

4 High Street  
Saugerties, NY 12477

**TOWN OF SAUGERTIES**  
**Planning Board**

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APPLICATION FOR PLANNING BOARD ACTION  
SITE PLANS & SPECIAL USE PERMITS

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# Planning Board Fee Schedule

Planning Board fees have been subject to change through time. Accordingly, all fees listed on the Planning Board Fee Schedule are in effect at the time of payment.

Planning Board fees are paid directly to the Town to cover the expenses of management, administration, and review of projects. Escrow accounts for Site Plan and Subdivision applications are established to cover costs for professional services relating to Planning Board applications including, but not limited to, the Town Engineer and Town Attorney. Escrow accounts will be reconciled and released 90 days after final approval.

## General

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Type	Amount	Due
Universal Application Fee	\$100	with application
Escrow		
-Site Plans	\$1,000	with application
-Subdivisions- Major (3 or more lots)	\$1,000 min + \$250 for each lot beyond the third -e.g. 3 lots = \$1,000, 4 lots = \$1,250 etc.	

## Subdivisions & Lot Line Revisions

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Type	Amount	Due
Sketch Plan Review	\$150	with application
Preliminary Plan Review	\$200 + \$100 per lot or dwelling unit	with application
Recreation Fees (Major Subdivisions)	\$1,000 per lot or dwelling unit	prior to final approval
Inspection Fees	%2 of required improvements	prior to final approval

## Site Plans

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Type	Amount	Due
Site Plan Review	\$250	with application
New Structures	\$100 per 1,000 sq.ft up to 5,000 sq.ft \$50 for each additional 1,000 sq.ft.	prior to final approval
New Paved Area	\$.08 per sq. ft	prior to final approval
Recreation Fees	\$1,000 per dwelling unit	prior to final approval

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## Special Use Permits

\$100 + site plan fees

with application

# SITE PLAN PROCEDURES

## Phase 1

- 1) *Pre-Application Workshop*- Before making detailed plans, applicants requiring Site Plan Review must schedule a Pre-Application Workshop with the town planning staff and a representative from the Planning Board. The sole intent of the workshop is to address submission requirements and identify potential concerns. Workshop meetings are made by appointment for the fourth Wednesday of each month. In addition to a complete application, applicants should bring as much site information as possible, including surveys, photos, drawings, etc.

## Phase 2- Sketch Plan and Pre-Hearing Conference

- 2) *Application Submissions*- During the Sketch Plan phase the Planning Board will review the basic site design concepts. The applicant must submit one (1) original application and ten (10) copies of the application and Sketch plan drawings by the first Tuesday of the month *11 x 17* inch formatted drawings are appropriate, for this stage of review, so long as the Sketch Plan elements are legible. A check list for the Sketch Plan elements is provided on page 6 of the package.
- 3) *Initial Application Review*- Applications will be evaluated for completeness by the Town Planning staff. Any applications deemed incomplete, or without required fees, will not be placed on the Planning Board agenda.
- 4) *Pre-Hearing Conference*- Following the submission of a complete application, the applicant, or the applicant's agent, will be placed on the Planning Board's agenda as a Pre-Hearing Conference. The purpose of the Pre-Hearing Conference is to allow the Planning Board an opportunity to provide constructive suggestions and to determine information required for the final site plan.

## Phase 3-Preliminary Plan and Public Hearing

- 5) *Secondary Application Review*- The Preliminary Plan review requires that applications demonstrate detailed and comprehensive site plans. As applications are deemed complete, the Board will schedule a public hearing for the project.
- 6) *Public Hearing*- The applicant is responsible for notifying, via certified mail, all landowners within a 500 ft radius of the project site. A list of adjacent owners can be obtained from the Town Assessor's office. Public hearings are held at the regularly scheduled Planning Board meetings. At the meeting, applicants are expected to present their project and respond to potential issues raised by the public or the Planning Board.
- 7) *Final Actions*- Following the Planning Board's decision, the applicant will be provided with a copy of the Board's Final Resolution, or a letter stating the decision. If the application is approved with conditions and/or changes, then amended drawings must be submitted prior to final approval.



# GENERAL SITE PLAN APPLICATION

Date: \_\_\_\_\_

**Applicant:** Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

**Consultant:** Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

**Owner** Name \_\_\_\_\_  
(if not applicant): Address \_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

## Project Site Information

**Location or Address:** \_\_\_\_\_  
\_\_\_\_\_

**Project Name** (if applicable): \_\_\_\_\_

**Tax Map Designation:** Section # \_\_\_\_\_ Block# \_\_\_\_\_ Lot# \_\_\_\_\_

**Area of Site:** \_\_\_\_\_ (sq ft. or acres)      **Zoning District** \_\_\_\_\_

**Type:** \_\_\_ Residential \_\_\_ Commercial \_\_\_ Industrial \_\_\_ Institutional

Is the site served by public water supply? (Yes / No) or by public sewage system? (Yes / No)

