

Village of Valatie



Ronald Frering
Building Inspector/CEO

* Incorporated 1856 *

Rebecca Daley
Clerk-Treasurer

PLANNING BOARD APPLICATION

Applicant Name: _____ Date: _____

Address: _____ Phone: _____

Tax Map: _____ Zoning District: _____

Brief description of project. _____

Applicant Signature: _____ Applicant Name: _____

Owner Signature: _____ Owner Name: _____

The application, fees, 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 7:00pm. Applicants or their representative must attend the Planning Board Meeting when their application is on the agenda. Check must be made payable to the Village of Valatie.

SITE PLAN REVIEW

\$ _____ (Refer to VOV Code 130-38C and any revisions thereto.)

3 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). _____ 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:

Applicants are responsible for additional fees if sub-division review should require additional support from special outside consultants

SITE PLAN CHECKLIST

Your site plan must be prepared by a licensed Engineer, Architect, landscape architect, or surveyor, and certified by their seal and signature. All submissions must be deemed complete by the B.I. before submitting them 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 (area sq. ft. and material)

Square footage of building

Parking, including dimensions and calculations to determine required
handicapped parking Arrows showing ingress and egress

NYS Department of Transportation (DOT) and/or Town Highway

Department Approval Exterior lighting on building and parking area; 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.