

# APPLICATION PACKAGE for SITE PLAN REVIEW

**A complete Application Package for Site Plan Review, as well as any subsequent related submissions, must be filed with the Code Enforcement Officer by noon of the 8th calendar day before the Planning Board meeting at which the Applicant wishes to appear in order to be placed on that Planning Board meeting's agenda.**

For more information on the Town of Catskill's site plan review and approval process, you can access the Code of the Town of Catskill (Town Code) through the Town of Catskill's website ([www.townofcatskillny.gov](http://www.townofcatskillny.gov)). From the homepage, click on the link to the left entitled "Town Code". The section addressing Site Plan Review is 160-19.

Included in this Application Package for Site Plan Review please find the following: <sup>(1)</sup>

1. This Cover Page ..... 1 page (Rev. EF12)
2. Applicant's Submission Checklist ..... 1 page (Rev. EF1)
3. Application Form for Site Plan Review ..... 1 page (Rev. EF5)
4. Site Plan Drawing Checklist ..... 4 pages (Rev. EF11)
5. Property Owner Authorization Form for the Applicant ..... 1 page (Rev. EF4)
6. Property Owner Authorization Form for Town Representatives ..... 1 page (Rev. EF2)
7. Information on the Site Plan Review Process ..... 3 pages (Rev. EF5)
8. Information on Environmental Assessment Forms ..... 1 page (Rev. EF3)
9. Current Planning Board and Zoning Board of Appeals Fee Schedule ..... 1 page (Rev. EF2)
10. Central Hudson Advisory Letter Regarding Utility Easements ..... 2 pages (Rev. 08062010)

<sup>(1)</sup> Note: Some forms provided here may not be needed (such as the Property Owner Authorization Form if the Applicant is also an authorized property owner or the Central Hudson Advisory Letter Regarding Utility Easements if there are no utility easements on or impacting the property). In addition, not all forms which may be needed have been attached (such as the Short Environmental Assessment Form or Full Environmental Assessment Form which can be downloaded by following the instructions provided in Item 7 above).



# **APPLICANT'S SUBMISSION CHECKLIST FOR SITE PLAN REVIEW**

Project Title: \_\_\_\_\_

Project Parcel Street Address: \_\_\_\_\_

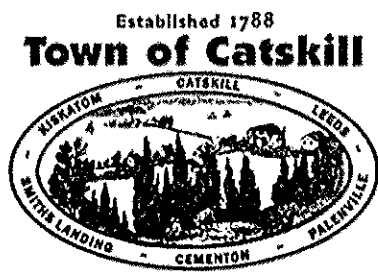
Project Parcel Tax Map No.: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Listed below are the minimum submittal requirements (as applicable) for a Site Plan Review and presentation before the Town of Catskill Planning Board (Planning Board). The Planning Board reserves the right to request additional information as necessary to support the review. The Planning Board also reserves the right to reject the application if these minimum submittal requirements are not met.

| ITEM | DESCRIPTION  | INCLUDED |    |     |
|------|--|----------|----|-----|
|      |  | YES      | NO | N/A |
| 1    | Application Package Cover Page for Site Plan Review                        |          |    |     |
| 2    | Applicant's Submittal Checklist for Site Plan Review                       |          |    |     |
| 3    | Application Form for Site Plan Review                                      |          |    |     |
| 4    | Site Plan Drawing Checklist  |          |    |     |
| 5    | Property Owner Authorization Form for the Applicant                        |          |    |     |
| 6    | Property Owner Authorization Form for Town Representatives                 |          |    |     |
| 7    | Environmental Assessment Form  |          |    |     |
| 8    | Fee (In cash or by check made payable to the Town of Catskill)             |          |    |     |
| 9    | Site Plan Drawing(s)   |          |    |     |
| 10   | Proposed Grading Plan (may be included on Site Plan drawing)               |          |    |     |
| 11   | Stormwater Management Plan or Stormwater Pollution Prevention Plan (SWPPP) |          |    |     |
| 12   | Erosion and Sediment Control Plan if not in SWPPP                          |          |    |     |
| 13   | Proposed Landscaping Plan (may be included on Site Plan drawing)           |          |    |     |



# APPLICATION FOR SITE PLAN REVIEW

|   |                             |
|---|-----------------------------|
| Date Received: _____                      | Case No.: <u>SPR</u> - 2020 |
| Date Complete: _____                      | Hearing Date: _____         |
| Application Fee: \$ _____                 | Action Date: _____          |
| Action: _____                             |                             |
| <----- For Planning Board Use Only -----> |                             |

Project Title: \_\_\_\_\_

Project Parcel Street Address: \_\_\_\_\_

Project Parcel Tax Map No.: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**\* Note:** If Applicant is not the Property Owner, a Property Owner Authorization Form authorizing the Applicant to act on the Property Owner's behalf, must be submitted along with this application.

