



TOWN OF CHESTER PLANNING BOARD

APPLICATION FOR SITE PLAN REVIEW AND INSTRUCTIONS

1. Deadline for filing of applications is twelve (12) days prior to monthly Planning Board Meeting. Meetings are held on the 3rd Monday of each month at 7:00 PM., unless the 3rd Monday falls on a holiday, in which case the meeting is held on the 4th Monday.
2. Fill out and return application along with **all required materials to the Office of Planning and Zoning.**
3. **Complete Part One (1) only** of the attached Short Environmental Assessment Form.
4. An application being represented by someone other than the owner of record must include the completed, notarized **AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER**, attached to this application.
5. Attach copy of your deed as proof of ownership, and a legal description of your property.
6. Please provide **11 Copies** of Application, including deed, Site Plan, and other required/additional documents you wish to present with application.
7. Enclose a check for the appropriate fee made payable to: **TOWN OF CHESTER.**
8. Include any required or additional documents you wish to present with this application.
9. Place batter stakes at the site location for inspection by the Board members and Zoning Administrator. Failure to do so could result in an incomplete application and a delay in hearing your project.

CHECK LIST:

- ✓ Application _____
- ✓ Environmental Assessment Form _____
- ✓ Plot Plan _____
- ✓ Authorization Form (If Applicable) _____
- ✓ Deed _____
- ✓ Appropriate Payment _____

BY SUBMITTING AN APPLICATION, AN APPLICANT IS DEEMED TO HAVE CONSENTED TO THE BOARD AND ITS AGENTS CONDUCTING INVESTIGATIONS ON THE PROJECT SITE, AT REASONABLE TIMES AND WITH ADVANCE NOTICE WHERE POSSIBLE, TO VERIFY INFORMATION CONTAINED IN THE APPLICATION AND TO DETERMINE COMPLIANCE WITH THE TERMS AND CONDITIONS OF ANY PERMIT ISSUED, SUCH CONSENT TO CONTINUE UNTIL THIRTY (30) DAYS AFTER COMPLETION OF THE PROJECT.

I, We, hereby authorize the Town of Chester, its employees and authorized agents access to the property for purpose of inspection.

Applicant's Signature

Date



TOWN OF CHESTER
PLANNING BOARD
P.O. BOX 423
CHESTERTOWN, NY 12817

APPLICATION #: _____
DATE RECEIVED: _____

SITE PLAN REVIEW APPLICATION

Property Owner's Name: _____

Mailing Address: _____

Phone #: _____
Home Work Cell

Location of Property (911 Address): _____
(Vacant lots are not assigned numbers until driveway exists).

Agent/Representative Name (if applicable): _____

Mailing Address: _____

Phone #: _____
Home Work Cell

Name of Applicant (if different than owner): _____

Mailing Address: _____

Phone #: _____
Home Work Cell

Tax Map Parcel # (Section/Block/Lot): _____

Zone Classification (Check one): HAMLET: _____ LOW INTENSITY: _____
RURAL USE: _____ MOD. INTENSITY: _____
RESOURCE MANAGEMENT: _____ INDUSTRIAL: _____

Acreage: _____

Current Use of Property (Residential, Commercial, Undeveloped, etc). List **ALL** structures currently on parcel:

Detailed description of proposed project:_____

Location of Property (Description of how to find parcel):_____

Current condition of site (Residential, Commercial, Undeveloped, Brush, Open Field, Forest, etc):

Character of surrounding lands (Suburban, Agricultural, Wetlands, etc):

Total Site Area (Square Feet or Acres):_____

Are other permits required from other agencies? ( Check one):

APA: _____

DEC: _____

ARMY CORPS. OF ENGINEERS: _____

OTHER: _____ Explain: _____

UNKNOWN: _____

If checked, have you applied for these permits? Yes _____
(Please attach all correspondence) No _____

If Unknown, have you contacted other agencies to inquire if permits are necessary? Yes _____
(Please attach ALL correspondence) No _____

Is the project Class A or Class B Regional Project?: _____

(See provisions of Local Law in Sections 6.01; 6.02; 6.03; and, 6.04 establishing requirements and administrative procedures for review by the Planning Board of the Adirondack Park Agency, and sets forth the Town's role when Class A or Class B Regional Projects are reviewed by the Adirondack Park Agency. The Adirondack Park Agency shall be a full party in interest with standing to participate in any and all proceedings conducted pursuant to Section 6.05 B with regard to Class B Regional Projects).

Applicant's Signature

Date

THE SITE PLAN

PLEASE READ CAREFULLY: The following information is **required**, as a **minimum**, on the Site Plan.

