

TOWN OF WOODSTOCK PLANNING BOARD  
Ulster County, NY

SUP Case # \_\_\_\_\_  
Date received: \_\_\_\_\_  
Property Violations? Y  N

**Submit 3 copies of application, 3 copies of sketch/preliminary plans & \$100 Application Fee** (payable to Town of Woodstock). **Completed Part 1 – Project & Sponsor Info section of the Short Environmental Assessment Form (EAF) completed online, must accompany application + other forms, as applicable** (see list page 2). **Submit .pdf copy of plans to [planning@woodstockny.org](mailto:planning@woodstockny.org).** Questions? Call office: (845) 679-2113 x 16

**APPLICATION FOR SPECIAL USE PERMIT**

**Please print**

Property owner(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Location of subject property (street address): \_\_\_\_\_

Tax Parcel ID # (Section-Block-Lot): \_\_\_\_\_

Scenic Overlay (circle one): YES NO

Zoning District(s): \_\_\_\_\_ Date property was acquired: \_\_\_\_\_

Describe any Restrictions or Easements (incl. utility easements) affecting property (refer to your deed for this information):

\_\_\_\_\_

Description of Special Use Permit and reason(s) for request: \_\_\_\_\_

\_\_\_\_\_

Name of authorized Agent/Representative\*: \_\_\_\_\_

\* Written authorization required. See form attached. (architect, engineer, etc.)

- Attachments:
- Site Plan in accordance with requirements of Zoning Law Sections 260-68, -75, -76
  - Exterior Building Elevations, where applicable
  - Supplemental written material in accordance with Zoning Law Sections 260-63 thru -67 (e.g. Timber Harvest Management Plan; material samples for structures in Scenic Overlay District, etc.)
  - Signed & completed Applicant/Sponsor portion of Short Environmental Assessment Form
  - Application Fee made payable to Town of Woodstock
  - Signed Authorization to Represent Owner form, if applicable
  - Copy of Tax Map(s) and list of contiguous property owners with mailing addresses

Signature(s) of Owner(s): X \_\_\_\_\_ Date: \_\_\_\_\_

X \_\_\_\_\_

- ⊙ Also refer to additional attached forms to be completed and information sheets to assist you with preparing your plans...(application continues)

**Town of Woodstock - Special Use Permit application continued:**

**Also refer to additional forms to be attached to this application\*** and other information:

- \* *Permission to Inspect Property* (part of application)
- \* *Form to list contiguous property owners, addresses & parcel ID #s* (part of application)
- \* *Short Environmental Assessment Form (EAF)* (part of application)
- \* *Authorization Form for Applicant's Representatives/Agents* (part of application, if applicable)
- \* *Waiver Request Form* (if applicable)
- Checklist for preliminary site plans per Zoning Law* (assists with application & plan preparation)
- Sample Tabular Summary* (Tabular Summary must be on all plans)
- Sample Owner's Signature Box/Compliance Statement* (must be on all plans)
- Memo: Missing or Requested Materials deadline for submission*

It is also recommended that you refer to the Planning Board's *Design Manual* available on the Town's website: [woodstockny.org](http://woodstockny.org). Select link for *Boards and Committees*, then *Planning Board*, then *Documents*. A separate design manual is also available for projects that are located in the Scenic Overlay District.



(part of application form)

Applicant/Owner(s) \_\_\_\_\_

Subdivision  Site Plan Review  Special Use Permit  Wetlands Permit

List *Names, Mailing Addresses* and *Tax Parcel ID numbers (Section-Block-Lot#)* of ALL contiguous property owners, including those across streets, streams or other land features which would touch the subject property if the street/stream, etc., were not there. Addresses must be taken from the current tax rolls, available in the Woodstock Assessor's office, or by accessing the Ulster County Real Property parcel data from their website: [ulstercountyny.gov/maps/parcel-viewer](http://ulstercountyny.gov/maps/parcel-viewer)

Also provide a *copy of the relevant section(s) of the tax map* for the subject property, available from the Assessor's office or County website, above.