## Project Narrative

The following Project Narrative shall explain in detail, the proposed use of the subject property. The narrative should include an explanation of how the proposed use conforms to Town of Catskill Zoning Law. The narrative may refer to the Site Plan drawing required to be submitted in support of this request for approval. The Applicant shall attach additional pages as necessary to fully explain the proposed development. If a particular proposed use of the property is not specifically listed and/or described below, it will not be part of any approval granted.

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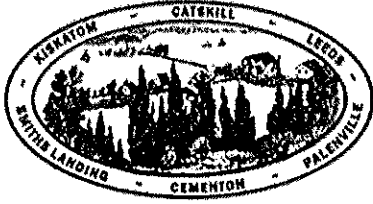
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The Applicant by affixing their signature below, requests a Site Plan Approval from the Town of Catskill Planning Board pursuant to Town Code Section 160-19.**

|                           |                        |                |
|---------------------------|------------------------|----------------|
| _____                     | _____                  | _____          |
| Printed Name of Applicant | Signature of Applicant | Date Submitted |



# SITE PLAN DRAWING CHECKLIST

## IN SUPPORT OF A PLANNING BOARD APPLICATION

To be completed by the New York State licensed design professional preparing the Site Plan. Said design professional must attest to the information provided heron by signing Page 3 of this checklist.

Project Title: \_\_\_\_\_

Project Parcel Street Address: \_\_\_\_\_

Project Parcel Tax Map No.: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Project Parcel Owner: \_\_\_\_\_

The Site Plan Drawing submitted herewith has been prepared in support of an application for following permit or approval from the Town of Catskill Planning Board (check the applicable box):

☐ Site Plan Approval (only)

☐ Special Use Permit (Includes a review of a Site Plan)

Specify below the "Permitted Use", if applying for Site Plan Approval (only), or the "Special Use", if applying for a Special Use Permit, listed in the District Regulations (Catskill Town Code Sections 160-10 through 160-16) for the above-noted Zoning District(s) under which the proposed project is being submitted and for which it must comply.

List one:

Listed Permitted Use = \_\_\_\_\_

or

Listed Special Use = \_\_\_\_\_

If the proposed use of the land under consideration is not **specifically identified** as a listed "Permitted Use" if applying for Site Plan Approval (only) or as a "Special Use" if applying for a Special Use Permit, provide an explanation below justifying why the proposed use should be considered under the use specifically listed. Attach additional pages if necessary.

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SITE PLAN SUBMITTAL CHECKLIST IN SUPPORT OF A PLANNING BOARD APPLICATION cont'd

| ITEM | MUST CHECK ONE        |   | DESCRIPTION OF ITEMS TO BE INCLUDED ON THE SITE PLAN*<br>(Reference: Town Code Section 160-19)   |
|------|-----------------------|---|--|
|      | INCLUDED ON SITE PLAN | NOT INCLUDED ON SITE PLAN<br>Any omissions must be justified in writing at the end of this checklist <sup>(1)</sup> |  |
| 1    | <input type="radio"/> | <input type="radio"/>   | The title of the drawing, including the name and address of the Applicant, the property owner, and the person responsible for preparation of such drawing. |
| 2    | <input type="radio"/> | <input type="radio"/>   | North arrow, scale and date.   |
| 3    | <input type="radio"/> | <input type="radio"/>   | The boundaries of the property plotted to scale.   |
| 4    | <input type="radio"/> | <input type="radio"/>   | Existing watercourses, wetlands, fish and wildlife habitats, flood hazard zones, special plant communities and wooded areas.                               |
| 5    | <input type="radio"/> | <input type="radio"/>   | A grading and drainage plan showing existing and proposed contours.  |
| 6    | <input type="radio"/> | <input type="radio"/>   | The design and use of nonstructural and structural means to avoid stormwater runoff and nonpoint source water pollution.                                   |
| 7    | <input type="radio"/> | <input type="radio"/>   | The location, proposed use and height of all buildings.  |
| 8    | <input type="radio"/> | <input type="radio"/>   | The location, design and construction materials of all parking and truck-loading areas, showing ingress and egress.  |
| 9    | <input type="radio"/> | <input type="radio"/>   | Provision for pedestrian access.   |
| 10   | <input type="radio"/> | <input type="radio"/>   | The location of outdoor storage, if any.   |
| 11   | <input type="radio"/> | <input type="radio"/>   | The location, design and construction materials of all site improvements, including drains, culverts, retaining walls and fences.                          |
| 12   | <input type="radio"/> | <input type="radio"/>   | A description of the method of sewage disposal and location, design and construction materials of such facilities.   |
| 13   | <input type="radio"/> | <input type="radio"/>   | A description of the method of securing public water and location, design and construction materials of such facilities.                                   |
| 14   | <input type="radio"/> | <input type="radio"/>   | The location of fire and other emergency zones, including the location of fire hydrants.   |
| 15   | <input type="radio"/> | <input type="radio"/>   | The location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy.                         |

