



*Colony of the Arts*

**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 platted 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

**PLANNING BOARD**  
**TOWN OF WOODSTOCK**

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*Colony of the Arts*

**TOWN OF WOODSTOCK PLANNING BOARD**

Policy adopted April 1995

**A SIGNATURE BOX IS TO BE ADDED TO ALL FINAL SITE PLANS:**

I/We, the owner(s) and/or lessee, understand I/we must conform exactly to these plans as signed by the Town of Woodstock Planning Board.

Any and all changes require formal amendment by me/us to the Planning Board.

sign

date

sign

date

sign

date



## PLANNING BOARD

45 COMEAU DRIVE  
WOODSTOCK, N.Y. 12498  
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The Subdivision Regulations and the Site Plan Review section of the Town Zoning Law require that a Tabular Summary of Area and Bulk Regulations be placed on subdivision plats and site plans. The Area and Bulk Regulations for each Zoning District can be found in Chapter 260 of Town Code (Zoning Law), Article IV, Section 260-16, 260 Attachment 2, Schedule of Area & Bulk Regulations.

The Table should include the relevant Zoning District, minimum lot area, minimum structure coverage, minimum yard requirements (setbacks), etc., and how the proposed action meets those area and bulk requirements. Any modifications to the standards due to a variance or pre-existing condition should be noted at the bottom of the Table.

**Below are two examples of acceptable Tabular Summaries:**

ZONING SCHEDULE OF AREA & BULK REGULATIONS				
ZONING:	R8	REQUIRED	LOT NO. 1	LOT NO. 2
MINIMUM LOT AREA PER DWELLING UNIT		8.0 ACRES	81.60± ACRES	8.45± ACRES
MAXIMUM STRUCTURE COVERAGE		10%	0.08%	0.4%
MINIMUM OPEN SPACE		85%	99.7%	98.5%
MAXIMUM STRUCTURE HEIGHT		35'	N/A	AS REQUIRED
MAXIMUM STORIES		2-1/2	1	AS REQUIRED
MINIMUM LOT WIDTH		300'	783'±	792'±
MINIMUM YARD REQUIREMENTS: FRONT		75'	361.0'±	367'±
SIDE		75'	234.7'±	162'±
REAR		75'	2505.7'±	174'±

TOWN OF WOODSTOCK BULK REGULATIONS				
ZONING DISTRICT	R1.5 - RESIDENTIAL - W/O CENTRAL WATER OR COMMON SEWER			
	EXISTING	PROPOSED	REQUIRED	VARIANCE NEEDED
MIN. LOT AREA	2.17 AC.	2.17 AC.	1.5 AC.	NO
MAX. STRUCTURE COVERAGE	6%	17.6%	10%	YES
MIN. OPEN SPACE	43%	44%	70%	YES
MIN. LOT WIDTH	88.3'	88.3'	150'	N/A
MIN. YARD REQUIREMENTS				
FRONT	7.5'	16'	25'	YES
SIDE	7.0'	6.5'	25'	YES
REAR	85'	47'	50'	YES
FLOOR AREA RATIO	.06	0.19	0.25	N/A
MAXIMUM STRUCTURE HEIGHT	22'	42'	35'	YES

# MEMORANDUM

To: All applicants  
Subject: Missing or requested materials/documentation

Any outstanding items or changes requested by the Planning Board **must be submitted no less than ten (10) days prior to a Public Hearing**. This includes, but is not limited to, updated Site Plans or plats, missing forms, material samples and permits or determinations from other agencies.

Failure to submit the requested items in the specified time frame may result in cancellation of the Public Hearing (fee for cancellation applies) or a delay in the Planning Board's decision process.