

## Site Plan Review Information

**The Village of Catskill Planning Board meets on the Second and Fourth Monday of each month. The meetings are held at the Washington Irving Senior Center, 15 Academy Street, Catskill, NY at 7pm.**

**\*TEN (10) COMPLETE SETS OF COPIES** of the following information is required to be submitted before the Planning Board can address the Site Plan Review application as complete:

- A completed Site Plan Review Application.
- A completed Site Plan. (See attached Site Plan Review Checklist)**The plan must be drawn to scale and accurately dimensioned.**
- A completed Site Plan Review Checklist.
- A completed Environmental Assessment Form.
- Payment of the Site Plan Review Fee.
- Additional permits from county, state and/or Federal regulatory agencies may also be required for submission to the Planning Board.

The completed application **must be submitted to the Planning Board Secretary ten (10) days prior to the Board's scheduled monthly meeting** in order to be placed on its agenda. Once the application is on the agenda, the Planning Board will begin the classification and review at that meeting. **The applicant or agent should attend the meeting to present the site plan and to answer any questions the Planning Board may have. The Planning Board has the option of scheduling a Public Hearing on the application.**

**In the event a Public hearing is required**, all property owners within **500 feet** of the property boundaries must be notified of the hearing. The applicant will be provided with a copy of the Public Hearing Notice and the names of the property owners that need to be notified. **These notices shall be sent by the applicant by certified mail, return receipt requested or personal service at least 10 days prior to the Public Hearing with the applicant's return address. The receipts and any US Postal Service green cards returned to the Applicant shall be brought to the Planning Board office 1 full day prior to scheduled meeting as proof of mailing.** Any cards received after that Public Hearing date should be sent to the Planning Board Secretary for filing. **The applicant is required to appear in person or by agent or attorney at the Public Hearing.** Notice of the Public Hearing is required by law to be published in the local newspaper. The Planning/Zoning Board secretary will publish the Public Hearing Notice.

**Site Plan Review  
Information**

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After the close of the Public Hearing, the Planning Board has 62 days to render a decision on the application. If no Public Hearing is scheduled, the Planning Board has 62 days from the date of the acceptance of the complete application to render a decision on the application. The applicant will be notified by mail of the Planning Board's decision and conditions for approval along with instructions for stamping and signing the site plan documents. If it is determined that the proposed development will require an environment assessment (SEQRA), the application, by law, is not complete until the SEQRA process has been completed.

If you have any questions, please contact our office at 943-7117 Monday thru Friday, 8:30am to 3:30pm.

\* Check with the Planning Board Secretary in regards to number of site plans needed.



# VILLAGE OF CATSKILL

422 MAIN STREET  
CATSKILL, NEW YORK 12414  
(518) 943-1117  
(FAX) (518) 943-7606

NEW YORK STATE:  
BUILDING CONSTRUCTION CODE  
MULTIPLE RESIDENCE LAW  
ENERGY CODE

## Site Plan Review Checklist

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

2. Checklist Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Listed below are the minimum submittal requirements as set forth in Chapter 4.3.5 of the Village of Catskill Zoning Law for any Site Plan Review Application before the Village of Catskill Planning Board. The Planning Board reserves the right to request additional information, as necessary, to support an application. The Planning Board also reserves the right to reject the application if these minimal requirements are not met.

(For Reviewers Use)

**YOUR SITE PLAN SHALL INCLUDE THE FOLLOWING ITEMS, AS APPLICABLE:**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Title of drawing, including name and address of applicant.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. North arrow, scale, and date.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Boundaries of the project plotted to scale of not more than one hundred (100) feet to one (1) inch.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Existing natural features such as watercourses, waterbodies, wetlands, wooded areas, and individual large trees. Features to be retained should be noted.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Floodplain boundaries as determined by the Federal Emergency Management Agency. (Floodplain and Elevation Certificates required from Building Dept.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Existing and proposed contours at intervals of not more than five (5) feet of elevation.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Location of proposed lands uses and their areas and location, proposed use, dimensions and height of all buildings and other structures.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Location of outdoor storage and description of materials to be stored.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Location, design, and construction materials of all existing or proposed site improvements including streets, drains, culverts, retaining walls, fences, and easements, whether public or private. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Location and description of all proposed waterfront public access/recreation provisions.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Description of sewage disposal and water supply systems and location, design, and construction of such facilities.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Location of fire and other emergency zones, including the location of the nearest water supply for fire emergencies.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Location and proposed development of buffer areas and other landscaping.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | General landscaping plan and planting schedule  |

# Site Plan Review Checklist



- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Location of all parking and truck-loading areas, internal circulation pattern, and ingress and egress drives.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Provision for pedestrian access including public and private sidewalks.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Location, design, and size of all signs and lighting facilities.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. The approximate locations and dimensions of areas proposed for neighborhood parks, playgrounds, and other permanent open space.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Building orientation and site design for energy efficiency.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Location and design of all energy distribution facilities, including electrical, gas, and solar energy.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Description and location of erosion control measures including proposed location of sediment sink/settling pond and interceptor swales, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Location and design for stormwater management facilities.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Drainage report including supporting design data and copies of computations used as a basis for the design capacities and performance of drainage facilities.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. The lines and dimensions of all property which is offered, or to be offered, for dedication for public use, with the purpose indicated thereon, and of all property that is proposed to be reserved by deed covenant for the common use of the property owners of the development. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. An estimated project construction schedule.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. Record of application for an approval status of all necessary permits from federal, State, and county officials.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. Identification of any federal, State, or county permits required for project execution.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Evidence of compliance with the State Environmental Quality Review Act, if applicable, including determinations and findings.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. The Planning Board may require such additional information that appears necessary for a complete assessment of the project.  |