SITE PLAN SUBMITTAL CHECKLIST IN SUPPORT OF A PLANNING BOARD APPLICATION cont'd

| ITEM NO. | MUST CHECK ONE        |   | DESCRIPTION OF ITEMS TO BE INCLUDED ON THE SITE PLAN*<br>(Reference: Town Code Section 160-19)  |
|----------|-----------------------|---|---|
|          | INCLUDED ON SITE PLAN | NOT INCLUDED ON SITE PLAN<br>Any omissions must be justified in writing at the end of this checklist <sup>(1)</sup> |   |
| 16       | <input type="radio"/> | <input type="radio"/>   | The location, size, design and construction materials of all proposed signs.  |
| 17       | <input type="radio"/> | <input type="radio"/>   | The location and proposed development of all buffer areas, including existing vegetative cover.   |
| 18       | <input type="radio"/> | <input type="radio"/>   | The location and design of proposed outdoor lighting facilities.  |
| 19       | <input type="radio"/> | <input type="radio"/>   | Identification of any elements or areas contributing to or detracting from local visual quality and character, and of existing or potential scenic views.                       |
| 20       | <input type="radio"/> | <input type="radio"/>   | Designation of the amount of building area proposed for retail sales or similar commercial activity.  |
| 21       | <input type="radio"/> | <input type="radio"/>   | A general landscaping plan and planting schedule, and location of groups of mature trees over 18 inches at four feet above the base of the trunk.                               |
| 22       | <input type="radio"/> | <input type="radio"/>   | The ownership and land use (i.e., residential or commercial) of abutting parcels and parcels directly across the street/road on which the project parcel has frontage.          |
| 23       | <input type="radio"/> | <input type="radio"/>   | An Area Map showing the Project Parcel in relation to neighboring tax map parcels, nearby streets, and the general surrounding area as defined in Town Code Section 160-19A(1). |
| 24       | <input type="radio"/> | <input type="radio"/>   | Open yard (building) setbacks per applicable Zoning District regulations.   |

\* Additional Site Plan requirements may be established by the Planning Board during their review and approval process

<sup>(1)</sup> Indicate below the Item numbers of the Site Plan drawing requirements delineated above which have not been included on the Site Plan drawing submitted in support of this application. As applicable, explain in some detail why the specific item is considered Not Applicable or Not Needed, in whole or in part, for the Planning Board to consider in their evaluation of the proposed project. Attach additional pages if necessary.

ITEM NO.      JUSTIFICATION WHY THE ITEM IS NOT APPLICABLE OR NOT NEEDED TO BE INCLUDED ON THE SITE PLAN

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## SITE PLAN SUBMITTAL CHECKLIST IN SUPPORT OF A PLANNING BOARD APPLICATION cont'd

| ITEM NO. | JUSTIFICATION WHY THE ITEM IS NOT APPLICABLE OR NOT NEEDED TO BE INCLUDED ON THE SITE PLAN |
|----------|--|
| 1        | Not applicable   |
| 2        | Not applicable   |
| 3        | Not applicable   |
| 4        | Not applicable   |
| 5        | Not applicable   |
| 6        | Not applicable   |
| 7        | Not applicable   |
| 8        | Not applicable   |
| 9        | Not applicable   |
| 10       | Not applicable   |
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| 96       | Not applicable   |
| 97       | Not applicable   |
| 98       | Not applicable   |
| 99       | Not applicable   |
| 100      | Not applicable   |

