

2. The Department of Public Works Staff will do the following:
 - a. Schedule and conduct meetings with the applicant as needed.
 - b. Mail copies of the application materials to various agencies to solicit comments and/or requirements.
 - c. Provide the Planning Commission with written comments from DPW staff on the proposal.
 - d. Compose and publish legal notice of the public hearing for a special use permit according to the requirements of the law.
 - e. Prepare documents for review by Planning Commission members prior to the meeting/hearing in order to allow board members sufficient time to review the material and conduct site visits (if needed).

3. **The Planning Commission** meets on the first and third Tuesday of each month. The application is first reviewed at a public meeting where the Planning Commission members see the application for the first time and may question the applicant and ask for additional information and/or suggest modifications to the proposal. At this public meeting, the applicant or representative shall be present to answer any questions the Planning Commission members may have relative to the proposed use. You will be notified by mail as to what date your application will be heard before the Planning Commission. In order for the Planning Commission to take final action on a special use permit, it must do so at an advertised open record public hearing.

4. **Review:** The Planning Commission typically will review a project three times before making a decision. This is done in order to allocate sufficient time review the application materials, allow interested agencies to provide comments, and conduct site visits if necessary. It also allows the applicant sufficient time to modify the site plan if necessary, and clarify/resolve any issues raised by the Planning Commission or Public Works Department. In some instances, the Planning Commission Chairman may determine that the application is relatively simple and/or the site plan is essentially complete and allow the applicant to bypass the sketch review and reduce the review period. If there are time constraints on the applicant to obtain a decision from the Planning Commission rather quickly, it is strongly suggested that all of the site plan items outlined in the Site Plan Checklist (Part II) are as complete as possible.

5. **Final Hearing/Meeting:** After the final open record public hearing (special use permit) or meeting (site plan) and based upon findings of fact, the Planning Commission will determine whether the special use permit and/or site plan is to be approved, approved with conditions, or denied. Written notification of the decision is then mailed to the applicant within 45 days after the issuance of the Decision.

Part II

TOWN OF ROTTERDAM

PLANNING COMMISSION SITE PLAN CHECKLIST

The following is a list of Site Plan Requirements as outlined in § 270-132 of the Town of Rotterdam Zoning Code. All required information should be contained in the application unless specifically waived by the Planning Commission. Failure to submit will cause the application to be deemed incomplete and returned to the applicant for revision.

Section A *Preliminary plans. Application for preliminary site plan approval shall be accompanied by the following information located on the site plan. Failure to complete this information will result in a determination of “incomplete” and the application will be held in abeyance pending receipt of all required information.*

1. _____ A map of the applicant's entire lot, plot or parcel of land at the scale of one inch equals 40 feet, unless the Planning Board determines a different scale more appropriate, showing all properties, subdivisions, streets, watercourses and easements which pass through the property or are known to abut the applicant's property.
2. _____ The name and address of the applicant, vendee, contract vendee or owner and title of drawing.
3. _____ The North symbol, date and scale.
4. _____ The name, address, title and license number of the person or firm responsible for the preparation of the map.
5. _____ Structures and circulation: ten (12) sets of preliminary plans, elevations and sections of proposed structures and roads, showing the proposed location, use and design of all buildings and structures dimensions, square footage, including any proposed division of buildings into units of separate occupancy and location of drives thereto, and showing the proposed location of all roads, pedestrian walkways and fire lanes.
6. _____ Landscaping: Show location, dimension, type, and condition of existing landscaping, and location, dimension and type of proposed landscaping.
7. _____ Cut and fill: extent and amount of cut and fill for all disturbed areas, including before and after profiles of typical development areas, parking lots and roads.
8. _____ Stormwater retention: provisions for on-site stormwater retention basins during and after construction, designed to handle any increased rate of runoff.
9. _____ Wells: location and test yields in gallons per minute of all proposed on-site wells.
10. _____ Drainage fields or dry wells: location and percolation test results of all proposed drainage fields or dry wells.
11. _____ Water supply and sewage disposal: description of method of water supply and sewage disposal and location of such facilities.
12. _____ Location of existing wetlands and floodplains.
13. _____ Lighting, power and communication facilities: location and design of lighting, power, fiber optic, and communication facilities.
14. _____ Signs: location, design and size of all signs.
15. _____ Site improvements: location of all existing and proposed drains, culverts, retaining walls and fences.
16. _____ Outdoor storage: location of any outdoor storage and other accessory uses.
17. _____ Uses: detailed breakdowns of all proposed floor space by type of use.
18. _____ Other industrial uses: In an industrial district, specific uses proposed, number of employees for which buildings are designed, type of power to be used for any manufacturing process and the proposed method of disposal of such wastes or by-products shall also be shown.
19. _____ State Environmental Quality Review: No application shall be deemed complete without compliance with State Environmental Quality Review (Please include with submittal).

Section B The Planning Commission often requests these additional information items during the preliminary meeting. The applicant is typically requested to modify the site plan or explain this information in more detail at the meeting. This usually involves the expenditure of additional time and expense to the applicant.

If these additional information items are included with the initial submittal, it may be possible to skip over the initial sketch plan review meeting and proceed directly to preliminary plan review. Answering these information items now may reduce the review time by a minimum of two (2) to four (4) weeks. The decision to allow the applicant to waive the sketch meeting shall reside with the Planning Commission Chairman after consultation with the Town of Rotterdam Department of Public Works.

