

Planning Board
Application for Site Plan Review

APPLICATION PROCEDURES

The **purpose** of site plan review is for the Planning Board to ensure adequate adherence and conformance to Article VI and that uses of land affected by Article VI meet designs, functions and criteria established by Chapter 149 of the Town Code resulting in development that protects the health, safety and general welfare of Town residents and that are consistent with Chapter 124 Subdivision of Land regulations.

Under §149-36 of the Town Code, Site Plan Review applies to:

1. All uses involving the use of land or construction of buildings in the **C-1**, **CC-1**, and **C-2** district.
2. All Town-owned property within that portion of the **R-2** district south of Nolan Road, west to the Hudson River, south to Butler Road, and to the east boundary of the district.
3. All uses in the **M-1** and **M-2** districts.
4. All multifamily uses in the **UR** district.
5. The review of site plans for **PUDs**.

Under Article VI, the procedure for site plan review is as follows:

1. Complete a Site Plan Review Application and submit **14 paper copies** and an **electronic** copy with the preliminary site plan and related documents to the Town Building, Planning and Development Office on behalf of the Planning Board. The electronic copy may be submitted on a flash drive or emailed to bpdclerk@townofmoreau.ny.gov. NOTE: The application will not be scheduled on the Planning Board agenda until all paper and electronic copies have been received by the Town Building, Planning and Development Office and payment has been delivered.
2. Attend a public hearing on the site plan within **thirty-one (31) days** of the date of the application, if such a hearing is deemed necessary by the Planning Board.
3. If the preliminary site plan is approved by the Planning Board **without condition**, submit the final site plan to the Building Inspector and/or Code Enforcement Officer for the Planning Board to approve. If the preliminary site plan is approved by the Planning Board **with conditions**, submit **14 paper copies** and an **electronic** copy of the Site Plan Review Application with the final site plan and related documents to the Building Inspector and/or Code Enforcement Officer for the Planning Board to approve. The final site plan must conform to the preliminary site plan as approved and incorporate any changes or revisions required by the Planning Board. The applicant will be sent a report on the final site plan by the Planning Board within **forty-five (45) days** of the receipt of the final site plan and related documents.

Please note that under §149-43.1 of the Town Code, if a final site plan includes dwelling units, the Planning Board shall require the **payment of recreation fees** for each dwelling unit at the time of final site approval in such amount to be set by the Town Board. In cases where the Town Board finds that due to the size, shape or location of the final site plan, **land dedication in lieu of fees** for a park, playground or other recreational purpose is preferable, the Town Board may waive the fee and require the dedication of the land as a condition of approval.

If a land dedication is determined to be the preferred route, the applicant shall be required to accomplish the following additional task:

1. With the final site plan, submit a plan to the Town Board detailing the sites for the development of a park, playground or other recreational facility of at least 1,000 square feet per dwelling unit, but in no case more than 10% of the total area of the final site plan. Such area or areas may be dedicated to the Town, if the Town Board approves such dedication, or it shall be subject to such conditions as the Planning Board may establish as deemed necessary to ensure the preservation of such land for its intended purpose.

GUIDE FOR COMPLETION OF SITE PLAN REVIEW

This guide is intended to provide a brief instruction for preparing and filing a **site plan review** application to the Town of Moreau Building, Planning and Development Office. The applicability, criteria, fees, and conditions for site plan review by the Town of Moreau Planning Board are dictated under Article VI of Chapter 149 of the Town Code. Please note that, under §149-44, the Planning Board may waive any of the requirements set forth in Article VI when, in its opinion, the project for which a building permit has been requested would not require a detailed site approval.

No guarantee of approval is implied if the guide is followed, nor is the denial implied by not following the guide. In all cases, the applicant should review the regulations listed in Chapter 149, Zoning of the Town Code which is available at the Town Clerk's office or online through a link at the bottom of the Town webpage at townofmoreau.org.

APPLICATION INSTRUCTIONS

Submit **14 paper copies** (original and 13 copies), the site plan, any related documents, and the required fee listed on the current [Schedule of Fees](#), to the Building, Planning and Development Office of the Town of Moreau at:

351 Reynolds Road
Moreau, NY 12828

An **electronic** copy of the application is also required and may be emailed to the Building Department Clerk at bpdclerk@townofmoreaunyny.gov or submitted on a flash drive. All documentation must be submitted **three (3) weeks** prior to the date of a scheduled Planning Board meeting. NOTE: The application will not be scheduled on the Planning Board agenda until all paper and electronic copies have been received by the Town Building Department and payment has been received.