[illegible]

Printed Name of Design Professional

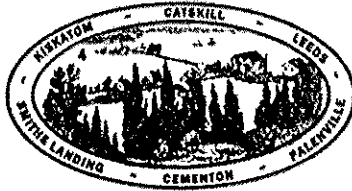
Signature of Design Professional

Date Completed

Design Professional's Company

Design Professional's Title

Phone Number



## PROPERTY OWNER AUTHORIZATION FORM FOR THE APPLICANT

**To be Completed by the Applicant and signed by an Authorized Property Owner  
only in the event that the Applicant is not the Property Owner**

I, \_\_\_\_\_, as an authorized  
property owner of the parcel(s) of land located within the Town of Catskill and listed below, by my  
signature hereon give \_\_\_\_\_  
permission to act as the Applicant and apply on behalf of the property owner(s) of said parcels of land  
for the following project/decision type from the Town of Catskill Planning Board or Zoning Board of  
Appeals.

Project/Decision Type (check the applicable box):

☐

Site Plan Review (only)

☐

Special Use Permit

☐

Subdivision

☐

Interpretation

☐

Area Variance

☐

Use Variance

\_\_\_\_\_  
Parcel Street Address

\_\_\_\_\_  
Parcel Tax Map No.

\_\_\_\_\_  
Parcel Street Address

\_\_\_\_\_  
Parcel Tax Map No.

\_\_\_\_\_  
Parcel Street Address

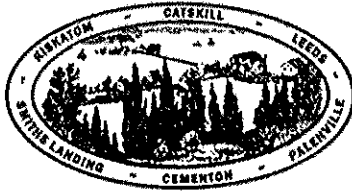
\_\_\_\_\_  
Parcel Tax Map No.

\_\_\_\_\_  
Printed Name of Authorized Property Owner

\_\_\_\_\_  
Signature of Authorized Property Owner

\_\_\_\_\_  
Date





## PROPERTY OWNER AUTHORIZATION FORM FOR TOWN REPRESENTATIVES

To be Completed by the Applicant and signed by an Authorized Property Owner

I, \_\_\_\_\_, as an authorized property owner of the parcel(s) of land located within the Town of Catskill and listed below, by my signature hereon, give members of the Town of Catskill Planning Board, Zoning Board of Appeals, Code Enforcement Office, and other pertinent Town of Catskill representatives legitimately involved in evaluating the specific project/decision application package of which this form is a part and of the type indicated as follows, permission to enter said property for the purpose of performing any appropriate inspections during the Town review phase of the regulatory approval process. It is understood that these authorized individuals must use all reasonable care, courtesy, and diligence when on said property.

Project/Decision Type (check the applicable box):

☐

Site Plan Review (only)

☐

Special Use Permit

☐

Subdivision

☐

Interpretation

☐

Area Variance

☐

Use Variance

Parcel Street Address

Parcel Tax Map No.

Parcel Street Address

Parcel Tax Map No.

Parcel Street Address

Parcel Tax Map No.

Printed Name of Authorized Property Owner

Signature of Authorized Property Owner

Date



# INFORMATION on the SITE PLAN REVIEW PROCESS

The following information is provided to help guide the Applicant through the Town of Catskill Site Plan Review Process. This guide does not supersede or replace the Town of Catskill Zoning requirements or any local, State, or Federal law. Town of Catskill Zoning requirements can be found at the Town of Catskill's website ([www.townofcatskillny.gov](http://www.townofcatskillny.gov)). Click on the link "Town Code" to the left of the Homepage and the Table of Contents to the Code of the Town of Catskill (Town Code) will appear. Scroll down to and click on Chapter 160 which is the section of the Town Code containing the governing Zoning regulations.

## **Typical Site Plan Review Process (Reference: Town Code Section 160-19 - Site Plan Review)**

1. **Sketch Plan Conference:** Following initial contact with the Code Enforcement Officer, the Applicant requests a Sketch Plan Conference with the Planning Board at the next available scheduled meeting to review the Site Plan concept for the proposed use of the property and to generally determine the information to be required from the Applicant for the Planning Board to conduct its review. Regular meetings of the Planning Board are held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month at 7:00 PM in the first floor Court Room at Catskill Town Hall, 439 Main Street, in the Village of Catskill.

