



# Village of New Paltz

## Site Plan and Special Use Permit Checklist

\_\_\_\_/\_\_\_\_/20\_\_\_\_

**project name**

**application number**

The following information is a summary of the Village’s Site Plan and Special Use Permit regulations, as well as Planning Board policies. All applications for Special Use Permits must provide the same information that is required for a Site Plan approval. It is the responsibility of the applicant to fully comply with the Village Code when preparing and submitting an application for Site Plan and/or Special Use Permit approval.

Please provide a digital copy and ten (10) copies of all site plan drawings, Environmental Assessment Forms (EAFs) and the Site Plan/Special Use Permit/ Subdivision/Pre-application Application to the Building Department for review by the Planning Board at least two weeks in advance of the scheduled Planning Board meeting. To be considered complete, an application for a Site Plan/Special Use Permit must be accompanied by a completed EAF, all fees must be paid, and the site plan drawings must conform to the following specifications.

	y	n	n/a	required drawing specifications
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	plans drawn to scale between 1”=20’ and 1”=50’
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location map at a minimum scale of 1”=2000’
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	property boundary lines and dimensions clearly labelled
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	topographic features with two foot counters (unless waived by the Planning Board)
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	date, scale and north arrow clearly labelled.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	name of owner
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	name and seal of engineer or surveyor
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	names of adjoining property owners
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	zoning district
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	existing ponds and streams, including NYS DEC water quality classifications
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	wetlands, as defined or mapped according to DEC and/or U.S. Army Corps of Engineers
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100-year flood plains
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	forested areas with a general description of species types
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	mature trees (7” or more in diameter 12” from ground level)
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	rock outcrops
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	existing easements
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	proposed easements
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	rights of way
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	existing streets, roads, highways, rail, or other right of way
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location, dimensions and distances to property lines of existing structures
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	existing deed restrictions
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	proposed restrictions and covenants
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location and use of each proposed building and/or structure(s)
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	dimensions of each proposed building and/or structure(s)
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	number of proposed bathrooms per unit (if residential)
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	distance of property lines of proposed building and/or structure, including setbacks
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location, use and ground area of any other land use
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	width of proposed streets (see Village of New Paltz Road Specifications)
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	street elevations
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	street grades

31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of off-street parking, including handicapped parking spaces
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	dimensions of off-street parking
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	capacity of off-street parking
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of proposed loading berths
35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	dimensions of proposed loading berths
36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of proposed handicapped access ramp(s)
37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of proposed entrances and exits to public rights of way
38.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of proposed driveway(s)
39.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	traffic signals or signs
40.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	channelization
41.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	acceleration and deceleration lanes
42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	additional width of street(s)
43.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	other devices necessary for traffic safety
44.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location and dimensions of proposed open spaces, parks, and/or recreation areas
45.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of proposed landscaping
46.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	specifics and size of proposed landscaping, with a one year plant guarantee note
47.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location and design of buffer areas and/or screening devices
48.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of sidewalks, walkways and all other areas of pedestrian use
49.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of handicapped access ramps
50.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sidewalk specifications (see Village of New Paltz Sidewalk Specifications)
51.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed water lines
52.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed sewer lines
53.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed power lines and poles
54.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed catch basins, storm sewers and culverts
55.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of existing and proposed fire hydrants
56.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location, type and size of proposed lighting
57.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location and type of underground and/or aboveground storage tanks
58.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location of dumpster(s)
59.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	drainage calculations for 25-, 50-, and 100-year stormwater runoff
60.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	erosion and sedimentation control plan
61.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	measures for water control
62.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lot coverage calculations, including buildings, structures, sidewalks, and paved areas
63.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	location, size and type of illumination of sign(s)
64.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	elevations of proposed buildings

**I, the applicant, have read, understand and agree to the SEQRA information presented below:**

The application for a Site Plan/Special Use Permit must be accompanied by a Short Form Environmental Assessment Form (EAF). The EAF is used by the Planning Board to determine the potential environmental impacts of the proposal. Although a completed Short Form EAF must be submitted with the application, the Planning Board may later require completion of a Long Form EAF if the Board feels the Short Form does not provide sufficient information. It has been the Planning Board's policy that the applicant prepare Part 2 and 3 of the EAF in draft form for the Board's review. The Board may change or request further information regarding Parts 2 and 3 of the EAF if they believe such changes or information are necessary to make the required determination of significance (negative, positive, or conditioned negative)

If the Planning Board determines that the project may have significant effects on the environment, a Draft Environmental Impact Statement will be required. Under Article 8 of the NYS Environmental Conservation Law (NYCRR617), the Planning Board can take no action for approval until the Board has examined the environmental consequence of the proposed project and made a determination of significance. In order for the Board to approve a Site Plan/Special Use Permit, they must make a determination that the project will not have a significant effect on the environment, or that significant environmental impacts can be mitigated or reduced by changes to the size, design, or alternative to the proposal. Such change may be a condition of Planning Board approval.