A hard copy of the Schedule of Fees is available in the office of the Building, Planning and Development Coordinator. Please note that under §149-35D(2), the Planning Board may charge an additional fee to developers of projects requiring legal and technical review, provided that the fee charged reflects the actual cost of the legal and technical assistance to the Planning Board.

APPLICATION FOR SITE PLAN REVIEW

FOR INTERNAL USE ONLY	
APPLICANT: _____ _____	APPLICATION #: _____ ZONING DISTRICT: _____ DATE SUBMITTED: _____ DATE ACCEPTED: _____ HEARING DATE: _____
☐ PRELIMINARY ☐ FINAL	

APPLICANT INFORMATION:

1. **Applicant(s):** _____
Street Address: _____
City, State, Zip: _____
Telephone #: _____ Fax #: _____
E-mail Address: _____

2. **Agent:** _____
Street Address: _____
City, State, Zip: _____
Telephone #: _____ Fax #: _____
E-mail Address: _____

3. **Owner:** _____
Street Address: _____
City, State, Zip: _____
Telephone #: _____ Fax #: _____
E-mail Address: _____

RELATIONSHIP TO THE PROPERTY:

OWNER: ☐ Yes ☐ No

LESSEE: ☐ Yes ☐ No

AGENT: ☐ Yes ☐ No

If an agent, please attach an Agent Authorization Form.

GENERAL INFORMATION:

NAME OR TITLE OF SUBDIVISION: _____

ADDRESS: _____

TAX MAP # (ALL PARCELS): _____

ZONING DISTRICT: _____ CURRENT LAND USE: _____

TOTAL SITE AREA (ACRES/SF): _____

PARKING: _____ vehicle spaces; _____ truck spaces; _____ trailer spaces

ESTIMATE PROJECT VALUE UPON COMPLETION: \$ _____

OTHER APPROVALS REQUIRED:

State Environmental Quality Review Act (SEQRA)

Please complete, sign and attach the appropriate Environmental Assessment Form.

☐ Type 1 ☐ Type 2

Federal

☐ Yes ☐ No

NYS Department of Health

☐ Yes ☐ No

NYS Department of Environmental Conservation

☐ Yes ☐ No

NYS Department of Transportation

☐ Yes ☐ No

Saratoga County Department of Public Works

☐ Yes ☐ No

Moreau Highway Department

☐ Yes ☐ No

Moreau Water Department

☐ Yes ☐ No

Moreau Sewer Department

☐ Yes ☐ No

DESCRIPTION:

1. Please describe the primary and secondary uses (residential, commercial, industrial, institutional, open space, etc.), the area association with each use, and building sizes.

2. Please describe the length of time needed to complete the project and if relevant, the phases and number of phases needed to complete the project.

3. Please describe the current condition of the project site (e.g. buildings and structures present).

4. Please describe the current character of adjoining and surrounding properties.

CHECKLIST OF SITE PLAN REQUIREMENTS:

The following items, existing and proposed, shall be notated on a stamped and signed survey map:

☐ **1. General:**

- Sheet # _____ ☐ Title, name, address of applicant and person responsible for preparation of drawing.
- Sheet # _____ ☐ Deed.
- Sheet # _____ ☐ North arrow, Tax Map ID, date prepared, and scale (minimum 1 in. = 50 ft.).
- Sheet # _____ ☐ Boundaries of the property plotted to scale and zoning boundary.
- Sheet # _____ ☐ Principal structures, accessory structures with exterior dimensions.
- Sheet # _____ ☐ Existing and proposed site improvements, including outdoor storage areas, driveways, parking areas, etc.
- Sheet # _____ ☐ Setbacks for all structures and improvements.
- Sheet # _____ ☐ Elevations and floor plans of all proposed and affected structures.

☐ **2. Water and Sewer:**

- Sheet # _____ ☐ Percolation test location and results.
- Sheet # _____ ☐ Project sewage disposal facilities, design details, and construction details.
- Sheet # _____ ☐ Separation distances for proposed sewage disposal system to well(s) and bodies of water.
- Sheet # _____ ☐ Water supply and septic on adjoining lots with separation distances to existing or proposed on-site water supply and septic.
- Sheet # _____ ☐ Existing public or private water supply. Method of securing public or private water, location, design, and construction of water supply including daily water usage.

