

**Application for Site Development Plan Approval
Town of Cairo
Greene County, New York**

Name of Application: _____

Description of Action: _____

Owner:

Name: _____ **Street:** _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____

Applicant (if different from owner):

Name: _____ **Street:** _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____

Subject Property:

Name or other identification of site (address): _____

Situated on the _____ **side of** _____ **(Road)** _____ **(feet)**

From the intersection of _____ **(Road)**

Tax map description _

Section _____ **Block** _____ **Lot** _____

What are the ownership intentions, i.e., purchase options

What are the current land uses of site (agriculture, commercial, undeveloped, etc.)

What are the proposed use(s) of site

What State and federal permits are needed to accomplish this project (list type and appropriate department)

What is the total site area (square feet or acres)

When do you anticipate starting construction _____

Will development be staged or in phases _____

Please describe the current condition of site (buildings, brush, open, forested, etc.)

Please describe the character of surrounding lands (hamlet, forested, residential, agriculture, wetlands, etc.) _____

If in a hamlet, please describe the lot sizes, side and front setbacks, and character of the area within 1/4 mile of the project site.

What is the estimated cost of proposed improvements on this property _____

Describe the anticipated increase in number of residents, cars, shoppers, visitors, or employees that will be using the project site (as applicable)

Describe proposed use, including primary and secondary uses; ground floor area; height; and number of stories for each building: (for residential buildings include the number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three- or more bedrooms) and number of parking spaces to be provided. For non-residential buildings, include total floor area and total sales area; number of automobile and truck parking spaces, and other proposal structures.) (Include sketch plan and use separate sheet if needed)

Total gross floor area of Principal Building _____

Size of accessory building _____

Proposed setbacks Front _____ Rear _____ Side _____

Number of parking spaces _____

Building Height Feet _____ # stories _____

Is there an existing curb cut onto the site Yes No

Will the action require new curb cuts onto the street Yes No

What street(s) will have the new curb cuts _____

Are there existing buildings on site Yes No

If so, please describe: _____

Site Development Plan Review Checklist

Name of Application: _____

Description of Action: _____

Owner:

Name: _____ Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Applicant (if different from owner):

Name: _____ Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Procedural Sequence/Dates

Initial contact with Town Enforcement Officer/Town Clerk/Town Planning Board _____

Date Sketch Conference held _____

Date Preliminary Site Plan Application filed _____

Eight Copies of Application Received Yes No

Date Application Fee paid and Amount \$ _____

Escrow Established? Yes No Amount _____

Date Escrow Funds Received: _____

Environmental Assessment Form Received: Yes No Date Received _____

SEQR Procedures:

Declared Planning Board Lead Agency/Date _____

Negative Declaration Issued or Positive Declaration Issued/Date _____

Negative Declaration Filed with Appropriate Agency/Date _____

(Other SEQR Procedures to be followed if an EIS is prepared)

Technical Considerations Satisfied

Title, North arrow, scale and date.

Item Satisfied

Boundaries plotted to scale.

Item Satisfied

Location, size, and existing use of buildings on premises.

Item Satisfied

Location and ownership identified

Item Satisfied

Location, name and width of all existing public streets, easements

Item Satisfied

Location, width, and ID of rights-of-way, easements, setbacks, reservations, and areas dedicated to public use on or adjoining the property.

Item Satisfied

Grading and drainage plans

Item Satisfied

- Soil erosion and sediment control plan Item Satisfied
- Location, design, type of construction, and exterior dimensions Item Satisfied
- Gross floor area Item Satisfied
- Proposed division of building into units of separate occupancy Item Satisfied
- Hours of operation Item Satisfied
- Design, type of construction Item Satisfied
- Design, location of all parking and truck loading areas Item Satisfied
- Provision for pedestrian access, including public and private sidewalks Item Satisfied
- Location of outdoor storage and solid waste disposal Item Satisfied
- Location of any hazardous materials to be used or stored on site Item Satisfied
- Location and construction materials of site improvements including drains, culverts, retaining walls and fences Item Satisfied
- Method of sewage disposal and the location of such facilities Item Satisfied
- Method of securing water, location of such facilities, design and construction materials, approximate quantity of water required and location of distribution system Item Satisfied
- Location of fire lanes and other emergency zones Item Satisfied
- Energy generation and distribution facilities Item Satisfied
- Location, size, design and type of construction of all proposed signs Item Satisfied
- Location and development of all proposed buffer areas Item Satisfied
- Location and design of existing and proposed outdoor lighting facilities Item Satisfied
- General landscaping plan and planting schedule Item Satisfied
- Identification of all structures and uses on adjacent lands Item Satisfied
- Identification of any permits from other governmental bodies required Item Satisfied
- Estimated project construction schedule and cost Item Satisfied
- (SEQRA) Environmental Assessment Form Item Satisfied
- Elevation and façade treatment plans of all proposed structures. Item Satisfied
- Any pertinent natural features Item Satisfied
- Vicinity Map Item Satisfied
- Other Items Required by Planning Board Item Satisfied

Certain Projects May also Need:

- Traffic Report Item Satisfied
- Visual Impact Report Item Satisfied
- Stormwater Management Plan Item Satisfied

Written Request for Waiver Received/Date_____

Written Request for Waiver Accepted/Denied/Date accepted denied Date_____

Planning Board Action on Preliminary Site Plan

Date Site Plan Application Deemed Complete _____

Date of Public Hearing Notice Sent _____

Date Public Hearing Held _____

Date Referral to County made, if required _____

Date comments returned from county and outcome: _____

SEQR Completed/Date _____

Ag and Markets Requirements Met/Date _____

Planning Board Action on Preliminary Site Plan (62 days from public hearing)

Preliminary Site Plan Approval/Date _____

OR

Preliminary Site Plan Approval with modifications: What modifications have been required?

OR

Preliminary Site Plan Disapproval. Reasons why site plan was disapproved? _____

Planning Board Action on Final Site Plan (62 days from complete application on final site plan)

Final Site Plan Public Hearing/Date (Optional)

Final Site Plan Approval/Date _____

OR

Final Site Plan Approval with modifications: What modifications have been required?

OR

Final Site Plan Disapproval. Reasons why site plan was disapproved? _____

Guarantees, Inspections, Permits

Date Conditions of Approval satisfied, building permit issued _____

OR

Date Inspected, Conditions not satisfied, building permit not issued _____

Application Resubmitted to Planning Board _____

Performance bond required Yes No Amount \$ _____

Improvements to be covered by bond:

Performance bond satisfied/Date _____

Date Certificate of Occupancy issued _____