

# VILLAGE OF TIVOLI

HISTORIC WATTS DEPEYSTER HALL ~ TIVOLI, NY 12583

## Planning Board

Office: 845.757.2021 ~ Fax: 845.757.5416

Email: [villagehall@tivolinyny.org](mailto:villagehall@tivolinyny.org) ~ Web: [www.tivolinyny.org](http://www.tivolinyny.org)

## SITE PLAN REVIEW AND APPROVAL CHECKLIST

PROJECT: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

Application for Site Review and Approval is made to the Zoning Enforcement Officer in accordance with Article IX of the Village of Tivoli Zoning Code. Applicants or their representatives should review Article IX and any other sections of the Zoning Code and other Village planning documents pertinent to their application.

In accordance with Code Section 231-64, the Applicant is required to submit certain materials to the Planning Board in conjunction with the application. The Planning Board encourages pre-submission conceptual discussions, where appropriate, at its monthly workshop meeting. At this review, a so-called sketch conference is held to review the basic site plan design concept and to determine the extent of site plan review necessary for the proposed project. Within six months after the sketch plan conference; the applicant shall submit a proposed site plan, complete with the information outlined in Section 231-64 (A) and any additional information included in Section 231-64 (B) as may be required at the discretion of the Planning Board. The applicant shall also submit an Environmental Assessment Form (short or full) and any other information requested by the Planning Board.

Pursuant to the Zoning Code, the Planning Board must conduct a public hearing, if such public hearing is required by decision of the Board of Trustees or code, on the site plan application within 62 days from the day an application for site plan approval is made. The Board shall give public notice of such hearing as required by the Code at least five days prior to the date of the scheduled hearing. The Planning Board may refer the application to its consultants, and any expenses incurred in connection with such reviews may be charged to the applicant. The Planning Board may also be required to refer the application to other Village or Town Committees or Boards, the Dutchess County Department of Planning and/or various state agencies. A resolution setting forth the Board's decision will be mailed to the Applicant at the conclusion of the process.

Sketch plan conferences are usually conducted during the regular monthly workshop meeting of the Planning Board. In order to be considered for the next available meeting agenda, the items set forth on the sketch plan submission checklist must be submitted to the Planning Board Clerk at least ten calendar days prior to the workshop. **Incomplete submissions will not be processed.**



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### SITE PLAN APPLICATION CHECKLIST

#### Applicant's Initials

#### Sketch Plan Submission Checklist

\_\_\_\_\_

Completed Application Form (signed original and 10 copies).

\_\_\_\_\_

Owner Consent Form, if required (original, signed and dated by property owner).

\_\_\_\_\_

Written statement and/or sketch plan describing what is proposed, including indication of all existing structures and uses, if any, on the site, and an area map keyed to the real property tax maps showing the parcel under consideration for site plan review and all properties, subdivisions, streets and easements within two hundred feet of the boundaries thereof. (Original and 10 copies).

\_\_\_\_\_

Copy of property deed

\_\_\_\_\_

Copy of any recorded easements, restrictions, etc.

\_\_\_\_\_

Copy of prior Filed Subdivision Map

\_\_\_\_\_

Copy of any existing permits, approvals or compliance notifications

\_\_\_\_\_

Data available from Planning Board office and/or other public agencies with respect to soils, topography and water resources

\_\_\_\_\_

Application fee in accordance with published fee schedule.

\_\_\_\_\_

Initial escrow deposit in accordance with published Fee Schedule. (Depending on the complexity of the project, additional escrow deposits may be required to cover consultants' fees.)



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### **SITE PLAN APPLICATION CHECKLIST** **Final Site Plan Submission Checklist**

**Please submit the following items after receiving sketch plan endorsement from the Planning Board at a workshop meeting.**

\_\_\_\_\_ Site Plan as required by Section 231-64 (A) and any other information requested by the Planning Board, certified by an appropriate licensed design professional (i.e. engineer or architect)(original and 10 copies). The plan should include the following items (unless waived at the sketch conference):

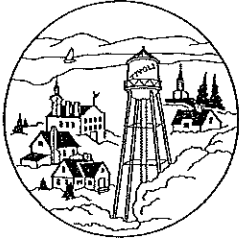
- Map of the property on which Applicant is seeking site plan approval, drawn at the scale of 100 feet to the inch or larger, including:
  - Location of all automobile parking and all parking for commercial vehicles while loading and unloading;
  - Location and width of all driveways, exits and entrances;
  - Location of any outdoor storage areas, including type and design of all solid waste-related facilities including dumpsters and recycling bins;
  - Location of all existing or proposed site improvements, including drains, culverts, retaining walls and fences;
- Provision of a description and the location of sewage disposal facilities and/or link to Village sewer lines;
- Location and size of all signs;
- Location of proposed buffer areas and the design of outdoor lighting facilities,
- Such other information as the Planning Board may require.

\_\_\_\_\_ Section 231-64 (B) gives the Planning Board the discretion to require the applicant to submit the following additional data:

- Vicinity Map. Drawn at a scale of 2000 feet to the inch or larger and showing:
  - Relationship of proposed site to existing community facilities that may affect or service it, such as roads, shopping areas, schools, etc.
  - Show all properties, subdivision, streets and easements within 500 feet of the property on which the application being made is proposed to be situated.
- Topographic Map. Drawn at a scale of 100 feet to the inch or larger and showing existing topography at a contour interval of not more than five feet, showing:
  - Location of pertinent natural features that may influence the design of the proposed use, such as watercourses, wetlands, rock outcrops and single trees eight or more inches in diameter.
- Elevations and/or Sections. Elevations and/or Selection drawings shall be drawn in sufficient detail to delineate clearly the bulk and height of all building and other structures included in the proposal for which application for permit is made.

\_\_\_\_\_ Additional information of concern to the Planning Board may include:

- Description of the method of securing water, including access to Village water.
- Location of fire emergency zones, including the location of hydrants or of the nearest emergency water supply for fire emergencies.
- Designation of amount of building area proposed for retail sales, office use, similar commercial activity and/or residential use.
- A detail landscaping plan, pursuant to Section 231-65 (A&B).
- Other elements integral to the proposed development as considered necessary by the Planning Board.



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**SITE PLAN APPLICATION CHECKLIST**

**Applicants may contact the Planning Board office at (845) 757-2021 or via e-mail at [villagehall@tivolinyny.org](mailto:villagehall@tivolinyny.org) regarding procedural questions or scheduling.**

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**CERTIFICATION**

I, the undersigned, do of my own personal knowledge certify that the above information has been provided in support of the referenced application.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)