



Town of New Lebanon
 PO Box 328
 New Lebanon, New York 12125
 Phone: 518.794.8884 | Fax: 518.794.9694
 Email: buildingdept@townofnewlebanon.com

PLANNING BOARD APPLICATION

Application No (office use only): _____

SITE INFORMATION

Site Location (911 Address): _____ Nearest Crossroad: _____
 Tax Map No.: _____ Zoning District: _____

PROPERTY OWNER & APPLICANT INFORMATION

Property Owner Name: _____ Phone: _____
 Mailing Address: _____
 Email: _____
 Applicant Name (if different from Property Owner): _____ Phone: _____
 Mailing Address: _____
 Email: _____

SURVEYOR INFORMATION

Surveyor Name: _____ License No.: _____
 Mailing Address: _____
 Email: _____ Phone: _____

ENGINEER / ARCHITECT INFORMATION

Name: _____ License No.: _____
 Company Name & Address: _____
 Email: _____ Phone: _____

NATURE OF PROPOSED WORK (a separate application is required for each request)

- Lot Line Adjustment Minor Subdivision Major Subdivision Site Plan Review Special Permit Appeal of ZEO Determination

Project Use/Description: _____

- 1) Please attach a detailed narrative explaining the specifics pertaining to the proposed use, any anticipated changes to the site, space or floor plans, accommodations necessary for water, sewer, parking, lighting, etc.
- 2) Review the applicable Code section which applies to the specific application you are pursuing. Responses to the outlined requirements in the Code should be included as part of the narrative. See General Instructions.
- 2) Provide stamped plans of the property as required by the zoning code including property boundaries, existing site features such as woodlands, floor plains, other natural features, etc., existing structures, approximate well and septic locations and the proposed structure(s). Dimensions must be provided from the proposed building to the front, rear and side property lines. The front setback should be measured from the center of the traveled portion of the road.
- 3) Refer to the applicable Code section which applies to the nature of the proposed work for more detailed plan submission requirements.

- YES NO **Is the access road to the project a Town/County or State Road or highway?** (New York State Town Law: §280-a)
- YES NO **Is any of the property within the flood plain?** If yes, the flood plain area will need to be clearly labeled and lightly shaded on your survey map.
- YES NO **Is any of the property within a DEC regulated wetland?** If yes, you may be required to contact DEC to conduct a site visit to flag the area.
- YES NO **Is any of the property within an ACOE regulated wetland?**
- YES NO **Will one or more acres be disturbed by this project?** If yes, you will be required (under NYS DEC regulations) to develop a Storm Water Pollution Prevention Plan (SWPPP) in order to obtain coverage under the State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity.

The project occurring within 500 feet of (Check all that may apply):

- A municipal Boundary
- County or State Park or recreation either existing or proposed
- State or County road or right-of-way, either existing or proposed
- State or County owned building or institution
- Stream or drainage channel owned by the County or for which channel lines have been established
- Active farm operation within a County Defined Agricultural District

PLEASE CHECK THE APPROPRIATE SPACE: I consent to the extension of the 62-day Public Hearing and review period. (See instruction item #4.)

- YES NO

I certify that the statements herein contained are true to the best of my knowledge and belief and I have prepared and submitted all pages of this application. By signing this application, the undersigned does hereby grant permission to members of the Town of New Lebanon Planning Board and Building Department to enter upon my property for the purpose of examining same by reason of an application now pending before said Board.

Signature of Property Owner _____ Date: _____
 Signature of Applicant _____ Date: _____

Fees: Application fees are determined by the nature of the proposed work and can be found on the Town of New Lebanon website, payable by check to the Town of New Lebanon or in cash. If you were directed by the Planning Board at your Sketch Plan Conference that Escrow is required for this project, a separate check for that amount will be required at the time of application. If the escrow fees are not submitted with this application, this application will be deemed incomplete.

A DECISION DOCUMENT BY THE PLANNING BOARD AND A BUILDING PERMIT APPLICATION MUST BE SUBMITTED AND OBTAINED BEFORE BEGINNING ANY CONSTRUCTION OR OCCUPANCY.

Office Review – office use only

Date Received: _____ Application No: _____ Zoning Classification: _____
 Fee Paid: \$ _____ Date: _____ Check No.: _____ Receipt No.: _____

Clerk Signature: _____ Date: _____

General Instructions

Please Read

1. Attach hereto a copy of the duly filed deed indicating the current ownership of the subject property. If the owner is a corporation, attach a list of all directors, officers, and major stockholders. If applicant is a contract vendee, then attach a copy of the duly executed contract of sale.
2. If the applicant is not the owner, submit a letter signed by the property owner granting authority to the applicant to act on this application. If the owner is a corporate entity or trust, submit a letter signed by the authority of the entity or trust granting authority to the applicant to act on this application.
3. The applicant shall submit a list of the names and addresses of all adjoining property owners and of those property owners directly across all road frontages adjoining the proposed development. The list shall also contain the Town of New Lebanon current tax map numbers for each parcel.
4. NYS Town Law and/or the Town of New Lebanon Town Code obligates the Planning Board to conduct a Public Hearing with respect to certain projects within 62 days following receipt of a **COMPLETE** application for the project by the Planning Board Clerk. Due to the complexity of many proposals and the numerous technical and procedural requirements of all the applicable laws and regulations, many applications may be found to be incomplete or deficient and therefore, not ready for Public Hearing nor Planning Board approval. Thus, a determination based upon all pertinent facts and circumstances cannot always be rendered by the Planning Board within 62 days. To do so might result in a disapproval when, with further information or changes, and SEQR compliance, approval or approval with modifications might otherwise occur. In such cases, Planning Board staff will notify the applicant of missing or incomplete items in accordance with guidelines laid out in the Planning Board Manual.
5. In light of the above, you are asked to indicate, by checking the appropriate space on the application form, whether you consent to the extension of the 62-day public hearing period or review period, for so long as may reasonably be necessary to generate a submission which is complete and in conformity with all pertinent requirements. You may revoke your consent at any time by communicating that fact in writing to the Planning Board Clerk, whereupon your project proposal will be scheduled for the next regularly scheduled meeting of the Planning Board. In doing so, however, this might result in a disapproval when, with further information or changes, and SEQR compliance, approval or approval with modifications might otherwise occur.
6. Please be advised that the Planning Board review process often involved engineering, legal, and other professional skills. While the Planning and Building Department staff will provide guidance and assistance within reasonable limits, the responsibility for the proper presentation of the proposal lies with the applicant and the applicant's advisors, and not upon the Planning and Building Department, its staff, or the Planning Board.
7. An applicant has the ability to request a meeting with the Building Department and/or the Planning Board Chairperson to obtain guidance on responding to the application. This is a courtesy to assist applicants in preparing for their first Planning Board meeting and does not waive any provisions of State or Town Laws. The Planning Board reserves the right to request additional information not included in the application. Refer to the Planning Board Manual and Town Zoning Code for specifics related to procedures.
8. Fee Schedule: Individual fee schedules are listed on the Town of New Lebanon website and are specific to the type of project. These are subject to change from time to time at the approval of the Town Board. Escrow accounts will be established as required by the Planning Board upon the advice of applicable professionals engaged by the Town to assist the Planning Board.
9. Additional fees (escrow) may be required in an amount necessary to defray additional costs of special consultants engaged by the Town to assist in the review of an application. The Planning Board will endeavor to provide notice to the applicant in advance of securing a special consultant to allow the applicant time to alter or remove their application before the Planning Board.