TOWN OF SAND LAKE
PLANNING BOARD
PO Box 273, 8428 NY Route 66
Sand Lake, NY 12153
(518) 674-2026 ext.117~ www.townofsandlake.us

SITE PLAN REVIEW APPLICATION

Please refer to the Code of the Town of Sand Lake,
Section 250-87 to 250-94 for more detailed information.
Town of Sand Lake, NY Site Plan Review

Applications and fees must be submitted at least 14 days prior to the next Planning Board meeting to be considered for that session. All applications will be reviewed for completeness before being scheduled on the next available Planning Board agenda. An application is considered incomplete until staff confirm its completeness and place it on the meeting agenda. If any issues are identified, staff will contact the applicant for clarification or additional information.

PLEASE REVIEW THE LIST OF REQUIRED MATERIALS ON PAGES 4-5 OF THIS APPLICATION

APPLICANT:
Name: _____

Address: _____

Home Phone: _____ Work/Cell Phone: _____

Email Address: _____

PROPERTY OWNER (if not applicant):

Name: _____

Address: _____

Home Phone: _____ Work/Cell Phone: _____

SIGNATURES: (Applicant and all documented homeowners must sign)

Applicant: _____ Date: _____

Owner (if not applicant): _____ Date: _____

OFFICIAL USE ONLY:

Date Application Received: _____ Date Payment Received _____
Amount Received: _____ Received By: _____
Zoning Determination: Approved☐ Denied☐ Date: _____ Initials _____

PROPERTY INFORMATION

Property Address: _____

Tax Map Number: _____

Area of Parcel (in square feet or acres): _____

Present Use of Property:_____

Zoning District where property is located (Include Overlays as Applicable):

RR (Rural Residential) AR (Agricultural/Residential) R (Residential)

RM (Residential Mobile Home) HMU (Hamlet Mixed Use)

HC (Hamlet Commercial) CRO (Commercial Reuse Overlay)

NREO (Natural Resource Extraction Overlay) PDD (Planned Development District)

PROJECT INFORMATION

Description of Proposed Use of Site:

Construction type: New Expansion of existing structures

Is ground disturbance expected as part of the project? Yes No

If yes, what size area will be disturbed: _____

	Existing	**Proposed**	**Total**
Building Area (SF)	_____	_____	_____

Paved Area (including sidewalks)

Greenspace (all landscaping)

Number of Parking Spaces _____

Does the site connect to public sewer? Yes No

Anticipated Construction Time: _____

Will Development Be Staged? Yes No

Estimated Cost of Improvements: $_____

Other Town Planning and Zoning Permits Acquired for the Project or for this site:

Sign Permit Special Use Permit Area Variance Use Variance

State and Federal Permits Needed (list type and government agency):

PLOT ENGINEER/SURVEYOR

Name/Title: _____

Address: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

Email Address: _____

ATTORNEY:

Name: _____

Address: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

Email Address: _____

OTHER:

Name and Title: _____

Address: _____

Work Phone: _____

Email Address:_____

STATE ENVIRONMENTAL QUALITY REVIEW SHORT ASSESSMENT FORM

Complete Part 1 only. May be downloaded from the NYS DEC Website at: Short Environmental Assessment Form Part 1 - Project Information

LIST OF MATERIALS THAT MUST ACCOMPANY THIS APPLICATION FOR IT TO BE CONSIDERED BY THE PLANNING BOARD:

- **Signature(s) of Applicant and all documented owners.**
- **Copy of section of applicable Tax Map showing location of property.**
- **Completed property information.**
- **Completed State Environmental Quality Review Short Assessment Form, Part 1**
- **Site Plan Application Fee.**
  - See Fee schedule for current fee.
  - Make checks payable to the Town of Sand Lake.

Sketch Plan - - 5 Copies - - containing:

- Location of portion to be subdivided in relation to the entire tract and the distance to the nearest existing street intersection.
- All existing structures, wooded areas, streams, and other significant physical features.
- Names and addresses of the owner and of all adjoining property owners.
- Tax Map sheet, block, and lot numbers.
- All the utilities available and all streets which are proposed, mapped, or built.
- The proposed pattern of lots, including lot width and depth, street layout, recreation areas, systems of drainage, sewerage, and water supply within the subdivided area.
- A map of site topography at no more than five foot contour intervals. If general site grades exceed five percent or portions of the site have susceptibility to erosion, flooding, or ponding, a soils overlay and a topographic map showing contour intervals of not more than two feet of elevation should also be provided.
- All existing restrictions on the use of the land, including easements, covenants or zoning lines.
- Minimum of 4 photos (with descriptions) of the location(s) and structure(s) addressed by the application.

Preliminary Plan Requirements (If needed for subsequent review after Sketch Plan Approval)
- 5 Copies - - containing:

- A copy of the covenants or deed restrictions for any part of the tract.
- The Preliminary Plan must contain this information:
  - An actual field survey of the boundary lines, giving complete descriptive data by bearings and distances made and certified by a licensed land surveyor.
  - All on-site sanitation and water supply facilities shall be designed to meet the minimum specifications of the Rensselaer County Department of Health and a note to that effect stated on the plat and signed by a licensed engineer.
  - Proposed subdivision name with name of town and county.
  - The date, North point, scale, name and address of record owner and subdivider.
  - Existing watercourses.
  - The location, design and description of storm water management facilities including a grading and drainage plan, showing existing and proposed contours.
  - The extent and amount of cut and fill for all disturbed areas, including before and after profiles of typical development areas, parking lots, driveways and roads.
  - Adequate provisions for the handling of stormwater run-off, including retention/detention, piping or channeling to existing or proposed drainage systems during and after construction
  - Architectural design of all proposed buildings and structures including color and material proposed for the exterior surfaces
  - Location, proposed use and height of all buildings.
  - Location, design, and construction materials of all parking and truck loading areas, with number of off-street parking spaces, access and egress drives.
  - Provisions for pedestrian access.
  - Location of outdoor storage, if any.
  - Location and description of area to be used for garbage storage until pick up for disposal, including method(s) to be used for screening from adjacent properties and the public.
  - Location, design, and construction materials for all existing and proposed site improvements, including drains, culverts, retaining walls, and fences.
  - Description of the method of sewage disposal and location.
  - Description of the method of securing water and location.
  - Location of fire and other emergency zones, including the location of fire hydrants.
  - Location, design and construction materials of all energy distribution facilities, including electrical, gas, and solar energy.
  - Location, size, design, and construction materials of all proposed signage.
  - Landscaping plan showing planted areas and specifying plant types.
  - Illustrations or sketches of proposed street furniture.

Final Site Plan (If needed. After Preliminary Plan Approval by Planning Board) **– 5 copies:**

- A final detailed site plan conforming to the approved preliminary site plan. It should incorporate any revisions or other modifications recommended by the Planning Board during the preliminary review.
- A record of application for and approval status for all necessary permits from federal, state, and county agencies.
- Detailed sizing and final material specifications of all required improvements.
- An estimated project construction schedule.