



## **Town of Marbletown**

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# **Special Use/Site Plan Review Application Packet**

## **Contents:**

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**Please review the information in this packet and Chapter 200 of the Town of Marbletown Code thoroughly.**

**All Applications must be completed and dropped off to Secretary 2 weeks before the meeting by 4:00PM to be placed on the following agenda.**



TOWN OF MARBLETOWN PLANNING BOARD  
ULSTER COUNTY, NEW YORK

Application # \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_  
Special Use: \_\_\_\_\_ Site Plan: \_\_\_\_\_

Special Use/Site Plan Application

1. Name of Project: \_\_\_\_\_

2. Property owner: \_\_\_\_\_

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

\_\_\_\_\_

Primary Phone: (    ) \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Applicant Name (if other than owner): \_\_\_\_\_

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

\_\_\_\_\_

Primary Phone: (    ) \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Email Address: \_\_\_\_\_

4. Site Location: \_\_\_\_\_

Tax Map Section: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Zoning District: (Circle one) A   A-1   R-1   R-2A   B1   B2   I1

Total Acreage of Parcel(s): \_\_\_\_\_

5. This project is (check one):

☐ Expansion of Use   ☐ Change of use   ☐ New Construction

6. Description of current use and facilities (buildings, use, other facilities,

parking lots, etc.): \_\_\_\_\_

\_\_\_\_\_

7. Describe current use(s) of all contiguous parcels (Include all types, *Vacant*

*Land, Residential, Commercial, Agricultural, Industrial, etc.):* \_\_\_\_\_  
\_\_\_\_\_

8. Description of proposed use and facilities of parcel (If more space is needed please use a separate piece of paper): \_\_\_\_\_  
\_\_\_\_\_

9. Will this project require permits or approval from any Federal, State or County agencies? \_\_\_\_\_ If yes, please list the names: \_\_\_\_\_  
\_\_\_\_\_

10. Description of provisions for sewage disposal: Septic System / Public Sewer  
a. Perc Rate: \_\_\_\_\_  
b. Soil Survey Information: \_\_\_\_\_  
c. Public Sewer Supply District: \_\_\_\_\_

11. Does the property contain land within a 100-year flood plain and or Federal or State identified Wetlands? \_\_\_\_\_

12. Is the project contiguous to, or contain a building, site, or district, listed on the State or National Registers of Historic Places: \_\_\_\_\_ If yes, name: \_\_\_\_\_  
\_\_\_\_\_

13. Surveyor/Engineer/Attorney  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (    ) \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_  
Email: \_\_\_\_\_

Applicant states the he/she is the owner or authorized agent of the owner for which the foregoing work is proposed to be done, and that he/she is duly authorized to perform such work, and that all work will be performed in accordance with all applicable State, County, and Local Ordinances.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

If any agent is representing an applicant and/or property owner, a signed letter by the applicant and/or property owner authorizing the named individual to act as his/her agent must accompany the application.

If applicant is not the property owner, a signed letter by property owners authorizing named individual to act as his/her agent must accompany the application.

The authorization letter is included in this packet.

**A Pre-Application meeting may be requested or required by applicant or the Board.**



**Forms and Submittals – Required with submission**

- ☐ Zoning Permit – Code Enforcement Office
- ☐ Application
- ☐ Fee
- ☐ SEQRA Environmental Assessment Form (Short EAF Part 1 only)  
<http://www.dec.ny.gov/eafmapper/>
- ☐ Written Narrative detailing planned uses and existing uses to be retained
- ☐ Letter Authorizing Representative Powers
- ☐ A sketch plan drawn to scale or site plan
- ☐ Aerial Photos
- ☐ If your parcel is in the B-1, S-R or B-2 Zoning Districts, please complete the Design Guidelines Packet.

**Forms and Submittals – May be required with submission for some reviews**

- ☐ Deed and Easements
- ☐ Existing or proposed other agency Permits/Applications
- ☐ Ag Data Statement
- ☐ Waiver from Requirements Request (in writing)

**Review Standards for the Planning Board**

- ☐ Compliance with Zoning and Subdivision Regulations
- ☐ Health, Safety, and Community Character Standards
- ☐ Comprehensive Plan compatibility
- ☐ Adequacy of emergency access, fire lanes and other emergency zones and provisions of firefighting measures.
- ☐ Size, design and general site compatibility of buildings, improvements, landscaping and signs.
- ☐ Location, arrangement, of vehicular and truck traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic controls. Appearance and sufficiency of off-street parking.
- ☐ Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- ☐ Overall impact on the neighborhood including compatibility of design consideration.
- ☐ Adequacy of stormwater retention and drainage facilities.
- ☐ Adequacy of water supply and sewage disposal facilities.
- ☐ Adequacy, type and arrangement of trees, shrubs and other landscaping
- ☐ Adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
- ☐ Incorporation of existing land conditions into the plan
- ☐ Visual and/or noise buffer between the parcel and adjoining lands, including the maximum retention of existing vegetation.

