

Village of Hudson Falls Site Plan Review

Application Processing and Instructions

All applications submitted to the Village of Hudson Falls Planning and Zoning Boards shall be subject to the following review process in order to allow for a complete and thorough evaluation.

1. Pre-Application meeting to determine necessity of a Site Plan Review and identification of items required – please call (518) 747-5426 to make an appointment.
2. Submittal of complete application [One (1) original and twelve (12) copies] by the last business day of the month prior to the month in which the meeting will be held.
3. Determination of application completeness will be made by the Code Enforcement Officer or his/her designee within five (5) days of submission. All necessary information must be provided and appropriate fee(s) paid for consideration for placement on an agenda for that month.

Incomplete applications will not be considered for placement on any agenda until all missing information has been supplied.

4. Planning Board meeting – held the fourth Monday of each month.
5. Engineering fees need to be paid prior to Certificate of Occupancy being issued.

If you have any questions regarding the application requirements, please call the staff members listed below:

Code Enforcement Officer – James Buxton
Deputy Clerk – Penny Ward

Site Plan Review Application

The Site Plan Review process involves presenting a proposal to the Planning Board and answering any questions that may arise regarding your project. As part of its review process, the Village of Hudson Falls Deputy Clerk notifies the general public and adjacent property owners within 200 feet of the proposed project's property boundaries, conducts a public hearing and performs an environmental assessment of the proposal in accordance with the N.Y.S. Environmental Quality Review Act (SEQRA) requirements.

This application was designed to solicit the information necessary for applicant to comply with the Village of Hudson Falls Site Plan Review requirements. A Pre-Application meeting with the Village Staff is required. Please schedule staff appointments between 8:30 a.m. and 4:00 p.m.
747-5426

Fee Schedule

Village of Hudson Falls
220 Main Street
Hudson Falls, NY 12839
Phone: (518) 747-5426
Fax: (518) 747-5597
E-mail: hfcode@albany.twcbc.com
hfdeputy@albany.twcbc.com

<u>Floor Area Sq. Ft</u>	<u>Fee</u>
0 - 10,000 square feet	\$350
10,001 - 30,000 square feet	\$450
30,001 - 100,000 square feet	\$600
100,001 + square feet	\$1000

There will be an additional fee of \$50.00 for the Notice of Publication which is required to be placed in the Post Star.

General Information

Application No. (Office Use Only) _____

Project Location: (street address) _____

Tax Map ID: _____

Zone Classification: _____

Compliance with Zoning Ordinance Section: _____

Deed Restrictions: Yes: _____ No: _____

Detailed Description of Project: (include current & proposed use):

Modification to existing Site Plan, (If so, indicate Site Plan No. & approval date) Yes: _____ No: _____

Square Footage of proposed structure: _____

Applicant: _____

Address: _____

Home Phone: _____

Work Phone / Fax: _____

Applicant's Agent: _____

Address: _____

Home Phone: _____

Work Phone / Fax: _____

Property Owner: (if different) _____

Address: _____

Home Phone: _____

Work Phone / Fax: _____

Directions to site: _____

Site Development Data				
Area / Type	Anticipated Construction Time	Existing sq. ft.	Proposed Addition sq. ft.	Total sq. ft.
A. Building Footprint				
B. Detached Garage				
C. Accessory Structure(s)				
D. Paved, gravel or other hard surfaced areas				
E. Porches / Decks				
F. Other				
Other Non-Permeable (Sum A through F)				
Floor Area				
Parcel Area				
Percent Non-Permeable (Total Non-Permeable/Parcel Area)				

Setback Requirements			
	Required	Existing	Proposed
Front (1)			
Front (2)			
Waterfront			
Side Yard (1)			
Side Yard (2)			
Rear Yard (1)			

Rear Yard (2)			
Buffer / Travel Corridor			
Height			
Permeability			
Sign Setback			
No. of Parking Spaces			

Checklist – please prepare a map depicting existing and proposed conditions. Failure to complete the following checklist or include all required information may result in a determination of incompleteness and a delay in the processing of your application

