Minimum Submission Requirements
For
Placement on Town of Rhinebeck Planning Board Agenda

In order for an Application to be considered substantially complete and eligible both for placement on a Planning Board Agenda and initial review by the Board and its consultants the below-listed materials must have without exception been received at the Town Hall by the Planning Board Secretary (Deputy Clerk Joan Winne) not later than 19 calendar days prior to the scheduled monthly Regular Meeting, with it specifically noted it is not the role of the Town to make copies of required submission for any Applicant.

For an Application for Subdivision Plat or Lot Line Alteration Approval
COMPLETE SETS OF 11 PLEASE

- 11 copies of any cover letter that may be submitted.
- 11 copies of a completed Application for Subdivision Plat Approval signed and dated.
- 11 copies of either a Short EAF Part 1 or Full EAF Part 1 (in the case of any Application involving more than 4 lots, the installation of a subdivision roadway, or location within or adjacent to a Historic District), signed and dated.
- An existing conditions map including site topography, existing development and significant natural features, such as wetlands and stream courses.
- 11 copies of a proposed Subdivision Map setting forth all required information specified within the Town's Land Subdivision Regulations, prepared by a licensed land surveyor, dated and folded for placement in a file folder.
- 3 copies of a written determination by the Zoning Enforcement Officer (John Maasz) that each of the proposed lots is consistent dimensionally with the minimum requirements of the Town Zoning Law.
- 3 copies of the current deed to the property.
- 3 copies of the Owner's Consent Note if the Applicant is not record owner of the property.
- 3 copies of any technical reports (archaeology, traffic, wetlands, stormwater management, etc.) that may be submitted in support of the Application.
- Receipt for payment by separate checks of the required Application Fee and, pursuant to the Town's Fee Schedule, posting of the required initial required Escrow Deposit of $250.00. *

For an Application for Special Use Permit:
COMPLETE SETS OF 11 PLEASE

- 11 copies of any cover letter that may be submitted.
- 11 copies of the completed Application for Special Use Permit signed and dated.

- 11 copies of either a Short EAF Part 1 or Full EAF Part 1 (examples of necessity for the Full EAF would include any Application involving more than 4 dwelling units, more than 5,000 s.f. of non-residential floor area, or location within an Historic District).
- 11 copies of a written statement by the Applicant discussing the proposed use and specifically indicating how each of the prescribed specific standards will be met.
- 11 copies of a Site Map showing the location of the proposed use, supporting improvements such as water supply, sanitary sewage facilities and parking supporting use, and other development, if any, on the site where the use is proposed, any such Site Map identified by preparer and date and folded for placement in a file folder.
- 11 copies of Building Floor Plan showing layout of the area to be occupied by the proposed Special Permit Use, any such Floor Plan identified by preparer and date and folded for placement in a file folder.
- 3 copies of the Owner's Consent Note if the Applicant is not the record owner of the property.
- 3 copies of any technical reports that may be submitted in support of the Application.
- Receipt for payment by separate checks of the required Application Fee and posting of the required initial Escrow Deposit of $250.00.*

For an Application for Site Plan Approval:

COMPLETE SETS OF 11 PLEASE

- 11 copies of any cover letter that may be submitted.
- 11 copies of the completed Application for Site Plan Approval signed and dated.
- 11 copies of either a Short EAF Part 1 or Full EAF Part 1 (in the case of any Application involving more than four dwelling units, more than 5,000 s.f. of non-residential floor area, or location within a Historic District).
- 11 copies of a Site Plan setting forth all required information specified within the Town's Zoning Law, including both site civil engineering and architectural data, prepared by licensed designed professional(s), dated and folded for placement in file folder.
- 3 copies of both the current deed and the latest available Survey Map of the property.
- 3 copies of the Owner's Consent Note if the Applicant is not the record owner of the property.
- 3 copies of any technical reports that may be submitted in support of the Application.
- Receipt for payment by separate checks of the required Application Fee and posting of the required initial Escrow Deposit of $250.00.*

Review Local Law No. 2 of 2006 for Escrow deposit information