in which case the applicant must submit a written request for waiver of each item. All other items shall be included on eight (8) copies of the site plan drawing, certified by a registered landscape architect or other licensed design professional.

The site plan shall include:

- Title of the drawing, including the name and address of the applicant and person(s) responsible for the preparation of the drawing.
- North arrow, scale, and date.
- An area map keyed to the real property tax maps, showing the parcel under consideration for site plan review, and all properties, subdivisions, streets and easements within 200 feet of the boundaries thereof.
- Accurate boundaries of the property plotted to scale, including reference to specific data source.
- Existing watercourses, wetlands, and floodplains, including reference to specific data source.
- Grading and drainage plan, showing existing and proposed contours at an appropriate interval, to be specified by the Planning Board at the sketch plan conference, with two-foot contour intervals and soils data generally required on that portion of any site proposed for development or where general site grades exceed five percent (5%) or where there may be susceptibility to erosion, flooding or ponding.
- Location, proposed use and height of all buildings, both existing and proposed.
- Location, design and construction materials of all parking and truck-loading areas, including their access and access drives and clear indication of all traffic patterns on the site.
- Provision for pedestrian access.
- Location of outdoor storage for equipment and materials, if any.
- Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.
- Description of the method of sewage disposal and the location, design and construction materials of such facilities.

TOWN OF STANFORD
PLANNING BOARD

Page 3 of 6

- Description of the method of securing water supply and the location, design and construction materials of such facilities.
- Location of fire and other emergency zones, including the location of fire hydrants or of the nearest alternative water supply for fire emergencies.
- Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy.
- Location, size and design and construction materials of all proposed signage, including associated lighting, if any.
- Location and proposed development of all buffer areas, including indication of both existing vegetative cover and that portion that will be preserved.
- Location and design of outdoor lighting facilities, including data regarding, when appropriate, lighting levels, both within the site and at the site's boundaries, if adjacent to residential development.
- Designation of the amount of building area proposed for retail sales, office use or similar commercial activity.
- Detailed landscaping plan and planting schedule, including the number, size, type and location of all canopy trees or understory trees, shrubs and ground cover to be planted.
- Building elevations and sections at a scale sufficient to delineate clearly the massing and the exterior materials, textures and colors of all buildings and other structures shown on the site plan.
- Other elements integral to the proposed development as considered necessary by the Planning Board and as may be reasonably related tot the requirements of Article VII and § 274-a of the Town Law, including identification of any state or county permits required for the project's execution.
- _____

In the course of its review, the Planning Board may consult with the Town Building Inspector, Superintendent of the Highways, the Conservation Advisory Council and other local officials, representatives of County and State agencies, including but not limited to the State Department of Transportation, the Dutchess County Planning Department, the County Health Department and the Department of Environmental Conservation, and the Board's designated private planning and engineering consultants. The board may ask for additional documents or studies to be submitted.

All applications will be sent to the Dutchess County Department of Planning and Development for review under General Municipal Law 239-1 or 239-m if the property is located within 500 feet of any one of the following:

- A municipal boundary
- A county or state existing or proposed road
- A county or state existing or proposed park or recreation area
- A county or state owned property, existing or proposed, on which a public building or institution is located
- A farm operation located in a designated agricultural district

TOWN OF STANFORD
PLANNING BOARD

Page 4 of 6

The Planning Board must abide by a Conditional or Denial response unless a majority plus one vote of the full Board is made to override the recommendation.

SEQRA

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 Long Form 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. SEQRA guides are available online, at the New York State Department of Environmental Conservation's website: www.dec.ny.gov. The application is not deemed to be complete until the SEQRA process has been completed.

Public Hearing

The Planning Board must conduct a public hearing on the application within forty-five (45) calendar days of the receipt of the complete application. The notice for the hearing shall be advertised in an official newspaper of the Town. In its discretion, the Board may require that notice of the hearing on the site plan application also be given by mail to the owners of all property adjoining the applicant and all owners within 200 feet to the land involved in the application. The applicant is responsible for publishing and mailing all notices.

Please find the attached Legal Notice form, to be completed by you and sent for publication to the Poughkeepsie Journal, the Millbrook Independent, Hudson Valley News or Northern Dutchess News. The notice must appear in the paper at least five (5) calendar days prior to the date set for the Public Hearing. The date of the hearing is not included in the 5 day period. Be sure to bring the original affidavit of publication, which should be returned to you by the newspaper, to the Public Hearing as proof of publication. A single public hearing notice may be published for site plan and special permit approval.

As the Board is bound by the notice requirements provided by the Town's Zoning Law, applicants are cautioned to comply strictly with the time limits for publication. Failure to publish the notices in accordance with the Zoning Law requirements will cause a new public hearing to be rescheduled for a later date. Applicants are strongly urged to complete the publication and mailing of notices well in advance of the specific periods.

Approvals and Expirations

Within forty-five (45) days of the public hearing, the Planning Board shall act on the site plan application by resolution to either approve, disapprove, or approve with modifications. If the resolution includes a requirement that modification be incorporated in the site plan, conformance with said modifications shall be considered a condition of approval. After receiving approval, with or without modifications, the applicant shall, within six (6) calendar months, submit (6) prints and one (1) reproducible Mylar to the Planning Board for stamping and signature by the Chairman.

TOWN OF STANFORD
PLANNING BOARD

Page 5 of 6

Upon written request to the Planning Board, the time period for either submission of the site plan or submission of the complete application for a building permit or certificate of occupancy may be extended for a maximum period of six (6) calendar months from its otherwise specified termination date.

The form below must be printed on the Mylar. Please make sure that the person preparing your plan uses this form.

PLANNING BOARD ENDORSEMENT

Approved by Resolution of the Planning Board of the Town of Stanford dated _____, subject to the conditions and requirements of said Resolution.

Any change, erasure, modification or revision of this plan as so approved shall void this approval.

Chair – Town Planning Board

Date

OWNER'S ENDORSEMENT

I hereby consent to the information depicted on this site plan and all conditions noted thereon and I agree to the filing of this plan by the Town Planning Board.

By: _____ (Signature)
_____ (Print Name and Title)

Date

Planning Board approval of a site plan will expire if the following occurs:

- The site plan is not submitted for stamping and signature by the Chairman within six (6) calendar months of the Planning Board's resolution of site plan approval, with or without modifications.
- A complete application for either a building permit or certificate of occupancy is not submitted to the Building Inspector within six (6) calendar months of the stamping and signing of the site plan by the Chairman.

TOWN OF STANFORD
PLANNING BOARD

Page 6 of 6

LEGAL NOTICE

PLEASE TAKE NOTICE that the Planning Board of the Town of Stanford will hold a public hearing, pursuant to Sections 274-a and 274-b of the Town Law, on the application of _____ for approval for a _____ at _____.

Name Address of Property & Tax Grid #

THE HEARING will be held at 7:30 p.m. on
Date

at the Town Hall, 26 Town Hall Rd, Stanfordville, NY, and at any adjourned date, at which time all interested persons will be given an opportunity to be heard. By the order of Robert R. Butts, Chairman of the Planning Board, Town of Stanford.

APPROVED