

# Town and Village of Lowville

5533 Bostwick Street – Lowville, New York 13367  
(315) 376-8070 ext. 233 ~ Fax: (315) 376-3099

Fee, If Applicable \$ \_\_\_\_\_ Tax Map No. \_\_\_\_\_

## Application to The Planning Board

Application No. \_\_\_\_\_ Application Date \_\_\_\_\_  
Application for: (Please check appropriate line)

\_\_\_\_\_ Site Plan Approval  
(T-§250-Article X/V-§201-Article IX)

\_\_\_\_\_ Special Permit  
(T-§250-Article XII/V-§201-Article XI)

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

Address & Telephone: \_\_\_\_\_

Owner Name & Address if different from Applicant: \_\_\_\_\_

Telephone of Owner if different from Applicant: \_\_\_\_\_

Project Location: \_\_\_\_\_

Anticipated Construction Time: \_\_\_\_\_

Is the project planned in phases or segments? \_\_\_\_\_

Are all phases or segments addressed on the forms? \_\_\_\_\_

If the project is in phases or segments, each phase or segment must be approved by the board. It is advisable that each phase or segment is reflected separately on the plans submitted.

### Information Required for Submission with the Application:

1. \_\_\_\_\_ Survey Map of property must include all the following:
  - (a) \_\_\_\_\_ Existing buildings, structures, streets, utility easements, rights-of-way, land use, and land area.
  - (b) \_\_\_\_\_ Site Plan showing proposed buildings and land areas. All items appearing on page 2.
  - (c) \_\_\_\_\_ Traffic circulation, parking and loading spaces and pedestrian walks.
  - (d) \_\_\_\_\_ Landscaping plans, including site grading and landscape design.
  - (e) \_\_\_\_\_ Additional information as determined by the Planning Board (specify): \_\_\_\_\_
2. \_\_\_\_\_ Copy of the property deed.
3. \_\_\_\_\_ Narrative description of the proposal.
4. \_\_\_\_\_ State Environmental Assessment Form (<https://gisservices.dec.ny.gov/eafmapper/>)
5. \_\_\_\_\_ Agricultural Data Statement, if required.
6. \_\_\_\_\_ "Notification of Intent" form (Required only in certain circumstances.)

Signature of Property Owner: \_\_\_\_\_

**THE TOWN and VILLAGE PLANNING BOARD PROVIDES FOR ADMINISTRATIVE REVIEW OF THE REQUIREMENTS IN THE LAWS BY THE TOWN ZONING OFFICER PRIOR TO SUBMISSION TO THE BOARD IN ORDER TO MINIMIZE UNNECESSARY EXPENSE IN PREPARING THE SITE PLAN AND SUPPORTING DOCUMENTATION.**

## SITE PLAN REVIEW INFORMATION

All items listed below must appear on site plans to be approved by the board.

- A. \_\_\_ Name and address of the applicant and owner, if different, and of the person responsible for preparation of drawings.  
Person Responsible for Preparation of Drawings, if different from Applicant or Owner: \_\_\_\_\_
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- B. \_\_\_ Date, North point, written and graphic scale. (A current survey must be supplied.)  
C. \_\_\_ Boundaries of the site plotted to scale, including distances, bearings and areas.  
D. \_\_\_ Locator map showing the site in relationship to the town or village.  
E. \_\_\_ Location and ownership of all adjacent lands as shown on the latest tax records. (Please use plot diagram or something similar.)  
F. \_\_\_ Location of all zone district boundaries.  
G. \_\_\_ Location, name and existing width of adjacent roads.  
H. \_\_\_ Location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use or adjoining the property.  
I. \_\_\_ Complete outline of existing or proposed deed restriction or covenants applying to the property.  
J. \_\_\_ Existing hydrologic features, together with a grading and drainage plan showing existing and proposed contours at a maximum of five-foot intervals.  
K. \_\_\_ Location, proposed use and height and dimensions of all building, including the number and distribution by type of all proposed dwelling units, and the designation of the amount of gross floor area and gross leaseable area proposed for retail sales and services, office and other commercial or industrial activities.  
L. \_\_\_ Location and design of all parking and loading areas including access and egress drives and fire lanes and emergency access areas. (T-§250-Article VIII/V-§201-Article VIII) Note: All applications requiring NYS DOT (New York State Department of Transportation) approval must include a form or letter from the NYS DOT reflecting approval of the planned location(s).  
M. \_\_\_ Provision for pedestrian access, including public and private sidewalks.  
N. \_\_\_ Location of outdoor storage.  
O. \_\_\_ Location and design of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.  
P. \_\_\_ Description of the method of securing public water supply and disposing of sewage, and the location and design of such facilities. (Must include proof from respective board.)  
Q. \_\_\_ Location and design of all energy distribution facilities, including electrical, gas and solar energy.  
R. \_\_\_ Location, size and design of all proposed signs. (T-§250-Article VIII/V-§201-Article VII)  
S. \_\_\_ Location and design of outdoor lighting facilities. (T-§250-Article XI/V-§201-Article X)  
T. \_\_\_ General landscaping plan and planting schedule, including the location and proposed development of all buffer areas. (T-§250-Article XI/V-§201-Article X)  
U. \_\_\_ Erosion and sediment control plan conforming to the standards and practices contained in the United States Department of Agricultural (USDA) Soil Conservation Service Engineering Field Manual (EFM) and New York Guidelines for Urban Erosion and Sediment Control, or other erosion and sediment control manual recognized by the Planning Board. (T-§198, §250-Article X)  
V. \_\_\_ An Agricultural Data Statement pursuant to Town Law §283-a/Village Law §7-739, when applicable.  
W. \_\_\_ A statement of the nature and extent of the interest of any state employee or officer or employee of the town in the applicant pursuant to General Municipal Law §809, when applicable.  
X. \_\_\_ An Environmental Assessment Form (EAF) and, when applicable, a Draft Environmental Impact Statement (DEIS) pursuant to 6NYCRR Part 617.  
Y. \_\_\_ Other elements integral to the proposed development as considered necessary by the Planning Board.

State or Federal Permits needed (if any): \_\_\_\_\_