The filing of a Sketch Plan and the Sketch Plan Conference may be waived by formal action of the Planning Board at the Applicant's request. However, if the Application is not complete because it lacks certain information required for the Planning Board to conduct its review, the review process may be delayed until a complete Application is received by the Planning Board.

At the Sketch Plan Conference, the Applicant should provide an abbreviated Project Narrative describing in summary form what the proposed use of the property will be and a rough sketch plan-view drawing (Sketch Plan) illustrating the project area and any proposed changes and improvements.

The Sketch Plan should include the following at a minimum (per Town Code Section 160-19A):

- 1.1 An area map showing the parcel under consideration for Site Plan Review and all properties, subdivisions, streets, and buildings within 500 feet of the boundaries thereof. Said map should show existing natural features such as water bodies, watercourses, wetlands, wooded areas, individual large trees and flood hazard areas.
  - 1.2 A map of site topography showing elevation contours at no more than five-foot intervals. However, if general site grades exceed 5% or portions of the site have susceptibility to erosion, flooding or ponding, a soils overlay and a topographic map showing elevation contours at no more than two-foot intervals should be provided.
  - 1.3 A rough sketch showing the locations and dimensions of principal and accessory structures, parking areas, access signs, and other planned features.
2. Following the Sketch Plan Conference, the Applicant will be required to submit a complete Application for Site Plan Review. Applications for Site Plan Review are filed with the Code Enforcement Officer, who shall review the submitted documents and as appropriate forward the Application to the Planning Board for review and an approval decision.

## Information on the Site Plan Review Process cont'd

The supporting documentation requirements to the Site Plan Review Application should have been discussed and agreed upon at the Sketch Plan Conference detailed above but in general, a complete Application should include the following:

- 2.1 A completed Application Form for Site Plan Review.
  - 2.2 The required Application Fee with checks made payable to the Town of Catskill.
  - 2.3 A Property Owner Authorization Form if the Applicant is not the property owner.
  - 2.4 A Property Owner Authorization Form for Town Representatives to be able to visit the site.
  - 2.5 An Environmental Assessment Form (EAF). Whether a Short EAF or Full EAF is required should have been determined at the Applicant's Sketch Plan Conference with the Planning Board. In general, larger and more complicated projects will require submittal of the Full EAF because the potential for environmental impacts is greater.
  - 2.6 A Site Plan drawing and completed Site Plan Drawing Checklist. This checklist is to be completed by the NYS licensed design professional that prepares the Site Plan drawing. If the Applicant seeks a waiver from any of the required Site Plan elements listed, each of such elements must be identified on this checklist by checking the appropriate circle. Justification for the each waiver request must also be given in the space provided at the end of the checklist form.
  - 2.7 For new proposed structures or for existing structures to be renovated such that the external appearance will be significantly altered, labeled elevation views or artistic renderings showing how the structures will appear should also be submitted.
3. When a complete Application has been submitted, the following timetable starts:
- 3.1 County Planning Board Referral: Under New York State Law, certain Planning Board matters including certain Site Plan approvals must be referred to the Greene County Planning Board for review before the Town of Catskill Planning Board takes any final action. This referral/review activity (commonly called the "239 Review") is required by Sections 239l and 239m of New York State General Municipal Law and is designed to assure that County concerns are taken into consideration in the local planning process. The County Planning Board review is advisory in nature.
- The General Municipal Law states that local actions (including approval of site plans) must be referred only if they affect real property within five hundred feet (500') of any of the following:
- 3.1.1 the boundary of any municipality including the boundary of a village within a town;
  - 3.1.2 the boundary of any existing or proposed County or State park or other recreation area;
  - 3.1.3 the right-of-way of any existing or proposed County Road;
  - 3.1.4 the right-of-way of any existing or proposed State Road;

