



Village of Tannersville

Po Box 967, Tannersville, NY 12485

Telephone: (518)-589-5850 Fax: (518)-589-5805

E -mail: pz@tannersvilleny.gov Website: www.tannersvilleny.org

Site Plan Review Information

The Village of Tannersville meets for Planning Business on the first Thursday of each month at 5:30 PM unless otherwise noted on the events calendar. The meetings are held at Village Hall, 1 Park Lane, Tannersville, NY.

The following information is required to be submitted before the Planning Board can address the Site Plan Review application as complete:

- A completed Site Plan Review Application.
- A completed Site Plan. (See attached Site Plan Review Checklist) **The plan must be drawn to scale and accurately dimensioned.**
- A completed Site Plan Review Checklist.
- A completed Environmental Assessment Form - [NYS DEC SEQR Short Form](#)
- Payment of the Site Plan Review Fee.
- Additional permits from county, state and/or Federal regulatory agencies may also be required for submission to the Planning Board.

A completed application **must be submitted to the Village Clerk at least ten (10) business days before the Board's scheduled monthly meeting, or three (3) weeks before the meeting if a variance is being requested**, in order to be placed on the agenda. Once the application has been placed on the agenda, the Planning Board will begin its classification and review during that meeting. **The applicant or an authorized agent must attend the meeting to present the site plan and respond to any questions from the Planning Board. The Planning Board may also choose to schedule a public hearing on the application.**

In the event that a public hearing is required, all property owners within **500 feet** of the property boundaries shall be notified of the hearing. The Village Clerk/Planning Secretary shall send these notices at least 10 days prior to the public hearing, with **all associated costs paid by the applicant**. Notice of the Public Hearing is required by law to be published in the local newspaper. The Village Clerk will publish the Public Hearing Notice.

After the close of the Public Hearing, the Planning Board has 62 days to render a decision on the application. If no Public Hearing is scheduled, the Planning Board has 62 days from the date of the



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Site Plan Review Information cont.

acceptance of the complete application to render a decision on the application. The applicant will be notified by mail or email of the Planning Board's decision and conditions for approval along with instructions for stamping and signing the site plan documents. If it is determined that the proposed development will require an environment assessment (SEQRA), the application, by law, is not complete until the SEQRA process has been completed.

If you have any questions, please contact the Village Clerk's office at 518-589-5850 Monday thru Friday, 8:00am to 4:00pm.



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Site Plan Checklist

1. Project Name: _____

2. Checklist Prepared By: _____ Date: _____

Listed below are the minimum submittal requirements as set forth in Article III.A of the Village of Tannersville's Site Plan Review Law (Revised) for any Site Plan Review Application before the Village of Tannersville Planning Board. The Planning Board reserves the right to request additional information, as necessary, to support an application. The Planning Board also reserves the right to reject the application if these minimal requirements are not met.

YOUR SITE PLAN SHOULD INCLUDE THE FOLLOWING, IF APPLICABLE:

(For Office Use)

- ☐ Name of project, including name and address of applicant, contact person, and person responsible for preparation of the site plan and any necessary contact information for such person.
- ☐ Evidence of approval from all applicable agencies (ex. Health Department, Department of Environmental Conservation, etc.).
- ☐ North arrow, scale, and date.
- ☐ Boundaries of the property plotted to scale.
- ☐ Existing watercourses.
- ☐ Grading and drainage plan, showing existing and proposed contours.
- ☐ Location, proposed use, and height of all buildings.
- ☐ Location, design, and construction materials of all parking and truck loading areas, showing access and egress.
- ☐ Provision of pedestrian access.
- ☐ Location of outdoor storage, if any.
- ☐ Location, design, and construction materials of all existing or proposed improvements, including drains, culverts, retaining walls and fences.
- ☐ Description of the method of sewage disposal and location, design, and construction materials of such facilities.