- | 1. _____ | Section-Block-Lot # | Name & Address (please print) |
|----------|---------------------|-------------------------------|
| 2.       | _____               | _____                         |
| 3.       | _____               | _____                         |
| 4.       | _____               | _____                         |
| 5.       | _____               | _____                         |
| 6.       | _____               | _____                         |
| 7.       | _____               | _____                         |
| 8.       | _____               | _____                         |
| 9.       | _____               | _____                         |
| 10.      | _____               | _____                         |
| 11.      | _____               | _____                         |
| 12.      | _____               | _____                         |
| 13.      | _____               | _____                         |
| 14.      | _____               | _____                         |
| 15.      | _____               | _____                         |

Attach additional page(s) if needed

Form updated Feb 2016

AUTHORIZATION FORM FOR APPLICANT'S REPRESENTATIVES/AGENTS

To the Town of Woodstock Planning Board:

This will authorize \_\_\_\_\_  
(print representative's name)

to represent me/us and make statements on my/our behalf at scheduled meetings  
before the Planning Board in the matter of \_\_\_\_\_

Check type of application(s):

Subdivision  Site Plan Review  Special Use Permit  Wetlands Permit

Print property owner(s) name: \_\_\_\_\_  
\_\_\_\_\_

Owner's signature(s)\*: X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_

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

**\*PLEASE NOTE:** If owner of record is an Estate, Trust, LLC, PC, etc., please submit evidence that the person signing has authority to do so as an agent of such entity, and include that person's title (printed), e.g. Trustee, Executor, Director, President, etc., with signature. **All owners of record must sign this authorization**, including spouses, partners, family members, etc.

Representative's signature: X \_\_\_\_\_  
Date signed: \_\_\_\_\_

Representative's address: \_\_\_\_\_

Phone Number & Email: \_\_\_\_\_

TOWN OF WOODSTOCK  
PLANNING BOARD

WAIVER REQUEST FORM

I/We \_\_\_\_\_, the applicant(s) and  
owner(s) of the property located at \_\_\_\_\_  
or the duly authorized representative of the owner, do hereby request the following  
waiver(s) from application requirements for:

Type of review (check one):

- Site Plan Review       Special Use Permit       Major Subdivision  
 Minor Subdivision       Wetlands Permit

I/We request waiver(s) from: (check one and complete all information requested)

Town Code Chapter 260: Zoning Law, Section #: \_\_\_\_\_  
Specific waiver(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town Code Chapter 202: Subdivision of Land, Section #: \_\_\_\_\_  
Specific waiver(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for waiver request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print (name): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Town of Woodstock**  
Environmental Quality Review  
617.20  
*Appendix B*  
*Short Environmental Assessment Form*

To access and complete the New York State Department of Environmental Conservation (DEC) State Environmental Quality Review Assessment Forms (EAF) go to: <http://www.dec.ny.gov/eafmapper/>

Applicant/project sponsor is required to **complete only Part 1 of the SHORT FORM EAF**. Please be sure to use a compatible search engine and shut off all pop-up blockers. Because the online form is self-populating for some answers, we recommend completing the EAF online and printing the completed form and any attachments to submit as part of your required Planning Board application paperwork. Download, complete any missing information, then sign and date your completed forms where indicated.

If you need assistance with the EAF online form, please contact:

**David Rebecca**

Cartographic Technician 1, Division of Environmental Permits

**New York State Department of Environmental Conservation**

625 Broadway, 4<sup>th</sup> Floor, Albany, NY 12233

P: 518-402-9485 | F: 518-402-9168 | [david.rebecca@dec.ny.gov](mailto:david.rebecca@dec.ny.gov)

[www.dec.ny.gov](http://www.dec.ny.gov) |

**PLEASE PROVIDE THE ORIGINAL AND 3 COPIES. IF NOT SUBMITTED, YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE.**  
**QUESTIONS? CONTACT THE PLANNING BOARD OFFICE @ 845-679-2113 EXT. 16**



**CHECKLIST PER §§ 260-68, 260-75 and 260-76 OF THE WOODSTOCK ZONING LAW**  
**SPECIAL USE PERMIT APPLICATIONS**

An application for preliminary site plan approval shall be made in writing to the Zoning Enforcement Officer and shall be accompanied by information drawn from the following checklist, as determined necessary by the Planning Board at the sketch plan conference. The Planning Board may require that the site plan be certified by a licensed design professional. The applicant may request waivers of any information required in the site plan checklist, and the Planning Board may grant or deny such waivers.

