

**VILLAGE OF SAUGERTIES
PLANNING BOARD APPLICATION FORM**

Property Owner: _____ Date Submitted: _____

Owner's Mailing Address _____

Owner's Telephone: _____ Fax: _____ E-mail: _____

Business Name, if applicable _____

Site Location SBL #: _____ Parcel size: _____ Zone: _____

Address: _____

Agent / Professional Rep. _____

If any _____

Site Description

1. SUB-DIVISION
 - a. No. of lots _____ purpose _____
2. SITE PLAN _____ commercial _____ residential for purpose of: _____
3. SPECIAL USE PERMIT
 - a. Purpose _____

Signature of Applicant or Agent (circle one) _____ Date _____



TO THE APPLICANT: Submission of the following information is required before the application can be presented to the Planning Board; Forms supplied in the application packet are noted with an asterisk:*

1. Completion of this application form.
2. Cash or check / money order made out to "Village of Saugerties"; Fees are non-refundable

\$ _____	*Subdivision:	\$200 (3 or less)	\$300.00 (4 or more)
\$ _____	Lot line revisions:	\$150 per submission	
\$ _____	Site Plan/Residential:	\$200 (1-3 Units)	
\$ _____	*Site Plan/Commercial:	\$300	

Escrow fees where required –per prevailing schedule, including but not limited to costs for review by village's engineer, attorney, environmental planner

\$ _____	Recreation fees:	\$100 per new dwelling unit (single family/apartments/condominiums)
\$ _____	Special use Permit:	\$150
3. Photocopy of the deed to the entire parcel
4. *Completion of the NYS SEQR Environmental Assessment Form (EAF)
 - a. Short form, complete front side only
 - b. Long form, complete section 1 only
5. Letter of Intent on our form or your letterhead
6. Letter of Agent - if you are authorizing someone else to represent you at board meetings
7. Five (5) copies of a graphic representation of your project depicted on a survey map with the stamp and seal of a professional engineer, surveyor or architect licensed in NYS; or, a sketch of the parcel overlaid on a tax map for the board's preliminary review. Coordinate with your Letter of Intent (see #4), and items on the checklist (see #8).
8. *Subdivision or Site Plan **checklist** is provided with this application packet; it **should be completed and accompany the map or sketch submitted.** Directions for completion of the checklist are set out on form provided to you in this application packet.



BOARD USE ONLY FOR VERIFICATION OF SUBMISSION:

Fee Received \$	Check#	Money Order #	Cash	Date:
Intake Official Initials:	Deed:	EAF:	Letter of Intent:	
Letter of Agent:	Checklist Completed:	Y N	Other Materials (see attached)	

Applicant's Letter of Intent

From: _____

To: Village of Saugerties Planning Board

Date: _____

Message: _____

Village of Saugerties

LETTER OF AGENT

I, _____, am the owner of the property located at _____, Village of Saugerties, New York, identified as Tax Map SBL# _____.

I hereby authorize _____ to act as my agent in an application to the:

Check all that apply:

____ Village of Saugerties Planning Board.

____ Village of Saugerties Zoning Board of Appeals.

For _____

Print Name: _____

Signature _____ Date: _____

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____	acres	
b. Total acreage to be physically disturbed?		_____	acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____	acres	
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Are public transportation service(s) available at or near the site of the proposed action?		
	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES			

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		