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- ☐ Description of the method of securing public water and location, design, and construction materials of such facilities.
- ☐ Location of fire and other emergency zones, including the location of fire hydrants.
- ☐ Location, design, and construction materials of all energy distribution facilities including electrical, gas, and solar energy.
- ☐ Location, size, design, and construction materials of all proposed signs.
- ☐ Location and proposed development of all buffer areas, including existing vegetative cover.
- ☐ Location and proposed design of outdoor lighting facilities.
- ☐ Designation of the amount of building area proposed for retail sales or similar commercial activity.
- ☐ General landscaping plan and planting schedule.
- ☐ Other elements integral to the proposed development as considered necessary by the Village Board, including identification of any state or county permits required for the project's execution.
- ☐ A completed Environmental Assessment Form or Draft Environmental Impact Statement, as required by the Village Board under the NYS Environmental Quality Review Act (SEQR)
- ☐ Signature Box (attached)



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PLANNING DEPARTMENT APPLICATION

FOR OFFICE USE ONLY:

FEES DUE: _____

ZBA REQUIRED? _____

FEES RECEIVED? _____

BP REQUIRED? _____

Meeting Date: _____

EAF ____ (Long) ____ (Short)
RECEIVED _____

DEC FORM _____ (____-) (____+)

DEADLINE: 10 Business days prior to meeting 3 Weeks if Requesting Variance

Site Plan Review: _____ Subdivision Review: _____

Major _____ Minor _____ Other _____

Date of Application: _____

Plans Submitted: _____

Please note:

- Applicant must attend meeting(s).
- Failure to show, withdrawal of application, or denial will result in forfeiture of fee.
- Applicant may be billed for Village Engineer fees related to the review of application.

Name of Property Owner/Applicant: _____

Property Address: _____

Tax Map Parcel #(s): _____ Parcel Size: _____ Width: _____ Depth: _____

Property Zoning District: _____ Property Class: _____

Present Use of Property: _____ Proposed Use _____

Variance Requested? _____ If yes, please complete Zoning Board of Appeals Application.

Previous applications for this property: _____ Planning Board _____ Zoning Board of Appeals
If yes, provide results: _____

Description of Proposal / Detail of Request: _____

Value of Construction: \$ _____

Licensed Land Surveyor/Engineer/Authorized Agent: _____

(If representing applicant, please included a notarized letter from the property owner indicating such authorization.)



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Easement or Restrictions on property:

Names of Adjacent owners and property owners across the street. (Use separate sheet if necessary)

Certification of Statements:

The applicant(s) hereby affirms that the above information is accurate and complete, to the best of his/her knowledge and he/she/they is/are the title owner(s) of the property or has/have been authorized by the title owner(s) to make this application. Notarized statement of authorization is attached to this application if the applicant is not the owner of record.

Applicant Signature

Mailing Address

Applicant Name Printed/Typed

Phone/Fax/Email



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ZONING BOARD OF APPEALS APPLICATION

DEADLINE: Three weeks prior to meeting

Meeting Date: _____ at 7:00pm

Area Variance: _____ Use Variance _____

Application Fee \$ _____

Interpretation: _____ Special Permit _____

Date Submitted _____ Other: _____

Plans Submitted _____

Please note:

- Applicant must attend meeting(s).
- Failure to show, withdrawal of application, or denial will result in forfeiture of fee.
- Applicant may be billed for Village Engineer fees related to the review of application.
- A Site plan must accompany submissions requesting an area variance and those at the discretion of the board.

Property Address: _____

Tax Map Parcel #: _____ Parcel Size: _____ Width: _____ Depth: _____

Property Zoning District: _____ Property Class _____

Present Use of Property: _____ Proposed Use _____

Provision of Code Appealed (give section and subsection numbers): _____

Previous applications for this property: _____ Planning Board _____ Zoning Board of Appeals

If yes, provide results:

Description of Proposal / Detail of Request _____

Value of Construction: \$ _____ Building Permit required after ZBA approval: ____ yes ____ no

Certification of Statements: The applicant(s) hereby affirms that the above information is accurate and complete, to the best of his/her knowledge and he/she/they is/are the title owner(s) of the property or has/have been authorized by the title owner(s) to make this application. Notarized statement of authorization is attached to this application if the applicant is not the owner of record.

Applicant Signature

Applicant Name Printed/Typed

Mailing Address

Phone # / Fax # / E-mail



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NOTICE TO ALL APPLICANTS

The Planning Board and Zoning Board of Appeals routinely contacts the following agencies depending on the location, project size, and proposed action of your project:

- NYS Department of Conservation (NYS DEC)
- NYS Department of Health (NYS DOH)
- NYC Department of Environmental Protection (NYC DEP)
- NYS Department of Transportation (NYS DOT)
- NYS Historic Preservation Office
- Central Hudson
- Greene County Highway
- Greene County Planning and Economic Development
- US Army Corps of Engineers



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Planning & Zoning Fee Schedule

The following fees shall be charged upon planning and zoning applications for the following actions:

- A. Planned Development Districts - \$850.00
- B. Amendments - \$750.00
(Zoning map and text, and amendments to existing IPDs and PDDs)
- C. Special Use Permit - \$350.00
- D. Site Plan Review/ Architectural Review
 - 1. Residential - \$350.00
 - 2. Commercial - \$600.00
- E. Zoning Variance:
 - 1. Area Variance - \$350.00
 - 2. Use Variance, use, and Official Map - \$450.00
- F. Certificate of Zoning Compliance - \$100.00 (when no site plan review process or special permit is required)
- G. Certificate of Nonconformity - \$200.00
- H. Subdivision Fees:
 - 1. Major - \$500 (+ \$50 per lot)
 - 2. Minor - \$200 (+ \$50 per lot)
 - 3. Lot Line Adjustment - \$200
- I. Public Hearing Fees - \$75 (If the Village is charged more, the applicant will be billed the difference)
- J. Sign Permit - \$250 (If application contains additional sign, + \$50 surcharge)
- K. Postage as required*

*For large projects, a deposit of \$250 may be required



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VILLAGE OF TANNERSVILLE BOARD ENDORSEMENT FOR SITE PLAN

Approval Subject to Review by the Following Agencies:

- ☐ Village of Tannersville
- ☐ Department of Health
- ☐ Department of Environmental Conservation
- ☐ Department of Environmental Protection
- ☐ Greene County Planning Board
- ☐ Other

Road Status:

Ingress/Egress/Right of Way

A) Unimproved B) Improved

- ☐ Village Road
- ☐ County Road
- ☐ State Road

Other Conditions of Approval:

OWNERS CERTIFICATION

The undersigned, owner or owner's authorized representative of the property shown on this plat, does hereby certify that he/she has reviewed this plat, is familiar with this map, its contents and its notes, and hereby consents to all said terms and conditions as stated hereon and agree to file this map with the Greene County Clerk.

Signature

Date

VILLAGE BOARD ENDORSEMENT

Approved by resolution of the planning board of the Village of Tannersville, subject to all conditions and requirements of said resolution. Any change, erasure, modification, or revision of this plat as approved shall void this approval.

Mayor – Village Board

Date

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.		☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		☐	☐
3. a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify:	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	☐	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☐	☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☐	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☐	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO ☐	YES ☐
16. Is the project site located in the 100-year or 500-year flood plain?	NO ☐	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO ☐ ☐ ☐	YES ☐ ☐ ☐
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	NO ☐	YES ☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO ☐	YES ☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO ☐	YES ☐
21. Is the project located within, or within ½ mile of, a disadvantaged community? If No, could impacts from the project affect a disadvantaged community? If Yes to either question in 21, answer the following question. a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management): _____	NO ☐ ☐	YES ☐ ☐
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

**VILLAGE OF TANNERSVILLE
PLANNING BOARD &
ZONING BOARD OF APPEALS
LETTER OF AUTHORIZATION**

Project Address: _____

Tax Identification Number(s): _____

A. Consent

1. If Individual(s) is Property Owner(s) of Record: *Every Property Owner must Complete and sign in the Presence of a Notary Public.*

Name(s): _____

Address(es): _____

City(ies): _____

State(s) & Zip Code(s): _____

Phone Number (s): _____

2. If Entity is Property Owner of Record:

Name of Entity: _____

Address of Entity: _____

Phone number for Entity: _____

Name of Individual Signing on Behalf of Entity: _____

Position of Individual Signing on Behalf of Entity: _____

Address of Individual Signing on Behalf of Entity: _____

Phone Number for Individual Signing on Behalf of Entity: _____

B. Authority

I,/We _____, do hereby
authorize _____ to appear on
my/our behalf in front of the Village of Tannersville Planning Board or Village of Tannersville
Zoning Board of Appeals with respect to the above property with respect to my/our/their
application for a _____.

Dated: _____

Applicant's Signature(s)

Sworn to and subscribed before me
this the _____ day of _____, _____.

NOTARY PUBLIC

C. Additional Requirement If Individual Is Signing on Behalf of An Entity:

1. My name is _____, and I am signing this
application on behalf of _____, the property
owner.
2. I swear under penalty of perjury that I have authority to make this application on behalf
of the property owner and know full well that the Village of Tannersville Planning Board
and Zoning Board of Appeals relies upon the truth of these statements.

Sworn to and subscribed before me
this the _____ day of _____, _____.

NOTARY PUBLIC