PR	NA	WR	Address Each Item
			GENERAL
			A. Title, name, address of applicant & person responsible for preparation of drawing
			B. North arrow, Tax Map ID, date prepared and scale (minimum 1 in. = 40 ft.)
			C. Boundaries of the property plotted to scale, zoning boundary
			D. Location of principal structures, accessory structures with exterior dimensions
			E. Location of site improvements including outdoor storage areas, driveways (existing & proposed) parking areas, etc.
			F. Setbacks for all structures and improvements
			G. Elevations of proposed structures
			WATER & SEWER
			A. Location of existing and proposed on-site sanitary disposal system including all connections, lines, design details, construction details, flow rates and number of bedrooms proposed
			B. Location of existing and proposed on-site water supply (i.e. well) or public water supply. Description of the means of securing public or private water including design and construction details showing the location of all connections and lines to the water supply and daily water usage.
			C. Location of on-site water supply and on-site sanitary disposal systems (i.e. septic) on adjoining lots.
			D. Separation distances for proposed and existing sanitary disposal system to private water supply on-site and on adjoining properties, as well as to all public water supply, watercourses and waterbodies.
			E. Percolation test location and results
			PARKING / PERMEABLE AREAS
			A. Number of spaces required for project including calculations and justification
			B. Number of existing parking spaces, number to be removed, number to maintain and type of surfacing material (e.g., gravel, paved)

		C. Provision for pedestrian and handicap access and parking
		D. Location and design details of ingress, egress, loading areas and cutting
		E. Location and character of green areas (existing and proposed), modification to green area, buffer zone to remain undisturbed
		F. Lighting, location and design of all existing or proposed outdoor lighting
		ADDITIONAL SITE DEVELOPMENT AND MISCELLANEOUS
		A. Location of on-site & adjacent watercourses, streams, rivers, lake and wetlands
		B. Location of proposed & existing: utility/energy distribution systems (gas, electric, solar, telephone)
		C. Location, design and construction of all existing and proposed site improvements including: drains, culverts, retaining walls, fences, fire & emergency zones and hydrants
		D. Location and amount/portion of building area proposed for office, manufacturing, retail sales or other commercial activities
		E. Signage: Location, size, type, design and setback
		F. Waiver Request: provide letter with application requesting any waivers
		G. Commercial / Industrial Development requires submission of a Landscaping Plan, Stormwater Management Plan, Grading Plan and a Lighting Plan
		H. The Board may request other elements as considered necessary.
		I. Identify any Federal, State or County permits required for the project.
		J. Please submit record of application for approval status of all necessary permits required from Federal, State and County officials.

Legend: PR – Provided; NA – Not Applicable; WR –Waiver Requested

Signature Page

This Page includes the Authorization to Act as Agent Form, Engineering Fee Disclosure, Other Permit Responsibilities and Agreement to provide documentation required.

Complete the following if the **OWNER** of the property is not the same as the applicant.

Owner's Agent Form

Owner: _____
Designates: _____
As Agent Regarding: _____ Variance _____ Site Plan _____ Subdivision
For Tax Map No.: _____ Section _____ Block _____ Lot
Deed Reference: _____ Book _____ Page _____ Date

SIGNATURE: _____ (Owner) _____ (Date)

Complete the following if the **APPLICANT** is unable to attend the meeting or wishes to be represented by another party:

Applicant's Agent Form

Owner: _____
Designates: _____
As Agent Regarding: _____ Variance _____ Site Plan _____ Subdivision
For Tax Map No.: _____ Section _____ Block _____ Lot

SIGNATURE: _____ (Owner) _____ (Date)

Engineering Fee Disclosure: Applications may be referred to the Village consulting engineer for review as determined by code and fees must be paid prior to issuance of Certificate of Occupancy. 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.

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

Official Meeting Minutes Disclosure: It is the practice of the Planning Board to have a designated stenographer tape record the proceedings of meetings resulting from application, and said minutes transcribed from those tapes constitute the official record of all proceedings. If there is a discrepancy between such record and the handwritten minutes taken by the designated stenographer, the handwritten minutes shall be deemed the official record.

I, the undersigned, have thoroughly read and understand the instructions for submission, agree to the submission requirements and have completed the checklist.

SIGNATURE OF APPLICANT: _____ - Date _____

SIGNATURE OF AGENT: _____ - Date _____