

**Town of Shandaken Planning Board**

7209 Route 28

Shandaken, NY 12480

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**Special Permit and/or Site Plan Review Application**

**Information Sheet**

**Requirements:** The Zoning Law of the Town of Shandaken requires that all property uses requiring a special use permit be approved by the Planning Board (herein referred to as “PB”) prior to the issuance of Building Permits and Certificates of Occupancy. The law has established eight (8) classes of districts and designated the applications on the Zoning Map incorporated into the law. The use regulations in each zoning district are set forth in the District Schedule of Use Regulations, §116.10 of the Zoning Codes. These codes may be reviewed online at: [www.shandaken.us](http://www.shandaken.us)

**Applications:** At least two (2) days prior to the PB meeting, eight (8) copies of the application and all supporting documentation, plus four (4) copies of the plot plan shall be submitted to the Building Department, together with applicable fees. The PB meets on the second Wednesday of each month at 7:00p.m. at the above noted address. Should you have any questions, please advise this department at least two (2) days in advance so that you may be placed on the agenda for the Workshop Meeting which is held the last Wednesday of each month.

**Supporting Documentation:** A detailed plan for the proposed business or development, drawn to a readable scale and including all items indicated on the Site Plan Checklist, together with an AREA MAP, showing all adjacent properties, their owners, subdivisions and easements; a map of the applicant’s contiguous holdings; and an existing conditions map, prepared by a licensed surveyor or professional engineer at a scale not less than 1” = 100’ including metes and bounds description, locations of natural features, such as streams, wetlands, major rock or rock outcroppings, soil types and conditions, areas subject to flooding and landslides, major stands of trees and existing free-standing trees 12” or more in diameter at chest height within 25’ of existing or proposed improvements and the location of existing man-made improvements of features such as buildings, roads, walls, fences, sidewalks, utilities and easements and a topographic map with contour intervals not greater than ten (10) feet, unless the PB requests lesser intervals.

**Preliminary and Public Hearings:** As previously stated, the above information should be submitted not less than two (2) days prior to a preliminary meeting. The documents will be reviewed at a Preliminary Hearing, and if any further data is required, applicant will be advised. A Public Hearing will be scheduled in accordance with the procedures set forth in §116-42 of the Zoning Law and Chapter 274a of the Town Law. When the application is moved to Public Hearing, all abutters and neighbors within 200’ of the property must be notified by certified/return receipt. The applicant will be provided with an invoice and list of abutters and payment in full for such mailing is due immediately.

**Decision:** After review of all information at the Public Hearing, the recommendations of other agencies whose consultations are mandated by law, and consideration of the provisions of the Zoning Law and other applicable ordinances, the PB will approve, approve with conditions or deny the application. The filing of the decision with the Town Clerk, in the case of approval, is deemed a Special Permit.

**Expiration:** Under §116.45 of the Zoning Code, a Special Permit shall be deemed to authorize only one (1) particular special use, and shall expire if a building permit for the special use permit activity is not issued within one (1) year of the date of issuance of the Special Use Permit.

**Fee Schedule:**

**FEE CHARGED**

**1. Pre-Application Review:**

*No Charge*

**2. Application for Special Permit and/or Site Plan Review**

*\$100 per approval sought*

**NOTE:**

*The fee listed in #2 is only applicable when the project does not trigger fees covered under items #3 and #4 below.*

**3. Planning Fees for New or Replacement Construction:**

*Residential Development of Multiple Dwelling Units*

*\$100 per application, plus  
\$ 25 per dwelling unit with up to  
two (2) bedrooms, or  
\$ 15 per bedroom per dwelling unit*

*Commercial Development:*

*\$200 per application, plus  
\$ 50 per 1,000 sq. feet of building  
footprint or fraction thereof.*

**4. Site Development Disturbance:**

*Up to one (1) acre of disturbance*

*\$250 per application*

*More than one (1) less than ten (10) acres  
of disturbance*

*\$500 per application*

*More than ten (10) acres of disturbance*

*\$2,500 plus \$50 per acre above ten  
(10) Acres of disturbance.*

**NOTE:**

*Site Development Disturbance applies to Special Permits and/or Site Plan Reviews which includes grading, clearing and demolition.*

**Special Permit and/or Site Plan Review Application**

*APPLICANT*

*OWNER (if other than applicant)*

Name: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

Property: Section \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_ Size: \_\_\_\_\_ acres

Location of Property: Street Address (if applicable): \_\_\_\_\_

\_\_\_\_\_, which is on the \_\_\_\_\_ side of \_\_\_\_\_

Road, in the Hamlet of \_\_\_\_\_, within \_\_\_\_\_ feet of State/County Hwy # \_\_\_\_\_

in the Town of Shandaken, NY.