1. ____ Show location of snow storage area or indicate if it will be removed off site. In addition, provide a note on the site plan that reads “snowfall accumulations in excess of four (4) inches shall be removed from all parking areas/walkways within 48 hours.”
2. ____ Provide a signature space for the Planning Commission Chairman with the following wording below the signature line **“Chairman, Rotterdam Planning Commission:
Date: _____”**.
3. ____ Show location and dimension of all entrances and exits to all building(s), specify which are handicap accessible, and indicate the primary exit(s) and emergency exits.
4. ____ Show location and dimension of all entrances and exits to the site, and indicate the primary entrance/exit.
5. ____ Show handicap parking space(s) and striping from the space(s) to the handicap entrance(s).
6. ____ Show location, dimension, type, and condition of all existing and proposed paved areas, parking areas with striping, and sidewalks. Indicate which exist and which are proposed.
7. ____ Show location, dimension, type, and condition of refuse/dumpster area and any existing/proposed screening.
8. ____ Show location of all external vents, propane tanks, HVAC units, and other accessory external structural features.
9. ____ Show location of drive-thru window and corresponding traffic circulation pattern(s) if applicable.
10. ____ Provide documentation from the Town of Rotterdam Water Department that a consultation has occurred and provide water meter with current reading.
11. ____ Show location of all outdoor lighting fixtures and provide a note on the face of the plan that states: “All lighting shall be shielded and/or placed in such a manner as to prevent off-site illumination”
12. ____ Show location, type, and size of existing and proposed fencing and buffer screening.
13. ____ Add note on the face of the site plan that reads “Development must meet all NYS Building and Fire Codes.”
14. ____ Add note on the face of the site plan that identifies the zoning of the subject property.

____ I have completed all of the above requested items which apply to this site plan **under Section A** and request that this application be placed on the next available Planning Commission meeting for sketch plan review.

____ I have completed all of the above requested items which apply to this site plan **under Section A and Section B** and request that this application be placed on the next available Planning Commission meeting for preliminary review.

Print Name

Date

Signature

**All requested information shall be provided and must be filled out in ink or typed
for photocopying purposes**

PART III

SPECIAL USE PERMIT/SITE PLAN APPLICATION General Information

Legal Owner's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Fax: _____

If applicant is not the owner, include the written owner authorization form below (See Part IV) designating the contact to serve as representative.

Owner's Designated Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Fax: _____

Project/Proposal Site Area (Acres or sq. ft.): _____

Assessor Tax Parcel No.(s) of Proposal Site: _____

Adjacent Area Owned or Controlled (Acres or sq. ft.): _____

Assessor Tax Parcel No.(s) of Adjacent Land Owned or Controlled: _____

Street Address of Proposed Site (if any): _____

Describe Existing Use(s) on Proposed Site (Such as buildings, well, sewer drainfield and others): _____

Existing Zoning Classification: _____

School District: _____

Fire District: _____

Water Supply _____

LEGAL INFORMATION

Location of Proposal Site (General description by which direction and how far from roads and intersections and other community features): _____

Name of public road (s) providing access: _____

Width of property fronting on public road: _____

I have attached a legal description of the proposed site: yes no

I have attached a deed of the proposed site: yes no

I have attached a lease agreement of the proposed site (if applicable): yes no

Purpose for the requested site plan approval (and special use permit if applicable):

Is the proposed use to be temporary or permanent? If temporary, please explain:

FILL OUT FOR SPECIAL USE PERMIT APPROVAL ONLY (§ 270-167)

(Failure to answer all of these questions completely may result in denial of the special use permit)

- (1) Is the establishment, maintenance or operation of the special use detrimental to or endanger the public health, safety, morals, convenience or general welfare? If not, please explain:

- (2) Is the special use injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, and does it substantially diminish and impair property values within the neighborhood? If not, please explain:

- (3) Does the establishment of the special use impede the normal and orderly development and improvement of the surrounding property? If not, please explain:

- (4) Have adequate utilities, access roads, drainage and/or necessary facilities been or are being provided? If yes, please explain:

- (5) Have adequate measures been or will be taken to provide ingress or egress as to minimize traffic congestion in the public street? If yes, please explain:

If you have any additional comments, please attach them on a separate sheet of paper.

PART IV

SURVEYOR/ARCHITECT/ENGINEER VERIFICATION

I, the undersigned, a licensed land surveyor, architect, and/or engineer, have completed the information requested. The legal description has been prepared by me or under my supervision in accordance with the requirements of the Town of Rotterdam regulations and the laws of the State of New York.

Signed: _____

Date: _____

Address: _____

Phone: _____

FAX: _____

License Number: _____

PLEASE AFFIX SURVEYOR/ARCHITECT/ENGINEER SEAL HERE

PART IV

LEGAL OWNER SIGNATURE

(Signature of legal owner(s) or representative(s) as authorized by legal owner)

I, the undersigned, swear or affirm under penalty of perjury that the above responses are made truthfully and to the best of my knowledge.

I further swear or affirm that (I)(we) (am)(are) the owner(s) of record of the area proposed for the previously identified land use action, or, if not the owner(s), attached herewith is written permission from the owner(s) authorizing my actions on his or her behalf.

Name: _____ Date: _____

Address: _____ Phone: _____

_____ Zip: _____

Signature of Applicant or Representative

Date

Signature of Applicant or Representative

Date

Notary
(For Part IV Above)

STATE OF NEW YORK) ss:
COUNTY OF SCHENECTADY)

SUBSCRIBED AND SWORN to me this _____ day of _____, 20_____.

NOTARY SEAL

Notary Signature

Notary Public in and for the State of New York

My appointment expires: _____

PART V

(To be completed by the Public Works Department)

Date Submitted: _____ Staff: _____

Total Fees: _____ Receipt #: _____

File #: _____ Complete Application: _____