

**FOR OFFICE USE ONLY**

TAX MAP NO \_\_\_\_\_  
DATE RECEIVED BY ZEO \_\_\_\_\_  
FEE RECEIVED (DATE & CK #) \_\_\_\_\_  
DATE REFERRED TO CO. PLANNING BOARD \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_  
DATE OF ACTION \_\_\_\_\_  
DATE OF HEARING \_\_\_\_\_  
COUNTY BOARD ACTION \_\_\_\_\_

**PLANNING BOARD** **TOWN OF JEWETT**  
**APPLICATION FOR SITE PLAN APPROVAL**

TO THE PLANNING BOARD OF THE TOWN OF JEWETT, NEW YORK:

FEE \$50.00

**A. STATEMENT OF OWNERSHIP AND INTEREST**

The applicant(s) \_\_\_\_\_  
is/are the owner(s) of property located at \_\_\_\_\_  
The applicant(s) mailing address is \_\_\_\_\_  
Phone: Day (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_, Evening (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_, Cell (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Tax Map No \_\_\_\_\_ Zoning District \_\_\_\_\_ Lot Size \_\_\_\_\_

**B. REQUEST** Attach sketch plan or site plan and topographical map [See checklist on page 2]  
The applicant requests a Site Plan Review for the above described property for the following purpose(s) \_\_\_\_\_  
\_\_\_\_\_

**C. LOCATION AND DESCRIPTION OF SITE**

Location \_\_\_\_\_  
Total Site Area [square feet or acreage] \_\_\_\_\_  
Anticipated construction time \_\_\_\_\_; will development be staged? Yes [ ] No [ ]  
Current land use of site [agriculture, commercial, residential, undeveloped, etc.] \_\_\_\_\_  
Current condition of site [building, brush, trees, etc.] \_\_\_\_\_  
Character of surrounding lands [suburban, agriculture, wetlands, residential, etc.] \_\_\_\_\_  
Estimated cost of proposed improvement \$ \_\_\_\_\_  
Anticipated increase in number of Residents \_\_\_\_\_, Employees \_\_\_\_\_, Shoppers \_\_\_\_\_, Other \_\_\_\_\_;  
Explain increase: \_\_\_\_\_

**D. PROPOSED USE DESCRIPTION** Include Primary and Secondary Use

Primary \_\_\_\_\_ Secondary \_\_\_\_\_ Ground Floor area \_\_\_\_\_, Height \_\_\_\_\_,  
For RESIDENTIAL buildings include  
[1] Number of dwelling units by size [efficiency, one-bedroom, two-bedroom, three or more bedrooms]  
\_\_\_\_\_ [2] Number of parking spaces \_\_\_\_\_  
For NON-RESIDENTIAL buildings include  
[1] Total floor area \_\_\_\_\_ [2] Total sales area \_\_\_\_\_  
[3] Number of automobile parking spaces: automobile \_\_\_\_\_; truck \_\_\_\_\_  
Other proposed structures [describe] \_\_\_\_\_

**E. SITE VISIT:** During review of application, members may need to visit the site. If you object check here: \_\_\_\_\_

**F. SEQR** – State Environmental Quality Review. Attach appropriate form.  
Other State and Federal permits [if needed] list type and appropriate department \_\_\_\_\_

**G. DECLARATION** I/We declare that the statements contained herein are true and that I/We have not knowingly or willfully given a false statement or false information, or omitted information in connection with this application.

\_\_\_\_\_  
SIGNATURE OF OWNER(S)

\_\_\_\_\_  
DATE

## **SITE PLAN REVIEW LAW APPLICATION CHECKLIST**

Site Plan Review submit to Planning Board at least 10 days prior to meeting

1. Complete Site Plan Review Application
2. Submit Site Plan including:
  - a. Name of project
  - b. Name and address of applicant
  - c. Contact person
  - d. Person responsible for preparation of site plan
  - e. Evidence of approval of all applicable agencies- include state or county permits required
  - f. North arrow, scale and date
  - g. Boundaries of parcel to scale
  - h. Easements and deed restrictions
  - i. Names, locations and widths of adjacent street
  - j. Existing watercourses
  - k. Grading and drainage plan – existing and proposed
  - l. Proposed use and height of all buildings
  - m. Parking and truck loading areas, showing access and egress
  - n. Pedestrian access
  - o. Outdoor storage
  - p. All existing and proposed improvements, include drains, culverts, retaining walls and fences
  - q. Sewage disposal method
  - r. Securing public water
  - s. Fire and emergency zones, include fire hydrants
  - t. All energy distribution facilities
  - u. All signs
  - v. All buffer areas, including existing vegetation
  - w. Outdoor lighting facilities
  - x. Area for retail sales or commercial activity
  - y. Landscaping plans and planting schedules
3. Submit Topographic or contour map
4. Submit Area map
  - a. Show parcel on map
  - b. Show all adjacent properties, owner's names, adjacent subdivisions, streets & easements within 200 feet
5. Submit SEQR form
6. Submit written statement describing proposal
7. Submit fee [payable to Town of Jewett]
  
8. Attend Planning Board meeting
  - a. Review basic site design concept
  - b. Determine additional information required on site plan
9. Attend Public Hearing - as decided by Planning Board
  - a. Schedule Date
  - b. Public Notices - send notices to neighbors

**SEE SITE PLAN REVIEW LAW FOR SPECIFIC REQUIREMENTS**