

Town of Lake George

20 Old Post Road

Lake George, NY 12845

Direct 518 668-5131/Fax 668-0269

Email: pzclerk@lakegeorgetown.org

Site Plan Review Application

Review Process:

1. Applicant and/or agent shall meet with Zoning Administrator for project determination.
2. Pre-submission meeting is available prior to submittal of application. Call 668-5131 ext. 311 for appointment.
3. Application submittal: Twelve (12) copies to consist of one (1) original application and eleven (11) copies. Two copies to be large format (minimum scale 1" = 40.0'), ten (10) copies to be 11x17.
4. Submittal dates for all applications is the 15th of every month; if that date falls on the weekend or a holiday, the following business day is observed
5. Application completeness review and placement on an agenda.
6. Planning Board meeting is held the second Tuesday of the month; additional meetings at the discretion of the Chairman. Notice will be sent to advise applicants of date and time for review.
7. Whether approved, tabled or denied, a resolution will be sent to the applicant stating the Board's decision. If approved, a Land Use and Development Permit and Warren County Building Permit will be required. If denied, the project cannot proceed.
8. Fees: Residential - \$100.00
Commercial - \$250.00
After the Fact Site Plan Review - \$350.00

Planning and Zoning Staff:

Dan Barusch, Director of Planning and Zoning

dbarusch@lakegeorgetown.org

Doug Frost, Code Compliance Officer

dfrost@lakegeorgetown.org

Adele Bermann, Office Administrator

pzclerk@lakegeorgetown.org

TOWN OF LAKE GEORGE

TOWN CENTER
20 OLD POST ROAD
LAKE GEORGE, NY 12845

Tel No: 518-668-5131

Fax No: 668-0269

Email address: pzclerk@lakegeorgetown.org

DATE: _____

APPLICATION NO: _____

APPLICATION FOR SITE PLAN REVIEW

Must be submitted on the 15th of every month by 4:30 p.m.

Pre-submission meeting with staff is available for all applications

General information

Applicant's Name: _____

Mailing Address: _____

Telephone # _____

Owners Name (if different from applicant): _____

Mailing address: _____

Telephone # _____

Location of Site: _____

Tax Map ID #: _____

Zoning District: _____

Lot Size (square feet or acres): _____

Proposed Use: _____

Current Use: _____

Site Development Data

<u>COMPILATION OF SITE AREAS EXISTING & PROPOSED</u>		SQUARE FOOTAGE AREAS
A	<u>PRIMARY BUILDING AREAS</u> (PRIMARY STRUCTURES)	
	<i>EXISTING</i>	
	<i>PROPOSED ADDITIONAL</i>	
B	<u>EXTERIOR DECK & PORCH AREAS</u> (COVERED AND / OR UNCOVERED)	
	<i>EXISTING</i>	
	<i>PROPOSED ADDITIONAL</i>	
C	<u>ACCESSORY STRUCTURE AREAS</u> (GARAGES, SHEDS, STORAGE BUILDINGS, ETC...)	
	<i>EXISTING</i>	
	<i>PROPOSED ADDITIONAL</i>	
D	<u>ADDITIONAL IMPERVIOUS AREAS</u> (DRIVEWAYS, PARKING, WALKS, & OTHER...)	
	<i>EXISTING</i>	
	<i>PROPOSED ADDITIONAL</i>	
E	TOTAL OF NON-PERMEABLE AREAS (A+B+C+D)	
F	TOTAL LOT or PARCEL SIZE IN SQUARE FEET (ACRES X 43,560SF/ACRE) = PARCEL SQ.FT.	
TOTAL LOT COVERAGE = (E / F X 100) = % OF LOT COVERAGE ➡		
SEE SCHEDULE II, CHAPTER 175 ZONING, FOR ALLOWABLE LOT COVERAGES		

Please write a short narrative describing the project.

Additional Project Information

Is the project an APA Class A or B Regional Project? Yes () No ()

SEQRA Review (Circle one): TYPE 1 TYPE 2 UNLISTED

State and Federal Permits required: _____

Anticipated Construction time: _____

Staging schedule (if planned): _____

Estimated cost of improvements: _____

Anticipated increase in number of residents, visitors and/or employees: _____ If so, about how many? _____

Project located within 300 feet of the RCM-1 or RCM-S2 zone: _____

Height of structure (If required): _____

No. of parking spaces (If required): _____

Does this project involve conversion of tourist accommodations, resorts and housekeeping cottages to individual single family dwellings or multiple family dwelling units? _____ Does it involve the use of a single family dwelling or multiple family dwelling unit as a tourist accommodation / rental? _____

Specifics on Stripping, Excavating, Filling and/or Grading (Yes or No)

Within 100 feet of a wetland or within a wetland: _____

Within 100 feet of all streams and waterbodies classified as AA Special (AA-S) by the Department of Environmental Conservation: _____

Within the 100 year floodplain as delineated by the Federal Emergency Management Agency on the FEMA Flood Map Services website: _____

Within 25 feet of slopes which exceed 15 percent over a 100 foot length: _____

Excavation or filling involving more than two hundred (200) cubic yards: _____

Clearing of 15,000 square feet or more of forested or brush land: _____

Does this project involve contractual access of five (5) or more lots, parcels, or sites or multiple family dwelling units? _____

This page includes the following: 1). Authorization to Act as Agent Form. 2) Engineering Fee Disclosure. 3) Authorization for Site Visits. 4) Other Permit Responsibilities. 5) Official Meeting Disclosure and 6) Agreement to provide documentation required.

2. ENGINEERING FEE DISCLOSURE: Applications may be referred to the Town consulting engineer for review of septic design, storm drainage, etc. as determined by the Zoning or Planning Boards. Fees for engineering review services will be charged directly to the applicant. Fees for engineering review will not exceed \$1,000 without notification to the applicant.