## Scope of Work. Check all that apply

Vegetation Removal

Façade Changes

Demolition

Accessory Structure

Earthwork

New Paving

New Structure

New Planting

Expansion of Existing Structure

New Drainage System of Infrastructure

**Bulk Information**

- 1) Existing building footprint of all buildings \_\_\_\_\_ square feet
- 2) Proposed additional foot print \_\_\_\_\_ square feet
- 3) Number of existing parking spaces: \_\_\_\_\_
- 4) Number of proposed additional spaces: \_\_\_\_\_
- 5) Total area of non-permeable surfaces: \_\_\_\_\_ square feet
- 6) Lot coverage: \_\_\_\_\_ percent (new + existing building footprints / lot area)

**Narrative**

Current use of site- \_\_\_\_\_

Proposed use(s) of the site- \_\_\_\_\_

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Describe the existing character of the site in terms of prominent vegetation, water bodies, and topography.

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**Signatures**

I hereby give permission to the Town or the Town’s legal representative to visit the site and conduct an on site inspection.

For applicants represented by their agents, the signatures below consign consent of representation.

**Applicant:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Agent:** \_\_\_\_\_ **Date** \_\_\_\_\_

# SITE PLAN REVIEW CHECKLIST

The following checklist reflects the planning process and information required for subdivision applications to the Planning Board.

## Workshop

- 1) \_\_\_ Payment of Workshop Fee
- 2) \_\_\_ Workshop Application
- 3) \_\_\_ There are no particular plan requirements for the workshop. But the applicant should bring any material that will assist discussion of the project. These might include site photos, existing surveys, and conceptual drawings.

## Sketch Plan and Pre-Hearing Conference

- 1) \_\_\_ Completed General Site Plan Application (pg. 5)
- 2) \_\_\_ Payment of Universal Application, Site Plan Review, and Escrow fees
- 3) \_\_\_ Completed and signed Short Environmental Assessment Form
- 4) \_\_\_ A sketch or map of the area which clearly shows the location of the site with respect to nearby streets, rights-of way, properties, easements, other pertinent features within 200 feet, and a topographic or contour map of adequate scale and detail to show site topography and existing natural conditions. (See 7.2.2.3 b in Town of Saugerties Zoning Law)
- 5) \_\_\_ A brief narrative and preliminary concept showing the locations and dimensions of principal and accessory structures, parking areas, and other planned features and any anticipated changes in existing topography and natural features. (See 7.2.2.3 a)

## Preliminary Plat and Public Hearing

- 1) \_\_\_ Receipts from certified mailings to property owners within 500 feet of the project.
- 2) \_\_\_ Payment of fees on New Structures and Paved Areas, and Recreation Fees as they apply
- 2) \_\_\_ Preliminary Plat. Information may be supplied on more than one drawing. The following minimum requirements should be included.
  - \_\_\_ A. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing.
  - \_\_\_ B. Boundaries of the property, plotted to scale, and including north arrow, scale, and date.
  - \_\_\_ C. Existing watercourses and wetlands in, and within 200 feet of, property lines
  - \_\_\_ D. Grading and drainage plan showing existing and proposed contours.
  - \_\_\_ E. Location, design, and type of construction, proposed use and exterior dimensions of all buildings
  - \_\_\_ F. Location, design, and type of construction of all parking and truck loading areas, showing access and egress

- \_\_\_ G. Provisions for pedestrian access
- \_\_\_ H. Location, type and screening details of waste disposal containers and outdoor storage areas
- \_\_\_ I. Location, design, and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, and fences
- \_\_\_ J. Description and method of sewage disposal and location
- \_\_\_ K. Location of fire and other emergency zones, including location of fire hydrants
- \_\_\_ L. Location, design and construction materials of all energy distribution facilities, including electrical, gas, and solar energy
- \_\_\_ M. Location, height, size, materials and design of all proposed signage
- \_\_\_ N. Location and proposed development of all buffer areas, including existing vegetation cover
- \_\_\_ O. Location and design of outdoor lighting facilities
- \_\_\_ P. Location, height, intensity and bulb type of all external lighting fixtures
- \_\_\_ Q. Direction of illumination and methods to eliminate glare onto adjoining properties
- \_\_\_ R. Location and amount of building area proposed for retail sales or similar commercial activity
- \_\_\_ S. Proposed limit of clearing showing existing vegetation, including trees with a DBH of 6" or greater within the clearing line
- \_\_\_ T. Landscape plan and planting schedule
- \_\_\_ U. Estimated project construction schedule
- \_\_\_ V. Record of application for and approval status for all necessary permits from state and county agencies
- \_\_\_ W. Identification of any state or county permits required for the project's execution
- \_\_\_ X. Other elements integral to the proposed development as considered necessary by the Planning Board
- \_\_\_ Z. Existing buildings on the site, and within 100 feet of property line
- \_\_\_ Y. Stormwater management and erosion control plans

**Waivers**

If the proposed project can not meet the complete site plan checklist, then waivers may be requested. To request that the Planning Board grant a waiver list the line item letter from above and explain the reasons for the request. If more space is needed, then please attach another sheet.

ITEM      EXPLANATION

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