☐ **3. Parking/Permeable Areas:**

- Sheet # _____ ☐ Number of existing and proposed parking spaces required for the project, including calculation and justification.
- Sheet # _____ ☐ Number of existing parking spaces, number to be removed, number to be maintained, and type of surfacing material.
- Sheet # _____ ☐ Existing and proposed provisions for pedestrian and handicap access and parking.
- Sheet # _____ ☐ Existing and proposed design details of ingress, egress, loading areas, and cutting..
- Sheet # _____ ☐ Existing and proposed traffic patterns of pedestrian and vehicular traffic. If trucks are entering or leaving the site, adequate space for turn radius will need to be verified.
- Sheet # _____ ☐ Existing and proposed outdoor lighting, location and design.
- Sheet # _____ ☐ Percentage of permeability and percentage of lot coverage.

☐ **4. Miscellaneous:**

- Sheet # _____ ☐ Location, size, type, design, and setbacks for existing and proposed signage.

Sheet # _____ ☐ Location, design and construction details of all existing and proposed site improvements, including drains, culverts, retaining walls, fences, and hydrants.

Sheet # _____ ☐ Location an description of vegetation and tree coverage, snow removal areas, and trash receptacles.

CHECKLIST OF SITE PLAN REVIEW APPLICATION COMPLETENESS:

PRELIMINARY SITE PLAN APPLICATION: As per §149-37 of the Town Code, the applicant shall provide the Building Department with the following documentation attached to each copy of this application:

- ☐ 1. Map of the applicant's entire lot, plot or parcel of land at a scale of 1-inch equals 50 feet, unless the Planning Board determines a different scale more appropriate.
- ☐ 2. Area Map showing all properties, subdivisions, streets, watercourses and easements which pass through the property or are known to the applicant's property.
- ☐ 3. Topographic Map showing contours at five-foot intervals.

Each map shall show the following:

- ☐ Name and address of the applicant, vendee, contract vendee or owner and title of drawing.
 - ☐ North symbol, date and scale.
 - ☐ Name address, title and license number of the person or firm responsible for the preparation of the map.
 - ☐ Entire parcel of property plotted to scale.
 - ☐ Watercourses, if any, and direction of drainage flow.
 - ☐ Location of planned use or uses; height, length and width of building or buildings; yard requirements; parking areas and interior road plan.
 - ☐ Location of existing or proposed site improvements; the accurate placement of all drains, culverts, walls, fences, water and utilities; location and means of sewage disposal; location and size of proposed signs; placements of proposed lighting facilities; the area proposed for various uses for which buidling is planned; existing areas of vegetation and trees, including general description.
 - ☐ Overlay showing areas of probable flooding, ponding or erosion or slopes in excess of 10%.
- ☐ 4. Preliminary Site Plan, which includes all of the items listed in the "Site Plan Requirements" section beginning on page 3.
 - ☐ 5. Stormwater pollution plan (SWPPP) consistent with the requirements, criteria and standards of Chapter 120 Stormwater Management and Erosion and Sediment Control of the Town Code.

Please note that an escrow amount to pay for the cost of the SWPPP review will be established and a deposit to the escrow account by the applicant in the amount of **\$2,500** is necessary prior to the commencement of the review by the designated Town engineer.

- ☐ 6. Completed and signed Part 1 of the appropriate Environmental Assessment Form. Paper copies are available at the Building Department in Town Hall or electronically at <https://www.dec.ny.gov/permits/6191.html>.
- ☐ 7. Completed and signed "Authorization to Act as Agent For" form (if applicable).
- ☐ 8. Additional information requested by the Planning Board.

FINAL SITE PLAN APPLICATION: As per §149-41 of the Town Code, the applicant shall provide the Building Inspector and/or Code Enforcement Officer with a final site plan application, accompanied by the final site plan and related documents if the Planning Board grants the applicant **conditional approval**.

The following documents shall be provided with the site plan application:

- ☐ 1. Final Site Plan, which includes all of the items listed in the "Site Plan Requirements" section beginning on page 3.
- ☐ 2. Additional information requested by the Planning Board.

Please return the original application, with all pages intact, along with ten (10) paper copies and an electronic copy, including required information and documentation. The electronic copy may be submitted on a flash drive or emailed to bpdclerk@townofmoreaunyny.gov.

NOTE: The application will not be scheduled on the Planning Board agenda until all paper and electronic copies have been received by the Town Building Department.

Also note that the information to be provided is not limited to the space on this form. If additional space is needed, please use separate sheets and indicate the enclosure number or page number for the attached sheets in the related space provided on this application.

Signature

Applicant (print and sign)

Date

Agent (print and sign)

Date