\*\*\*\*\*

***SURVEYOR OR ENGINEER:***  
*(preparing site plan)*

***OTHER REPRESENTATIVE***  
*(attorney, architect or other)*

Name: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

***PROPOSED USE OF SITE/REASON FOR REQUEST (attach add'l page if needed).***

\_\_\_\_\_

\_\_\_\_\_

*Note: If the applicant is NOT the owner of the property, but, is a proposed occupant or purchaser under contract or option, an affidavit/notarized letter of authorization from the owner must be submitted.*

*Note: Compliance with requirements shall be the sole responsibility of the applicant and/or his representative. Under the NY State SEQRLaw, it is a requirement to fill out an EAF statement for submission with this application.*

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**STATEMENT**

The undersigned as individual owner(s) or as a qualified officer of the corporate owner of the above described property, hereby apply for approval of the proposed use and/or site plan for the development of the property in accordance with the provisions of the Zoning Law of the Town of Shandaken and authorize entry upon the property for site inspection by Planning/Zoning Officials and their authorized representatives. Further, I do hereby affirm that all fees, permits and charges applicable under the laws and ordinances of the State of New York and Town of Shandaken (including those required for any environmental impact studies, etc.) will be paid; also, any legal or engineering fees required, including consultant fees, if warranted, will be paid by applicant(s). Fees are due and payable to: "Town of Shandaken" upon submission of the application. Any of the additional fees aforementioned can be paid prior to the final hearing.

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

Signature(s): \_\_\_\_\_

\_\_\_\_\_

**Attachment – Plot Plan**

Section: \_\_\_\_\_

Block: \_\_\_\_\_

Lot: \_\_\_\_\_

Location of lot: \_\_\_\_\_

Note: Plot Plan must show the configuration of the lot (can be a sketch plan) showing all buildings on the parcel, giving the dimensions of each structure and ***must reflect the setbacks of each structure from the property lines (front/rear/sides).***

***Sketch must be drawn to scale with scale indicated (if not providing professional drawings/plat).***

Submitted by:

Date submitted: \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Owner

## Site Plan Checklist

If the application includes the need for a Site Plan, the following checklist will simplify the items that will be required by the Planning Board. Please provide written responses to any required information that cannot be clearly reflected on the sketch plan or site plan packet. If you feel that the requirement is not applicable (N/A), you can check the box indicated. The final decision regarding whether information is necessary, lies with the Planning Office or with the Planning Board itself.

**Done**    **N/A**

- [ ]    [ ]    **1.** Title of drawing, including name and address of applicant and person(s) responsible for preparation of such drawing.
- [ ]    [ ]    **2.** North arrow, scale and date.
- [ ]    [ ]    **3.** Accurate boundaries of the property plotted to scale.
- [ ]    [ ]    **4.** Existing watercourses.
- [ ]    [ ]    **5.** Grading and drainage plan showing existing and proposed contours at an appropriate interval to be specified by the Planning Board at the sketch plan conference, with two-foot contour intervals and soils data generally required on that portion of any site proposed for development where general site grades exceed 5% or there may be susceptibility to erosion, flooding or ponding.
- [ ]    [ ]    **6.** Location, proposed use and height of all buildings.
- [ ]    [ ]    **7.** Location, design and construction materials of all parking and truck-loading areas, with access and egress drives thereto.
- [ ]    [ ]    **8.** Provision for pedestrian access.
- [ ]    [ ]    **9.** Location of outdoor storage of equipment and materials, if any.
- [ ]    [ ]    **10.** Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.
- [ ]    [ ]    **11.** Description of the method of sewage disposal and the location, design and construction materials of such facilities.
- [ ]    [ ]    **12.** Description of the method of securing water supply and the location, design and construction materials of such facilities.
- [ ]    [ ]    **13.** Location of fire and other emergency zones, including the location of the nearest water supply for fire emergencies.
- [ ]    [ ]    **14.** Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy.
- [ ]    [ ]    **15.** Location, size, design and construction materials of all proposed signage.

- 16.** Location and proposed development of all buffer areas, including indication of existing vegetative cover.
- 17.** Location and design of outdoor lighting facilities, including data regarding when appropriate, lighting levels both within the site and at the site's boundaries.
- 18.** Designation of the amount of building area proposed for retail sales, office use or similar commercial activity.
- 19.** Detailed landscaping plan and planting schedule, including the number, size, type and location of all canopy trees or understory trees, shrubs and ground covers to be planted.
- 20.** Building elevations and sections at a scale sufficient to delineate clearly the massing and the exterior materials, textures and colors of all buildings and other structures shown on the site plan.
- 21.** Other elements 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.

**ALL ISSUES ABOVE HAVE BEEN READ AND ADDRESSED FOR THE APPLICATION**

Name of Applicant \_\_\_\_\_ S/B/L# \_\_\_\_\_

\*\*\*\*\***SHORT ENVIRONMENTAL ASSESSMENT FORM FOLLOWS**\*\*\*\*\*