3. AUTHORIZATION FOR SITE VISITS: by signing this page and submitting the application materials attached here, the Owner, Applicant and his/hers/their agent(s) hereby authorize the Zoning Board or Planning Board and Town Staff to enter the subject properties for the purpose of reviewing the application submitted.

4. OTHER PERMIT RESPONSIBILITIES: Other permits may be required for construction or alteration activity subsequent to approval by the Zoning Board or Planning Board. It is the applicant's responsibility to obtain any additional permits.

5. OFFICIAL MEETING MINUTES DISCLOSURE: It is the practice of the Planning and Zoning Department to have a designated stenographer tape record the proceedings of meetings resulting from application, and minutes transcribed from those tapes constitutes the official record of all proceedings.

6. AGREEMENT TO PROVIDE DOCUMENTATION REQUIRED: I, the undersigned, have thoroughly read and understand the instructions for submission and agree to the submission requirements, I acknowledge no construction activities shall be commenced prior to issuance of a valid permit. I certify that the application, plans and supporting materials are a true and complete statement/description of the existing conditions and the work proposed, and that all work will be performed in accordance with the approved plans and in conformance with local zoning regulations. I acknowledge that prior to occupying the facilities proposed, I or my agents, will obtain a certificate of occupancy as necessary. I also understand that I/We may be required to provide an as-built survey by a licensed land surveyor of all newly constructed facilities prior to issuance of a certificate of occupancy.

AUTHORIZATION FORM

“TO ACT AS AGENT FOR”

I, _____ seller/owner of premises

located at _____ hereby designate:

_____ (Name) _____ (Address)

_____ (City) _____ (State) _____ (Zip) _____ (Phone)

to act as agent for this Site Plan application.

OWNER'S SIGNATURE: _____ **Date:** _____

IF THIS AUTHORIZATION FORM IS NOT APPLICABLE, PLEASE SIGN AND DATE

SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

Date: _____ Amount: _____

Receipt Number: _____

REQUESTED INFORMATION FOR SITE PLAN REVIEW APPLICATION

I understand that this application for site plan review shall consist of, but not be limited to the following, unless specifically waived by the Planning Board:

- A. **Twelve copies** of the application & site plan drawn to scale, **to consist of 2 Engineer Drawings (large) and 10 reduced drawings to be 8-1/2X11” or 11X17” folded to 8-1/2X 11”**, to include the following: (the sketch plan may be deemed to be the final plan at the Planning Board’s discretion).
1. Location map showing boundaries & dimensions of the parcel or tract of land involved, identification of contiguous properties, zoning districts, any easements or public right-of-ways and all features within five hundred feet of the site.
 2. Existing features of the site including existing land and water area, existing buildings and any existing accessory structures, existing water supply systems and sewage systems located either on the parcel or on an immediate adjacent parcel and existing surface characteristics.
 3. Delineation of proposed building location and arrangement of buildings of installation on the site, including parking area and means of ingress & egress.
 4. Sketch of proposed building or structure including exterior dimensions and elevations of front, side and rear view.
 5. Map of existing and proposed topography at a contour interval not to exceed five feet if required at the pre-submission meeting or by the Planning Board.
- B. Accompanying data to include the following:
1. Application & address for Land Use & Development Permit and fee.
 2. Name and address of any licensed professional consultants.
 3. Description of materials and methods of installation for any equipment or installation for which the permit is being sought.
 4. Results of any required on-site investigations including soil test boring and percolation tests if applicable.
 5. Site Plan map shall include north arrow, scale & date. Such additional information as the Planning Board may reasonably require to assess the proposed project.
 6. A stormwater design plan – refer to the Zoning Ordinance (Article V Section 175-21) for requirements concerning minor or major projects.

Environmental Group Disclaimer

AS AN APPLICANT SUBMITTING AN APPLICATION TO THE TOWN OF LAKE GEORGE PLANNING OR ZONING BOARD OF APPEALS, PLEASE BE AWARE THAT YOU MAY BE CONTACTED BY A REPRESENTATIVE OF VARIOUS ENVIRONMENTAL PROTECTION GROUPS REGARDING YOUR APPLICATION. THESE ARE PRIVATE, NOT-FOR-PROFIT ORGANIZATIONS AND ARE NEITHER FEDERAL, STATE NOR LOCAL GOVERNMENTAL AGENCIES, NOR IS IT AFFILIATED WITH THE APA, LAKE GEORGE PARK COMMISSION OR THE TOWN OF LAKE GEORGE. THEREFORE, WHILE YOU ARE CERTAINLY FREE TO PROVIDE ANY INFORMATION TO THEM IF YOU WISH, YOU ARE NOT LEGALLY REQUIRED TO DO SO. THEY ARE NOT AUTHORIZED AGENTS OF THE TOWN OF LAKE GEORGE AND NO INQUIRY FROM THEM SHOULD BE CONSTRUED AS BEING MADE BY OR ON BEHALF OF THE TOWN OR WITH THE TOWN’S ENDORSEMENT OR AUTHORITY.

PRESUBMISSION MEETING FORM

1. Tax Map ID: _____

2. Zoning Classification: _____

3. Reason For Review: _____

4. Zoning Section #: _____

5. **Pre-Submission Meeting Notes; Outstanding Items to be Addressed include:**

Deed	Yes _____	No _____
General Information pages 1-3	Yes _____	No _____
Required Information page 4-6	Yes _____	No _____
Authorization Form (if needed)	Yes _____	No _____
Environmental Form (if needed)	Yes _____	No _____
Signature	Yes _____	No _____

Outstanding items:

Staff Representative: _____ Date: _____

Applicant/Agent: _____ Date: _____