

VILLAGE OF HUNTER

P.O. Box 441 ▪ 7955 Main Street ▪ Hunter NY 12442
Phone 518-263-4020 ▪ Fax 518-263-553

PLANNING BOARD APPLICATION

Note: Application and required supplemental materials should be submitted to the Planning Board Chairman at least 10 days before the next regularly scheduled meeting, normally held on the 4th Thursday of the month.

1. Project Name or Title: _____

2. Project Applicant:

(If Applicant is not the Owner of subject property, check box and submit an Owner's Authorization Form.)

Name: _____ Phone: _____

Address: _____

3. Professional Advisor (Licensed Engineer, Architect or Land Surveyor):

Name: _____ Phone: _____

Address: _____

4. Type of Application: *(check all appropriate boxes)*

- | | |
|---|---|
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Lot Line Adjustment |
| <input type="checkbox"/> Architectural Review | <input type="checkbox"/> Minor Subdivision <i>(3 lots or less)</i> |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Major Subdivision Preliminary Plat <i>(4 lots or more)</i> |
| <input type="checkbox"/> Planned Development District | <input type="checkbox"/> Major Subdivision Final Plat |

5. Site Location:

Address: _____ Tax ID #: _____

Zoning District: _____ Total Acres: _____

6. Brief Project Description:

7. Names and Addresses of Abutting Owners and Owners across adjoining streets:

(Attach additional list, if necessary)

8. Signature of Applicant

Signature

Date

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SITE PLAN REVIEW CHECKLIST

Site Plan Review is divided into three phases: Concept Plan Conference, Preliminary Site Plan Review and Final Site Plan Review. This checklist provides a summary of items to be submitted in each phase. **Please refer to Article 6 of the Village of Hunter Zoning Law for the complete Site Plan Review approval process and requirements.**

Concept Plan Conference

Contact the Planning Board Chairman to schedule a Concept Plan conference. At the conference the Planning Board will discuss the project and review requirements and determine the appropriate Environmental Assessment Form (EAF). Submit the following items at the Concept Plan Conference:

- Resource Analysis map showing important natural and man-made features in and around the site.
- Conceptual Sketch Plan showing major features of the proposal.

Preliminary Site Plan Review

Submit seven copies the Preliminary Site Plan prepared by a NYS licensed engineer, architect or surveyor with the following information, Part 1 of the EAF and the required review fees.

- Title of drawing, date, north arrow, scale, name and address of Applicant, and person responsible for the preparation of such drawing;
- Boundaries of the property plotted to scale;
- Existing water courses, wetlands, FEMA floodplains, landscaping and vegetative cover;
- Grading and drainage plan showing existing and proposed contours with intervals of five feet or less;
- Description of methods used for controlling stormwater runoff from the site;
- Location, use and height of all existing and proposed buildings including those on contiguous properties.
- All existing and proposed means of vehicular ingress and egress to and from the site and onto public streets;
- Design and construction materials of all parking and truck loading areas;
- Provision for pedestrian access;
- Location of outdoor storage, if any;
- Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences;
- Description of the method of sewage disposal and location, design and construction materials of such facilities;
- Description of the method of securing water and location, design and construction materials of such facilities;
- Location of fire and other emergency zones, including the location of fire hydrants;
- Location, size, design and construction materials of all proposed signage;
- The proposed location, direction, power and hours of operation of proposed outdoor lighting;
- Designation of the amount of building area proposed for each use;
- Landscaping plan and planting schedule;
- Location and proposed development of all buffer areas, including indication of existing vegetation;
- Other elements integral to the proposed development, as considered necessary by the Planning Board, including identification of any required County, State or Federal permits.

Final Site Plan Review

Submit seven copies of the Final Site Plan including any modifications required during Preliminary Site Plan Review, and a CD containing a digital copy of the Final Site plan in PDF format.

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SUBDIVISION REVIEW CHECKLIST

Subdivision Review is divided into two or three phases depending on the project's size and complexity.

A Minor Subdivision (usually 3 lots or less) requires Sketch Plan Review and Minor Subdivision Review.