## **Physical Conditions and Site Work - Existing and Proposed**

### **(for parcel – may be required for adjoining parcels within 200')**

- ☐ Property boundary line, metes and bounds, and dimensions plotted to scale
- ☐ Property lines, owner's names, SBL, and deed liber for all contiguous parcels (including across roadways or waterways)
- ☐ Structures, Buildings, Fences/Walls and other Improvements
- ☐ Public/Private Roads and Streets
- ☐ Easements, Accesses, and Rights-of-way
- ☐ Dimensions, Setback, Height, and Lot Coverage for existing and proposed improvements
- ☐ Visual Assessment, Elevations, and Architectural Renderings
- ☐ Vehicle Access – Permanent and Temporary (approved by State, County, or Town Highway)
  - Location, Surface Type, Sight Distance, Grade, Width, Curbing, Traffic Circulation
- ☐ Pedestrian Walkways and Access
- ☐ Parking areas
  - Analysis of parking needs, required/proposed number of parking spaces, size, surface type, striping, lighting, landscape and signage.
- ☐ Loading Area – Size, surface, type, striping, lighting landscaping and signage.
- ☐ Handicap Accommodations
- ☐ Bicycle Access/Parking
- ☐ Fire and Emergency Access/Fire Suppression Measures
- ☐ Water Supply and path of piping (Board of Health approved or certified by licensed engineer)
- ☐ Sewage Disposal and Septic Area (Board of Health approved or certified by licensed engineer)
- ☐ Utilities - electric, gas, phone, cable, green energy (include any easements or rights-of-way)
- ☐
- ☐ Specific Project Planning Board Requirements
- ☐ Outdoor display and/or storage area
- ☐ Dumpster or Trash Collection Area
- ☐ Outdoor Lighting Proposed and Existing
  - Lighting Details – Type, Coverage details, elevation, locations
- ☐ Signage – Proposed signage details – locations, rendering, size, construction materials, elevation. Pursuant to the Town of Marbletown Sign Regulations

### **Natural Features (location and description) – existing and proposed**

- ☐ Topography and Contour Lines (2 foot)
- ☐ Watercourses



- ☐ Wetlands – include flow and drainage area
- ☐ Flood Hazard Area
- ☐ Area proposed to be Disturbed
- ☐ Soil Types - Hydric Soils, Prime and Important Soils (agricultural)
- ☐ Natural Resource Restrictions – rock outcroppings, steep slopes, vernal pools
- ☐ Wooded Areas, Landscaping, Ground Cover, Trees, and Natural Screening
- ☐ Existing and proposed Stormwater Conveyance and Storage
- ☐ Landscaping Plan and Planting Schedule w/ Details
- ☐ Proposed Grading, Fill, and Drainage Plan
- ☐ Specific Project Planning Board Requirements

**Analysis and Impact Reports (may be required)**

- ☐ SWPPP (Stormwater Pollution Prevention Plan)
- ☐ Areas of Protected Species, Flora, and Fauna
- ☐ Proximity of Historic Structures or Archeological Areas (within 500')
- ☐ Proximity of Agricultural Use (within 500')
- ☐ Waterways and/or Wetlands
- ☐ Groundwater Usage and Aquifer
- ☐ Hazardous Waste Treatment
- ☐ Fire Hazard/Inflammables
- ☐ Noise
- ☐ Air Emission/Dust Control
- ☐ Traffic Study
- ☐ Shared Driveway/Utilities Agreement
- ☐ Bonding/Performance Security
- ☐ Phasing of Project

**Site Plan Checklist (Legal Data)**

- ☐ Name and Address of applicant(s)
- ☐ Name and Address of owner(s)
- ☐ Name and Address of person or firm preparing the pln and map
- ☐ Address, SBL, and Deed Liber Identification of parcel
- ☐ Zoning Classification of property, including exact zoning boundary if in more than one district
- ☐ North Arrow, Scale, Plan Date and Revision Dates
- ☐ Location/Area Insert Map
- ☐ Total Acreage of entire parcel
- ☐ Total acreage of area proposed for development
- ☐ Table of Required Development Standards for Zoning District – Proposed/Existing Relationship
- ☐ Plan Reference Sources and Plan Notes
- ☐ Certification of Plan
- ☐ Approval Signature Block

## **Application Referrals**

The Planning Board may be required by law to refer your application to outside agencies for review when specific conditions apply. The most common of these are detailed below. Additionally, the Planning Board may refer your application to interested and/or involved agencies for review, comment and/or further information on items particular to your applications.

### **Town Planner or Engineer:**

In accordance with the Town of Marbletown Code, any application received by the Town of Marbletown Planning Board may be referred for professional review and an escrow account established.

The Planning Board shall review applications and shall authorize professional referral by resolution.

The applicant is responsible for the fees associated with the Planner and/or Engineer through an Escrow Account.

### **Ulster County Planning Board:**

In accordance with New York State General Municipal Law sections 239-M and 239-N, the Planning Board is required to refer your application to the Ulster County Planning Board for recommendations upon meeting certain thresholds as follows:

Within 500 feet of:

- The boundary of any City, Village or Town
- The boundary of any existing or proposed county or state park or any other recreational area
- The right of way of any existing or proposed county or state parkway, thruway, expressway, road or highway
- The existing or proposed boundary of any county or state owned land on which a public building or institution is situated
- The boundary of a farm operation located in an agricultural district, defined by article 25-AA of the Agriculture and Markets Law.

In accordance with Ulster County Charter Sections C-51- A and B the Planning Board may be required to refer your application to the Ulster County Planning Board for recommendations.

### **Some examples of other involved/interested agencies**

(This list is not meant to be all inclusive but rather to illustrate the types of agencies which might be contacted for information and comment)

- Army Corps of Engineers
- NYS Department of Environmental Conservation (DEC)
- NYS Department of Transportation (DOT)
- NYS Office of Parks, Recreation and Historic Preservation (SHPO)
- NYS Agriculture and Markets
- Ulster County Board of Health
- Ulster County Department of Public Works
- Local Fire Districts
- Town of Marbletown Highway Department
- Town of Marbletown Environmental Conservation Commission
- Town of Marbletown Historic Preservation Committee