A. Preliminary site plan checklist\*:

- (1) Title of drawing, including name and address of applicant and person(s) responsible for preparation of such drawing;
- (2) Key map or area map oriented to the nearest street or road intersection showing the parcel under consideration for site plan review, its zoning district classification, and all properties, subdivisions, streets and easements within 200 feet of the boundaries thereof;
- (3) North arrow, map scale and date;
- (4) Boundaries of the property plotted to scale based upon actual survey or similarly accurate data;
- (5) Existing watercourses;
- (6) Grading and drainage plan showing existing and proposed contours at an appropriate interval, as specified by the Planning Board at the sketch plan conference, with two-foot contours and soils data required on that portion of any site proposed for development where general site grades exceed 5% or where there may be susceptibility to erosion, flooding or ponding;
- (7) Location, proposed use and height of all buildings;
- (8) Location, design and construction materials of all parking and loading areas, with access and egress drives thereto;
- (9) Provision for pedestrian access;
- (10) Location of outdoor storage, if any;
- (11) Location, design and construction materials of all existing and proposed site improvements, including drains, culverts, stormwater treatment facilities, bioretention areas, retaining walls and fences;
- (12) Description of the method of sewage disposal and the location, design, and construction materials of such facilities;
- (13) Description of the method of securing water supply and the location, design and construction materials of such facilities;
- (14) Location of fire and other emergency zones, including the location of fire hydrants;
- (15) Location, design and construction materials of all energy distribution facilities, including

electrical, gas and solar energy;

- \_\_\_ (16) Location, size, design and construction materials of all proposed signage;
- \_\_\_ (17) Location and proposed development of all buffer areas, including indication of existing trees and other vegetative cover;
- \_\_\_ (18) Location and design of all outdoor lighting fixtures and facilities, including data regarding lighting levels both within the site and at the site's boundaries, fixture mounting heights and glare control options for each lighting source. Illuminance may be plotted using manufacturer's photometric charts or the Planning Board may require iso-footcandle specifications. The lighting plan must be in conformance with § 260-29C of this chapter;
- \_\_\_ (19) Designation of the amount of building area proposed for retail sales, office use or similar commercial activity, including, where applicable, the type and number of seats provided, so that the adequacy of parking and other factors may be reviewed;
- \_\_\_ (20) General landscaping plan and detailed planting schedule;
- \_\_\_ (21) Building elevations describing the design and construction materials of both the principal structure and all accessory structures and related site elements;
- \_\_\_ (22) Each site plan submitted to the Planning Board for signature shall contain a statement (*sample attached*) in form and substance satisfactory to the Planning Board that has been signed by all the applicants stating that they will comply with all conditions shown on the site plan;
- \_\_\_ (23) All revisions that are made to a preliminary site plan shall be listed and dated on the site plan;
- \_\_\_ (24) Any other element integral to the proposed development, as considered necessary by the Planning Board, including the identification of any state or county permits required for the project's execution.

B. Tabular summary required. In addition to the data specified above, all preliminary site plans shall include a tabular summary (*sample attached*) relating the site plan to the specific dimensional requirements of this chapter, including the following:

- \_\_\_ (1) Lot area in square feet
- \_\_\_ (2) Building area in square feet
- \_\_\_ (3) Calculation of structure coverage and open space in square feet and as a percentage of lot area
- \_\_\_ (4) Indication of all front, rear and side yard setbacks to the principal structure and to all accessory structures and other site elements
- \_\_\_ (5) Compliance with parking requirements

C. Required fee. An application for preliminary site plan review and approval shall be accompanied by the applicable fee in accordance with the fee schedule established and annually reviewed by the Town Board.

D. An application for preliminary site plan review and approval shall be accompanied by a list of all contiguous landowners.

**\* ALSO SEE THE FOLLOWING LIST FOR ADDITIONAL SKETCH PLAN DETAILS THAT MAY BE REQUIRED BY PLANNING BOARD:**

Prior to approval of any sketch plat or conceptual plan, the Planning Board may require identification and depiction of the following site constraints and/or natural and habitat features:

- Wetland delineation including vernal pools
- Full depiction of all watercourses, ponds and/or other water features
- Topographical lines (US Geological Survey data)
- Historical sites (as verified by NYS Office of Parks, Recreation & Historic Preservation)
- Known Archeological site (NYSOPRHP and/or Phase 1 field survey)
- Threatened or Endangered Plant and Animal Species (Natural Heritage Database and/or field survey)
- Ground cover map incl. significant natural communities (Natural Heritage data) & Heritage Tree inventory
- Depiction of land in adjacent municipalities
- Unique geological formations incl. ridgelines, waterfalls, rock outcroppings, talus (e.g., rock piles at cliff bases), erratics (e.g., glacial boulders not native to the site), cliffs, caves or other unusual geological formations covering an area > 200 sq ft
- Historic trails and manmade features (stone walls, cairns, etc)
- Biodiversity Assessment
- Hudsonia* Habitat Survey data

