

VILLAGE OF DELANSON
Schenectady County, NY 12053

Sketch Plan Review Application

Revised 10/19/2015

Optional Sketch Plan Conference - A sketch plan conference may be held between the planning board and the applicant prior to the preparation and submission of the formal site plan review, at the option of the applicant. The purpose of such a conference is to enable the planning board to review the basic site design and advise the applicant as to potential problems and concerns prior to the preparation of a formal site plan. The applicant should provide the information listed below to the Village Clerk at least 10 days before the next scheduled Planning Board meeting for review at the sketch plan conference or separate public work session if necessary.

Items Required:

1. A statement and preliminary sketch showing the proposed and existing:
 - a) Locations and dimensions of principal and accessory structures.
 - b) Access and parking areas
 - c) Intended Signs
 - d) Intended Landscaping
 - e) Contours and other natural features
 - f) Site improvements including water supply lines and sewer lines.

2. A sketch or map of the vicinity which clearly shows the location of the site in relation to adjacent streets, other rights-of-way, properties, easements and other relevant features.

PLANNING BOARD
Village of Delanson
Sketch Plan Conference Application

Name of Property Owner

Owner Address

City

State

Zip

Phone

Fax

Cell Phone

Lot size

Zoning District

Tax Map ID #

Location /Address of Property to be reviewed

Existing Land Use

Name of Applicant (if different from Owner)

Address

City

State

Zip

Phone

Fax

Cell Phone

Brief description of Project

Applicant's Signature

Date

VILLAGE OF DELANSON
SKETCH PLAN APPLICATION CHECK LIST

All applications for a Sketch Plan Conference shall include the following information:

Check List: (to be filled out by Village Clerk)

_____ 7 copies of completed Sketch Plan Application form (page 3)

_____ 7 copies of Sketch of proposed and existing structures on the site (Item 1 - page 2)

_____ 7 copies of Map or Sketch showing location of site with in relation to streets (Item 2 page 2)

Application is to be submitted to the Village Clerk **10 Days** prior to The Planning Board Meeting. Applications received later then this deadline will be placed on the agenda of the next available planning board agenda.

All applications for sketch plan review must include this checklist in order to be considered complete.

➤ _____
Applicants Signature Date

➤ _____
Clerk Signature Date Received

Date of next scheduled Planning Board meeting _____

RECOMMENDATIONS

To be completed by the Planning Board. (Use additional pages if necessary - make two copies of this Sketch Plan Conference Application - 1 copy goes to applicant, 1 copy for Village file, original to Planning Board Files)

- Proposed action falls within Special Flood Hazard Zone A. A Floodplain Development Permit must be filed before any further permits are granted. Please file the attached application with the Village Clerk for a **Floodplain Development Permit**.

- Proposed action is would be in violation of current Zoning Laws. A zoning variance is required by the Zoning Board of Appeals. Please file an application with the Village Clerk for a **hearing with the ZBA** for a variance. Once a variance is granted by the ZBA, you may apply for a site plan review or a special use permit.

Specifically: Section(s) of Zoning Law that this action violates:

- Proposed action is within current zoning law but requires a **Special Use Permit**. Please file the attached application for a Special Use Permit with the Village Clerk.

- Proposed action is within current zoning law but requires a **Site Plan Review**. Please file the attached application for a Site Plan Review with the Village Clerk.

- Proposed action is within all current zoning laws and **does not** require any further action by the Planning Board. Please file for a **Building Permit** with the Building Inspector at the Town Hall in Duanesburg.

- Proposed action is within all current zoning laws and does not require any further action by the Planning Board or any building permits.

Additional Recommendations:

Signature of Chairperson

Date