

TOWN OF WOODSTOCK PLANNING BOARD
Ulster County, NY

SPR Case # _____

Date received: _____

Property Violations? Y ☐ N ☐

Submit 3 copies of application, 4 copies sketch/preliminary plan and \$100 Application Fee (payable to Town of Woodstock). Part 1 - PROJECT & SPONSOR INFO OF SHORT ENVIRONMENTAL ASSESSMENT FORM (EAF) completed online, MUST BE SUBMITTED WITH APPLICATION + other forms, as applicable (see list page 2). Submit .pdf copy of plans to planning@woodstockny.org. Questions? Call office: (845) 679-2113 x 16

APPLICATION FOR SITE PLAN REVIEW

Please print

Property owner(s): _____

Mailing address: _____

Phone number(s): _____ Email: _____

Location of subject property (street address): _____

Tax Parcel ID # (Section-Block-Lot): _____

Scenic Overlay (circle one): YES NO

Current use of site: _____

Proposed use of site: _____

Describe proposed change(s): _____

Check one: ☐ Project site including new buildings & site improvements

☐ Modification to existing building

☐ Modification to existing developed site

☐ Change of use of existing building or site

Zoning District(s): _____

Name of authorized Agent/Representative*: _____

**see authorization form attached*

(architect, engineer, etc.)

Mailing address: _____

Phone number(s): _____ Email: _____

- Attachments:
- ☐ Site plan in accordance with checklist and requirements of Zoning Law Section 260-76
 - ☐ Signed & completed Applicant/Sponsor portion of Short Environmental Assessment Form
 - ☐ \$100 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 (form part of application)

(application continues)

Town of Woodstock Site Plan Review application (continued):

The undersigned, having been advised by the Woodstock Zoning Enforcement Officer of the requirement for Site Plan Review and approval, hereby requests (check one or both):

- () Preliminary Site Plan approval
() Final Site Plan approval

of the identified site plan by the Woodstock Planning Board, in accordance with Town Code Chapter 260 (Zoning Law), Article VII, Site Plan Review and Approval. The undersigned acknowledges that the official date of this application is that of the regularly-scheduled meeting of the Planning Board where application is first reviewed, at which time a preliminary or final site plan (in accordance with above-referenced section of the law), a copy of this application form, the Environmental Assessment Form (EAF) required to initiate compliance with the NY State Environmental Quality Review Act (SEQRA), and receipt for payment of the application fee shall be presented in order to constitute a complete application.

In order to be considered an agenda item, the site plan, application form, and the EAF must be received by the Planning Board office not less than ten (10) calendar days prior to said regularly-scheduled Planning Board meeting.

PLEASE NOTE: If the applicant is not the owner of the premises subject to the proposed action, proof of the applicant's right to act on behalf of the owner must be submitted with this application. See attached authorization form.

Owner(s) name (please print)

X _____
Owner(s) signature

X _____

Date signed: _____

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

- * Form to list contiguous property owners*
- * Authorization Form for Applicant's Representatives/Agents, if applicable*
- * Permission to Inspect Property*
- * Short Environmental Assessment Form (EAF)*
- Waiver Request Form, if applicable*
- Checklist for Site Plan Review applications*
- Sample Tabular Summary*
- Owner's Signature Box/Compliance Statement Sample*
- 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. Select link for *Board and Committees*, then *Planning Board*, then *Documents*.

(part of application)

Application Forms Att: Permission to Inspect/Jan 2016

(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

☐ 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, 4th Floor, Albany, NY 12233

P: 518-402-9485 | F: 518-402-9168 | david.rebecca@dec.ny.gov

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 §§ 260-76 OF THE WOODSTOCK ZONING LAW
SITE PLAN REVIEW 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