BUILDING DEPARTMENT  
VILLAGE OF CATSKILL

422 MAIN STREET  
CATSKILL, NEW YORK 12414  
(518) 943-6564  
(FAX) (518) 943-2508

FROM THE OFFICE OF  
ALFRED SCHNARE  
CODE ENFORCEMENT OFFICER  
BUILDING INSPECTOR

NEW YORK STATE:  
BUILDING CONSTRUCTION CODE  
MULTIPLE RESIDENCE LAW  
ENERGY CODE

Application for Site Plan Review

I. APPLICATION INFORMATION

Application No. SPR - \_\_\_\_\_

1. Date: \_\_\_\_\_

2. Name of Proposed Development: \_\_\_\_\_

3. Applicant:

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

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

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

*(Note: If the applicant is not the owner, provide consent of authorization)*

4. Owner(s) of Record (if different):

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

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

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

*(Note: If more than one owner, provide information for each owner)*

5. Professional Representing Applicant (if applicable):

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

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

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

6. Ownership and Interest (e.g. describe purchase or lease options):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Location of Subject Property:

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

Tax Map Parcel No.: \_\_\_\_\_

*(Note: Building Department will verify or assign 911 Address for vacant properties)*

8. Current Use(s) of Subject Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Site Plan Review  
Application**



9. Proposed Use(s) of Subject Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Zoning Specifics:**

**Existing Zoning Classification (Check One):**

- R-1 One-Family Residence
- R-2 General Residence
- R-3 Commercial Residence
- CC Central Commercial
- C-1 Commercial
- C-2 General Commercial
- WD Waterfront District
- WOD Waterfront Overlay District

**Work to be Undertaken:**

- new project site, including new buildings and site improvements
- modification to existing building
- modification to existing developed site
- change in use

**Is the Property:**

- Within 500 feet of the boundary of any village or town? \_\_\_\_\_
- Within 500 feet of any existing or proposed county or state parkway, thruway, expressway or highway? \_\_\_\_\_
- Within 500 feet of any existing or proposed boundary of any county, state, or Federal owned land? \_\_\_\_\_
- Within 100 feet of any freshwater wetland system? \_\_\_\_\_
- Within 100 feet of any tidal wetlands? \_\_\_\_\_
- Within a designated Historic District? \_\_\_\_\_
- Within a Critical Environmental Area? \_\_\_\_\_
- Within a Scenic Area of Statewide Significance? (SASS) \_\_\_\_\_

**11. Project Specifics:**

Total Site Area (square feet or acres): \_\_\_\_\_  
Anticipated Construction Time: \_\_\_\_\_  
Starting Date: \_\_\_\_\_  
Completion Date: \_\_\_\_\_  
Will Development be Staged: \_\_\_\_\_  
Estimated Cost of Proposed Improvements: \_\_\_\_\_  
Estimated increase in water consumption: \_\_\_\_\_ gallons/day  
Estimated increase in wastewater discharge: \_\_\_\_\_ gallons/day  
Anticipated increase in number of Residents, Shoppers, Employees, etc. (as applicable):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Site Plan Review Application



Anticipated number of Daily Trips after Project Completion by: Truck \_\_\_\_ Automobile \_\_\_\_  
Is a New Street/Road Proposed: \_\_\_\_\_

Number of Entrances Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_ on Streets/Roads

Are there any existing free-standing or attached signs? \_\_\_\_

(All signs must be indicated on the site plan)

Are free-standing or attached signs proposed? \_\_\_\_

(Plans indicating location, size, colors, and materials of all proposed signs must be submitted with the site plan application. A sign permit from the Building Department must be obtained for all signs.)

12. Are there any covenants or restrictions affecting the premises for which site plan approval is sought? (Attach a copy of the deed and survey map certified by the Greene County Clerk)

13. Federal, State, and County Permits Needed (list type and issuing authority):

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## II. SPECIAL USE PERMITS AND VARIANCES

1. Has the property ever been the subject of a prior application for site plan review, special use permit, or variances? If so, list: \_\_\_\_\_

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2. Does the proposed project require a Special Use Permit or Variance(s) from the Zoning Board of Appeals? If so, list:

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## III. PERMIT FEES

1. Application Fee: Total \$ \_\_\_\_\_

A check for the total amount below payable to: "Village of Catskill" **MUST** accompany this application.

Concept Plan Conference = \$100

### Residential

1-2 Units = \$200

3-5 Units = \$350

6-20 Units = \$750

21+ = \$1,250

### Non-Residential

1-10,000 sq.ft. = \$250

10,001 - 20,000 sq.ft. = \$750

20,001 - 50,000 sq.ft. = \$1,250

50,001+ sq.ft. = \$2,150

## IV. INSPECTION

The Applicant does hereby authorize public officers, employees, or agents of the Village of



