

Application Submission Date _____



DEPARTMENT OF BUILDING, PLANNING & ZONING
VILLAGE OF NEW PALTZ

25 Plattekill Avenue, New Paltz, NY 12561
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Site Plan, Special Use Permit and Subdivision Application

PART I. Applicant Information

Applicant's Name: _____

Address: _____

Phone Number: Cell: _____ Home: _____

Email: _____

What is the purpose of your submission:

- ☐ Site Plan Review
- ☐ Special Use Permit
- ☐ Subdivision

PART II. Property Information

Street Address of Project/Property: _____

SBL # (section, block and lot): _____ Acres: _____ Zone: _____

Property owner's information, if different from applicant's:

Name: _____

Email: _____

Phone Number: Cell: _____ Home: _____

Co-owner's information, if applicable:

Name: _____

Email: _____

Phone Number: Cell: _____ Home: _____

PART III. Site Plan Review (see [Section 212-13 District Regulations](#))

Property Current Use: _____

Property Proposed Use: _____

Brief Description of Proposed Project: _____

Has the Zoning Board of Appeals granted any variances for this property ? _____Y / N _____

If yes, please provide details and date of approvals: _____

Type of Project:

- ☐ A new project with new buildings & improvements
- ☐ A modification to an existing building
- ☐ A modification to an existing developed site
- ☐ A change of use of an existing building or site
- ☐ Other _____

PART IV. Special Use Permit

In order to approve a Special Use Permit, the Planning Board must write findings that ensure the standards and requirements of the Village Code have been met. This questionnaire allows an applicant to assist the Planning Board in making the necessary findings. Factual and objective information is most useful, but if you include opinions, please explain the facts supporting the opinion.

Please answer the following questions, and submit your responses as a separate attachment to this application:

1. If located in a residential district, will the proposed use meet a community need or convenience? If so, in what way?
2. Considering a) the location and size of the use, b) the nature and intensity of proposed operations, and c) the size of the site and the location with respect to streets providing access: will the proposed use be in harmony with the appropriate and orderly development of the zoning district in which it is located?
3. Will the location, nature, and height of the building(s) walls, fences and existing/proposed landscaping of the site hinder or discourage appropriate development and use of adjacent properties?
4. Will the operations connected with the special use be more objectionable to nearby properties by

reason of noise, fumes, vibration or other characteristics, than operations of any permitted use not requiring a special use permit?

5. Are parking areas of adequate size for the proposed use, properly located, and suitably screened from adjoining residential uses, and any/all entrance and exit drives laid out in a manner to ensure maximum and adequate safety?

Please review [Village Code Section 212-41: Standards for Particular Uses](#). Applicants for these uses should consult the Building Department staff to review the standards.

PART V. Subdivision

Property acquisition date: _____ Existing number of parcel(s): _____ Minimum lot size proposed _____

Existing development (if any) on lands to be subdivided _____

Restrictions or easements affecting lands to be subdivided (please list easement details) _____

Purpose of the subdivision: _____

PART VI. Certification

The applicant acknowledges that a complete application must be received at least 14 calendar days prior to the Planning Board meeting in question (if applicable), and that in order to be complete the site plan/special use permit/subdivision application form, Environmental Assessment Form (if applicable) and payment of any application fees must be received by the Village Clerk-Treasurer's office.

- ☐ Site Plan, Special Use Permit and Subdivision Application
- ☐ Site Plan and Special Use Permit Checklist
- ☐ Environmental Assessment Form – Part 1 ([EAF Mapper](#))

- ☐ Site Visit Consent Form
- ☐ Planning Board Escrow Deposit Form
- ☐ Proxy Statement
- ☐ Site Plan and Supporting Documents

I, _____ do hereby certify that all information contained within this application is correct, that all requirements have been met.

Signature of Applicant: _____ Date: _____