
Thinking of Starting a Business ?

Before You Begin

Your Rights and Responsibilities

Steps and Issues

Agencies Involved

Resources for More Information

Town of New Lebanon
Planning Board
P.O. Box 328
New Lebanon NY 12125
Phone: 518-794-8884

BEFORE YOU BEGIN

You should speak with someone in the **Planning and Zoning Department** to find out if your business requires a **Sketch Plan**, and what you should be ready to discuss with the **Planning Board** *before* you pay any fees or fill out an application form.

A Sketch Plan is a drawing or blueprint of your proposed business's property site that includes any buildings, driveways, parking areas, the septic system and leach field, well location, boundaries, abutters, roads, any areas of flood plain and/or wetland, and any significant features such as ponds, trees, streams, fences, stone walls, etc.

Once you have discussed your Sketch Plan with the Planning Board, the Planning and Zoning Office can give you an **application**, which has a checklist of what a complete application requires.

YOUR RIGHTS AND RESPONSIBILITIES

You have the right to have all of your questions answered [even if the answer is sometimes "we don't know, we'll have to get back to you on that"], you have the right to be told why your application may need to be referred to another agency, you have the right to know what laws are affecting New Lebanon's decisions about your application, and you have the right to appeal the decision if your application is not approved.

Once your application is complete, you are responsible for getting permission from **Town, County, and State** agencies. This requires a **minimum of 3 to 6 months**, depending upon how long it takes each agency to review your plans, what work needs to be completed to ensure all building, zoning, and health codes are being met, and how quickly you respond to agency requests for changes.

All Town, County, and State laws must be followed in order for a business to start up and remain open in New Lebanon.

STEPS AND ISSUES

Some steps involved include: doing a Sketch Plan, paying application fees, having an appropriately **licensed professional** create copies of a **Site Plan** that meets all Zoning Code requirements, **notifying all abutters** to the property before a Public Hearing is held [to inform the public about your project], and filling out a State Environmental Quality Review Act [**SEQRA**] form.

Some issues to be prepared for include: informing the DOH about your **water supply** and **wastewater treatment**, informing the DEC about your **storm water runoff plan**, informing the DOT about how the **driveway** meets the road and how the **parking areas** relate to the square footage and number of patrons, and informing the CEO about how you will **meet safety and fire codes**.

AGENCIES INVOLVED

The following agencies or persons are likely to be involved in opening a business in New Lebanon: the Planning Board [PB], Zoning Board of Appeals [ZBA], Code Enforcement Officer [CEO], Town Engineer, Columbia County Department of Health [DOH], New York State Department of Environmental Conservation [DEC], and the New York State Department of Transportation [DOT]. All of them usually give some kind of input or permission for a business to open. But don't panic! This process is just business as usual, and we are all here to help *you* !

MORE INFORMATION AND HELP

The Lebanon Valley Business Association [LVBA], New York District of the Small Business Administration [SBA] and the United States Department of Agriculture [USDA] Rural Development Program all have more information, including on grants, low-interest loans, and educational programs designed to help small business owners just like you. Please contact these agencies directly for more information on what they have available to assist you.

Town of New Lebanon Planning and Zoning Dept.

Contacts: Cissy Hernandez,
P&Z Administrator and
Kent Pratt, CEO / ZEO
Phone: 518-794-8884

Website:

www.townofnewlebanon.com

Columbia County DOH

325 Columbia Street
Hudson NY 12534
Contact: Mike DeRuzzio
Phone: 518-828-3358, ext. 1238

NYS DOT

307 Route 66
Hudson NY 12534
Contact: Joe Visconti
Phone: 518-828-5137
Email: jvisconti@dot.state.ny.us

NYS DEC

Region 4 Headquarters
1130 North Westcott Road
Schenectady NY 12306
Contact: Michael T. Higgins
Phone: 518-357-2069 ext. 2
or 518-357-2454

SBA

See their NY District website for great information on programs and starting a business:
<http://www.sba.gov/about-offices-content/2/3135>

USDA Rural Development Program

see their website on businesses for lots of great information:
<http://www.rurdev.usda.gov/ProgramsAndOpportunities.html>

LVBA

P.O. Box 25
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www.lebanonvalleybusiness.org