

# APPLICATION FOR SITE PLAN REVIEW

Town of Otego Planning Board, Otego, NY 13825

Form: PB-3

## For office use only!!

Application Number SPR- \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_ Cash    Check    M.O.

Preliminary Application Delivery Date: \_\_\_\_\_

Final Application Delivery Date: \_\_\_\_\_

Date of Final Action: \_\_\_\_\_

Date of Filing Decision with Town Clerk: \_\_\_\_\_

**Instructions:** Fully complete this application. Write ANA@ when Anon-applicable@. Applications, complete with fees, shall be filed with the Zoning Enforcement Officer who will file a copy with the planning board secretary once the application has been determined to be complete.

Name of proposed development: \_\_\_\_\_

**Applicant Name :** \_\_\_\_\_

**Owner(s) (if different) :** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_

**Plans Prepared by:** \_\_\_\_\_

**Ownership Intentions, i.e. purchase options** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_

**Location of site:** \_\_\_\_\_

**Current Zoning Classification:** \_\_\_\_\_

State and federal permits needed (list type and appropriate department): \_\_\_\_\_

\$ Anticipated construction time: \_\_\_\_\_

\$ Will development be staged?: \_\_\_\_\_

\$ Current condition of site (buildings, brush, etc.): \_\_\_\_\_

\$ Character of surrounding lands (suburban, agriculture, wetlands, etc. ) \_\_\_\_\_

\$ Estimated cost of proposed improvement: \_\_\_\_\_

Proposed use(s) of site: \_\_\_\_\_

Total site area (square feet or acres): \_\_\_\_\_

Anticipated increase in number of residents, shoppers, employees, etc. (as appropriate): \_\_\_\_\_

Describe proposed use, including principal and accessory uses; ground floor area; height; and number of stories for each building:

for residential buildings, include number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three - or more bedrooms) and number of parking spaces to be provided.

for non-residential buildings, include total floor area and total sales area; number of automobile and truck parking spaces. other proposed structures.

(use separate sheet if needed)

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- Attach a site plan, signed by a licensed professional engineer, architect or surveyor, showing the following information, except as may be waived by the planning board or is described by written text accompanying this application:
- a survey of the property showing boundaries and existing features including topographic contours, buildings, structures, trees of over eighteen (18) inch circumference measured at chest height, streets, utility easement, rights-of-way and land use
- the locations of all proposed buildings and land use areas, showing floor area and location of vehicular and pedestrian entrances
- the proposed traffic circulation, parking and loading areas and pedestrian walks, including dimensions sufficient to assure compliance with this ordinance
- the landscaping plans, including site grading and plant materials. Finished grade elevations shall be shown at not greater than two (2) ft. contour intervals
- the preliminary architectural drawings for all buildings to be constructed, including floor plans, exterior elevations and sections
- the preliminary engineering plans, including street improvements drainage system, and utility connections showing the method of water, telephone and electric service, and storm water and sewage disposal
- a description of proposed uses, construction sequence and time schedule for completion of each phase of construction
- engineering feasibility study of any anticipated problem which might arise due to proposed development as required by the Planning Board
- the proposed lighting, signs, fencing, landscape buffer and refuse storage areas
- Attach a completed Part I of the Environmental Assessment Form (EAF) using the (check one): ( ) short form or ( ) long form. Forms are available from the Zoning Enforcement Officer.

\_\_\_\_\_  
Signature of Landowner or Developer

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

NOTE:

1. The Zoning Enforcement Officer will notify you within seven (7) days of his receipt of this application regarding the status of its completeness.
2. Parts II and III of the EAF and the entire SEQR (State Environmental Quality Review) process must be completed by the Planning Board before the application can be considered complete.
3. The Planning Board will notify you of its action in writing (form PB-4) within Sixty-two (62) days of their official date of receipt of a completed application.