- a. Title of Drawing, including name and address of Applicant and person responsible for preparation of drawing.
- b. North arrow, scale, and date.
- c. Boundaries of the property, plotted to scale.
- d. Existing watercourses.
- e. Location of all existing structures and their uses, along with **exterior** dimensions.
- f. Location of proposed use(s) with **exterior** dimensions and height and use of buildings and other structures (fences, retaining walls, storage tanks, and waste disposal units).
- g. Location, design, and type of construction of **ALL** parking and loading area, showing ingress and egress.
- h. Provision for pedestrian access and location of vehicular travel within the site.
- i. Location of any outdoor storage facilities.
- j. Location, design, and construction materials of all existing or proposed site improvements, including drains and culverts.
- k. Location and design of sewage disposal facilities indicating construction materials.
- l. Description of the method of securing public or private water and location, design, and construction materials of such facilities.
- m. Location of fire and other emergency zone, including location of fire hydrants.
- n. Location, design, and construction materials of all energy distribution facilities, including electrical, gas, and solar energy.
- o. Location, size, design and type of construction of all proposed signs.
- p. Location and proposed development of all buffer areas, including existing vegetative cover.
- q. Location and design of outdoor lighting facilities.
- r. Identification of the location and amount of building area proposed for retail sales or similar commercial activity.
- s. General landscaping plan and planting schedule.
- t. Grading and drainage plan, showing existing and proposed contours.
- u. **Description of all existing deed restrictions or covenants applying to the property.**
- v. Other elements integral to the proposed development as considered necessary by the Planning Board, but not limited to a licensed survey.

Please read the following carefully and sign below, acknowledging understanding.

Within sixty-two (62) days **following the determination of a complete application** by the Planning Board, the Planning Board shall, if it deems necessary, hold a public hearing. In the event such a public hearing is deemed necessary, public notice of such hearing shall be published in a newspaper of general circulation in the town at least five (5) days prior to the date thereof, with no other notice necessary to adjoining landowners. In determining whether a public hearing is necessary, the Planning Board shall be guided by the expected level of public interest in the project and the possibility of eventual disapproval. No site plan review application may be disapproved unless a public hearing shall have first been held on the project application. Notice of such hearing shall be mailed to the County or regional planning agency as required under Section 239-m of the General Municipal Law, and to the applicant at least ten (10) days prior to such hearing.

Planning Board Decision. Within sixty-two (62) days after a required public hearing or within sixty-two (62) days after the receipt of a complete application by the Planning Board where no public hearing is held, the Planning Board shall render a decision. Said decision shall be in the form of an approval, approval with conditions or disapproval, based on the criteria and procedures provided in this Local Law. In the event of approval, a designated representative of the Planning Board shall date and sign the approved site plans.

The decision shall include site plan approval with findings. The Planning Board, in conjunction with its approval of any site plan review application, may impose such requirements and conditions as are allowable within the proper exercise of the police power, and are directly related to and incidental to a proposed site plan, including the restriction of land against further development of principal buildings, whether by deed restriction, restrictive covenant or other similar appropriate means, to ensure that guidelines as to intensity of development as provided in this Local Law shall be respected.

The Planning Board may also impose reasonable conditions to ensure that the proposed project will be adequately supported by services and improvements made necessary by the project, and to ensure that the project will be completed in accordance with the requirements and conditions authorized under this article. In addition, the Planning Board may require that the Zoning Administrator incorporate any such requirements and conditions in any permit issued with regard to such site plan review project.

Signature of Applicant

Local Law No. 1 of 2004 of the Town of Chester was duly passed by the Town Board on February 10, 2004, in accordance with the applicable provisions of law:

A LOCAL LAW REQUIRING APPROVAL OF NEW DRIVEWAYS ACCESSING TOWN ROADS IN THE TOWN OF CHESTER

Be it enacted by the Town Board of the Town of Chester, as follows:

1. **Legislative Intent:** The purpose of this Local Law is to provide for public safety by ensuring that driveways which access Town roads are situated in a location which will facilitate safe ingress and egress and constructed in a manner that will not interfere with drainage, maintenance or other use of the Town road. It is adopted pursuant to Municipal Home Rule Law S.10.
2. **Approval of Proposed Driveways:** Review and approval by either the Town of Chester Highway Superintendent or Deputy Superintendent shall be required prior to commencement of construction activities, including land clearing or grading, for any new driveway which is proposed to access a Town road. As part of this approval, the Superintendent or Deputy may require installation of a culvert, if necessary, to prevent drainage problems.
3. **Enforcement:** Any person who violates any provision of this Local Law shall be liable to a civil penalty of not more than two hundred fifty dollars (\$250.00) for each day or part thereof during which such violation shall be continued. Alternatively, or in addition to an action to recover civil penalties as provided above, the Town Board may institute any appropriate action or proceeding to prevent, restrain, enjoin, correct or abate any violation of or to enforce any provision of this Local Law.
4. **Repealer:** All Local Laws or ordinances or parts of Local Laws or ordinances in conflict with any part of this Local Law are hereby repealed.
5. **Effective Date:** This Local Law shall take effect upon filing in the office of the New York State Secretary of State.

TOWN OF CHESTER, LOCAL LAW 1, 2004
FILED ON 04/19/2004
STATE OF NEW YORK, DEPARTMENT OF STATE

AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER

I, _____, the owner of record of the property described in this application, hereby empower _____ to act as my agent and representative in conducting presentations to the necessary board(s) and in deliberations with the board(s) pertaining to my application. As my agent, He/She is empowered to act on my behalf in full. In so doing, I, the owner/applicant, understand that I am bound by any conditions imposed on my project and agreed to by my agent or by any conditions or restrictions imposed by my agent as part of the presentation.

Signature of Agent/Representative

Signature of Owner/Applicant

Date: _____ Date: _____

Notary: _____ Notary: _____