A Major Subdivision (usually 4 lots or more) requires Sketch Plan Review and Preliminary and Final Major Subdivision Review. This checklist provides a summary of items to be submitted during the initial Sketch Plan Review. **Please refer to the Village of Hunter Subdivision Law for the complete submission requirements and approval processes for Minor and Major Subdivision Reviews.**

Sketch Plan Review (Article III)

Contact the Planning Board Chairman to schedule a Sketch Plan Conference. At the conference the Planning Board will classify the subdivision as either Minor or Major and determine the appropriate Environmental Assessment Form (EAF). Submit two copies of the Sketch Plan with the following:

- The location of the portion of the lot to be subdivided in relation to the entire tract, and the distance to the nearest existing road intersection.
- All existing structures, wooded areas, streams, wetlands, and other significant physical features, within the portion to be subdivided and within 200 feet. Where topographic conditions are significant, contours shall also be indicated at intervals of not more than 20 feet.
- The name of the owner, the name of the subdivider/applicant if different than the owner, the name of the professional person(s) responsible for the subdivision design, and the names of all contiguous land owners, and owners across the street/roadway or driveway.
- The proposed subdivision name, if applicable, the tax map sheet, block and lot numbers, scale, north arrow and acreage involved.
- All the utilities currently available, including any existing or proposed easements, and all roads which are either proposed, mapped, or built.
- The proposed pattern of lots (including lot width, depth, and acreage), road layout, recreation areas, system of drainage, sewerage and water supply within the subdivided area.
- All existing restrictions on the use of land including easements or covenants.

Minor Subdivision Review (Article IV)

Submit five copies of the Minor Subdivision Plat with all information required during Sketch Plan Review, Part 1 of the EAF, any existing or proposed covenants and deed restrictions, and the required review fee.

Major Subdivision Review (Article V)

Preliminary Plat Review:

*Submit five copies of the Major Subdivision Preliminary Plat with all information required during Sketch Plan Review and items listed in **Article V Section 1** of the Subdivision Law, Part 1 of the EAF, any existing or proposed covenants and deed restrictions, and the required review fees.*

Final Plat Review:

*Submit three copies of the Major Subdivision Final Plat (one copy to be printed on mylar) with all information required during Preliminary Plat Review and items listed in **Article V Section 2** of the Subdivision Law, one original and one copy of all offers of cession, covenants and agreements, two copies of all construction drawings and a CD containing a digital copy of the Final Plat in PDF format.*

Note that the final approved Subdivision Plat must be printed on mylar, stamped by a NYS licensed engineer or surveyor, and filed with the Greene County Clerk within 62 days of endorsement by the Planning Board Chairman.

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LOT LINE ADJUSTMENT CHECKLIST

A Lot Line Adjustment is modification of the location of existing lot lines between a maximum of three parcels that does not create any new parcels or a sub-standard parcel. Although lot line adjustments are exempt from full Subdivision Review, they require Planning Board review and approval. **Please refer to the Village of Hunter Subdivision Law for the complete Lot Line Adjustment requirements.**

Lot Line Adjustment (Article VII)

- Planning Board Application and Owner's Authorization Form(s) signed by the owners of record of all lots or parcels affected by the proposed lot line adjustment
- Survey Map printed or drawn in ink on mylar, showing the new boundaries of the proposed parcels, existing structures, wooded areas, streams, wetlands, driveways, utilities, easements or right-of-ways, wells, septic systems and any unusual topographical features within 100 feet of all boundaries.
- Grantor of lands shall submit a proposed Deed conveying the portion of land to the adjoining lot or parcel owner. Such Deed must contain a clause stating that:
This parcel of land is conveyed pursuant to a Lot Line Adjustment approved by the Village of Hunter Planning Board and does not created any new or additional building lots or parcels.
- Grantee shall submit a proposed Deed describing as a single unified parcel the existing parcel along with the property to be conveyed. Such Deed must contain a clause stating that:
This Deed of conveyance is for the sole purpose of unifying into a single parcel existing land and lands recently conveyed to the grantee as a result of a Lot Line Adjustment approved by the Village of Hunter Planning Board.
- A completed Short Environmental Assessment Form.
- Copy of such covenants or deed restrictions, existing and proposed, that are intended to cover all or part of the tract.

Note that the approved Lot Line Adjustment Survey Map must be filed with the Greene County Clerk within 62 days of endorsement by the Planning Board Chairman.