

# VILLAGE OF VALATIE

## Planning Board Application



Post Office Box 457, 3211 Church Street, Valatie, New York 12184  
**Building Inspector** building@villageofvalatie.com

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Site Address \_\_\_\_\_

Tax Map ID # \_\_\_\_\_ Zoning District \_\_\_\_\_

Brief description of project \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner name \_\_\_\_\_ Owner signature \_\_\_\_\_

The application, fees and any and all relative information must be submitted to the Building Inspector (B.I.). All submittals must be approved by the B.I. before submitting application to the Planning Board.

The application, fees, and information must be submitted ten (10) calendar days before the Planning Board Meeting, which is held on the first Wednesday of each month, at 7:00 P.M. Applicants or their representative must attend the Planning Board Meeting when their application is on the agenda. Check to be made payable to the "Village of Valatie."

### SITE PLAN REVIEW

- \$ \_\_\_\_\_ (Refer to VOV CODE 130-38C, pages 13051-13054 and any revisions thereto)
- 2 copies of sketch plan (See attached plan checklist for required items.)
- 5 copies of Site Plan (See attached Plan Checklist for required items.)
- Environmental Assessment Form (EAF):  Long Form  Short Form

### SUB-DIVISIONS

- Minor lots: 4 or less \$100.00
- Major lots: 5 or more \$300 Plus \$100 per lot
- 2 copies of sketch plan
- Environmental Assessment Form (EAF). Check one:  Long Form  Short Form
- 5 copies of plat plan (final plat if MINOR; preliminary plat if MAJOR)
- 5 copies of final plat plan (major sub-division: within 6 months of preliminary plat approval)

### Note:

Applicant is responsible for additional fees if sub-division review should require additional support from special outside consultants.

## SITE PLAN CHECKLIST

**NOTE:** Your site plan must be prepared by a licensed engineer, architect, landscape architect, or surveyor, and certified, by their seal and signature. The B.I. must submit your application along with five (5) copies of the plan, the application fee(s) (check or money order only, payable to the “Village of Valatie”), and no less than ten (10) calendar days prior to the Planning Board’s regular meeting, which is held on the first Wednesday of each month at 7:00 P.M. All submissions must be deemed complete by the B.I. before submitting it to the Planning Board for consideration.

- Tax Map # of parcel
- Location/Area map
- North arrow
- Delineation of adjacent properties within 500’ of the property
- Size of lot and dimensions
- Show all buildings and set back lines
- Percentage of lot coverage including all accessory buildings and pavement (pavement area: sq. ft. and material)
- Square footage of building
- Parking, including dimensions and calculations to determine required number showing handicapped parking
- Arrows showing ingress and egress
- NYS Department of Transportation (DOT) and/or Town Highway Department approval
- Exterior lighting on building and parking areas: style and intensity
- Water/sewage plan
- Drainage plan (show size of lines, profiles, etc.)
- Landscape plan including schedule of plantings
- Topographic map with 2\* *intervals* and shall include property 200’ around site
- Delineation of all required wetlands (NYSDEC and ACOE)
- Type of screening around dumpster enclosure
- Show existing trees measuring over eight (8) inches in diameter, three (3) feet above the truck
- Zoning boundaries shown (if any)
- List of existing restrictions or easements

**Note:** The above checklist is supplied as a guide and is not meant to be all inclusive. Failure to provide all of the above, however, will be grounds for rejecting the sub-division application.