

Owner of Project Site, if not Applicant

Name _____

Address _____

Use of Land and Buildings

Current Use of Premises

Proposed Use of Premises and Summary of Proposed Building, Occupancy and/or Site Improvements by Type and Square Footage

Proposed Work

_____ Establishment of a new use of open land without building and/or site improvements (1)

_____ Development of new building(s) and site improvements (1,2)

_____ Modification of existing building and site improvements (1,2)

_____ Modification of existing building (1,2)

_____ Modification of existing site improvements (1,2)

(1) If the proposed work is the subject of an Area or Use Variance granted by the Town Zoning Board of Appeals or any Permit or Approval issued by the Town of Rhinebeck or any County or State agency list below by type and date and attach a copy:

(2) If the proposed work involves the modification of either an existing building and/or existing site improvements provide the below information:

Date of Certificate of Occupancy _____

Date of Approval of Site Plan _____

Date of Issuance of Special Use Permit, if any _____

Project Landscape Architect, Registered Architect and/or Professional Engineer

Name _____
Address _____
Telephone Number _____ Email _____

Principal Representative before the Planning Board

_____ Applicant
_____ Project Engineer, Architect and/or Landscape Architect noted above
_____ Other Party (as identified below)

Name _____
Address _____
Telephone Number _____ Email _____

Required Attachments (check those submitted to confirm all required attachments are being provided)

- _____ Report on Sketch Plan Conference
- _____ Zoning Compliance Determination completed by the ZEO stating that in accordance with the Town's Zoning Law the proposed use is a permissible use of the premises subject to Site Plan Approval and all other necessary permits, approvals and compliance determinations from the Town of Rhinebeck and other involved permitting and approving agencies.
- _____ Copy of Property Deed as recorded in the Dutchess County Clerk's Office.
- _____ Copy of recorded easements, covenants or deed restrictions, if any.
- _____ Offers of any easements or dedication of land in fee that may be applicable to the proposed project.
- _____ List of County, State or Federal Permits or Approvals required and a copy of each permit or approval that has been issued
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_____ Site Plan and Building Plan and Elevation drawing(s) as listed below by title, preparer and date:

_____ Completed Site Plan Checklist per Zoning Law VII, Section E (1) and (2)

_____ Executed Escrow Agreement pursuant to Local Law No. 2, 2006

_____ Receipt for Payment of Application Fee

_____ Receipt for Posting of Initial Escrow Deposit

_____ Authorization for Applicant to Act for Owner, if applicable

_____ Authorization for Principal Representative to Act for Applicant, if applicable

_____ Certified Short Environmental Assessment Form (Part 1), with acknowledgement made that the particular circumstances of a project site and/or the scale of a proposed use may require later submission of Full EAF

_____ Completed Coastal Consistency Form as applicable for project site locations within the Town's Local Waterfront Revitalization Area

_____ Completed Agricultural Data Statement as applicable for project sites within or less than 500 feet from a Certified Agricultural District

_____ Stormwater Pollution Prevention Plan (SWPPP), if applicable, in accordance with requirements of NYS Stormwater General Permit # 0-10-001, or successor

The undersigned, having received the above-cited Zoning Compliance Determination from the Town of Rhinebeck Zoning Enforcement Officer and having been advised of the requirement for Site Plan Review and Approval, and having conducted a Sketch Plan Conference with the Planning Board, hereby requests approval of the above-identified Site Plan by the Rhinebeck Town Planning Board in accordance with Section 274-a of the Town Law and Article VII of the Zoning Law of the Town of Rhinebeck.

The undersigned acknowledges that the Planning Board will consider this Application at a Regular Meeting, as established by the Planning Board's annual calendar, and determine whether this Application, including the above Attachments, is adequate for processing under the Town Zoning Law and the NYS Environmental Quality Review Act. It is understood that if the Planning Board determines the Application adequate for processing time frames set forth within the Town Zoning Law and/or the SEQRA Implementing Regulations will take effect.

The undersigned further understands that in order to be considered as an agenda item at a Regular Meeting, the Application and all Required Attachments must have been received by the ZEO and forwarded to the Planning Board Clerk not less than twenty-one (21) calendar days prior to said Regular Meeting of the Planning Board.

The submission must include not fewer than twelve (12) paper copies of the Application form, the EAF and the Site Plan drawings. Need for fewer paper copies, but not less than three (3), of all other Required Attachments, may have been specified at the time of Sketch Plan Conference. If not, twelve (12) copies of each of the other Required Attachments must also be submitted. In addition, unless waived at the time of either Pre-Submission Conference or Sketch Plan Conference, a disk containing an electronic file of the Site Plan drawings and related technical reports, such as the SWPPP, must be submitted to the Planning Board Office.

In order to assist prospective applicants in understanding the above-stated submission requirements and otherwise complying with the Site Plan Review and Approval Procedure, a Pre-Submission Conference may be arranged with the Town of Rhinebeck Planning Consultant. An appointment may be scheduled by contacting the Planning Board Clerk and submitting the required Request for Pre-Submission Conference form.

At the discretion of the Chairman upon recommendation of the Planning Consultant this Pre-Submission Conference may be considered to satisfy for smaller-scale projects involving neither construction of additional enclosed floor area, increased parking requirements nor increase in existing impervious area, the Sketch Plan Conference requirement set forth at Zoning Law Article VII (D).

Signature of Applicant _____

Date _____

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03/10

RECORD OF SEQUENTIAL STEPS COMPLETED IN PLANNING BOARD'S PROCESSING OF APPLICATION FOR SITE PLAN REVIEW AND APPROVAL

Submission Received by Clerk from ZEO _____

Project File # PB 201 _ - _ Assigned _____

Initial Review by Planning Consultant and Assignment to Planning Board Agenda _____

Initial Presentation of Application at Planning Board Meeting _____

Application Accepted by Planning Board _____

o Classification under SEQRA

___ Type II Action ___ Unlisted Action ___ Type I Action

If Unlisted Action, Coordinated Review Required Yes ___ No ___

If Type I Action, Lead Agency Designation Requested Yes ___ No ___

If yes to either, SEQRA NOI Issued _____

Planning Board Confirmed as Lead Agency _____

o Referrals

- ___ Town Engineer
- ___ Town Planning Consultant
- ___ Town Highway Superintendent
- ___ Town Conservation Advisory Council
- ___ Town Waterfront Advisory Committee
- ___ Dutchess County Department of Planning and Development
- ___ Other (specify) _____

Date of Opening of Public Hearing _____

SEQRA Determination of Significance _____

___ Negative Declaration ___ Positive Declaration

If Positive Declaration,

- Scoping Document Issued _____
- Draft EIS Accepted _____
- Final EIS Issued _____
- Findings Issued _____

Clerk's Certification of Compliance in
matter of Noticing Requirements _____

Date of Close of Public Hearing _____

Planning Board Decision _____

____ Approval ____ Approval with Condition(s) ____ Disapproval

Resolution Certified and Distributed _____

Technical Approval Condition(s) Determined
Satisfied by Chairman upon Sign-Off by
Town Planner, Engineer and Attorney _____

Fee and Escrow Obligations Deemed Satisfied
by Clerk and Town Finance Office _____

Site Plan Stamped and Signed by Chairman _____

Approved Site Plan Distributed by Clerk _____

Close-Out of Project File _____