- 3.1.5 the existing or proposed boundary of any County or State owned land on which a public building or institution is situated;
- 3.1.6 the boundary of a farm operation within an Agricultural District.
- 3.2 Private Consultant: Due to the scope and/or complexity of certain proposed projects, the Planning Board may decide it needs to retain and consult with a private consultant or firm (with expertise usually in the related fields of engineering, planning, and land development). In addition, the Planning Board may consult with representatives of Federal, State, and County agencies including but not limited to the United States Army Corps of Engineers, the New York State Department of Transportation, the New York State Department of Environmental Conservation, the New York State Department of Health, and the Greene County Highway Department. If consultation with a private consultant or firm is deemed necessary, the costs for such consultation shall be borne by the Applicant through an escrow account to be established.
- 3.3 Public Hearing: The Planning Board may conduct a Public Hearing on the Site Plan Review Application. If a Public Hearing is considered desirable by a majority of the members of the Planning Board, such Public Hearing shall be conducted within 62 days of the receipt of a complete (Planning Board approved) Application for Site Plan Review. Public Hearings shall be advertised in a newspaper of general circulation in the Town at least 5 days before the Public Hearing. This advertisement will be done by the Planning Board Secretary at the expense of the Town. The Planning Board may require that the Applicant notify nearby property owners within 100 feet (or more at the discretion of the Planning Board) from the boundary of the project parcel of the Public Hearing by certified mail, return receipt requested with the Applicant's return address and at the Applicant's expense. Notification shall include the Public Hearing's time, location, and subject matter. The Applicant will be given the Public Hearing Notice language and the names of the property owners to be notified by the Planning Board Secretary. The mailing receipts and any signed certified mail green cards returned to the Applicant must be brought to the Public Hearing as proof of mailing.
- 3.4 Within 62 days after the Public Hearing (if one is held) or within 62 days after receipt of a complete Application for Site Plan Review if no Public Hearing has been held, the Planning Board shall act on the Application. If no decision is made within said 62-day period, the Site Plan shall be considered approved. The 62-day period may be extended by mutual consent of both the Applicant and the Planning Board.

The Planning Board's action shall be in the form of a written statement to the Applicant stating whether or not the Site Plan is approved, disapproved or approved with modifications. The Planning Board's written statement of action shall also be filed in the office of the Town Clerk within 5 business days after such decision is rendered and a copy thereof mailed to the Applicant.

The Planning Board's statement of Site Plan approval may contain conditions. Upon approval, the Planning Board Chairperson or acting Chairperson shall endorse its approval on a copy of the final site plan. Should the Planning Board not approve the Site Plan, it shall so notify the Applicant in writing of its decision and provide its reasons for disapproval. In such a case, the Planning Board may recommend further study on the Site Plan and resubmission to the Planning Board after it has been revised.

# Information on Environmental Assessment Forms

In New York State, all discretionary approvals (including the approval of a Site Plan and the issuance of a Special Use Permit) from a unit of local government (such as the Town of Catskill Planning Board), require an environmental impact assessment as prescribed by 6 NYCRR Part 617 State Environmental Quality Review (SEQR). SEQR requires the Town of Catskill Planning Board to identify and ensure that any significant environmental impacts of the activity it is permitting is mitigated.

Environmental assessments are standardized through use of the Environmental Assessment Form (EAF). There are two types of EAFs, the Short Environmental Assessment Form (SEAF) which is usually required for smaller and/or simpler projects and the Full Environmental Assessment Form (FEAF) which is usually required for larger and/or more complex projects.

The Town of Catskill Planning Board will determine which type of EAF (Short or Full) will be required as part of the Applicant's document submittal. Applicants are only responsible for completing Part 1 of the EAF type stipulated by the Planning Board. The Planning Board is responsible for completing Parts 2 and 3 of the EAF.

Both Environmental Assessment Forms (Short or Full) are available from the following New York State Department of Environmental Conservation (NYSDEC) link:

<https://www.dec.ny.gov/permits/6191.html>

Often, an Applicant's retained design professional will include in their scope of services, the completion of Part 1 of the required EAF. To assist non-professional Applicants in preparing Part 1 of either the Short or Full EAF, the NYSDEC has developed EAF Workbooks and a GIS (Geographic Information System) mapping program (referred to as the EAF Mapper) that searches spatial data bases and provides answers to location-based questions which are automatically filled onto a pdf copy of the EAF and provided to the user. The spatial data used by the EAF mapping program to complete the EAFs is based on the GIS data sets used and maintained by the NYSDEC, or actively maintained by various agencies and shared with the NYSDEC.

After reviewing Part 1 of the EAF as completed by the Applicant or the Applicant's representative and upon completing Parts 2 and 3 of the EAF, the Planning Board determines the significance of a proposed project's environmental impacts.

## CURRENT FEE SCHEDULE: PLANNING BOARD AND ZONING BOARD OF APPEALS

| SERVICE                 | DESCRIPTION  | FEE                     |
|-------------------------|--|-------------------------|
| Planning Board          | Special Use Permit / Site Plan Review  |                         |
|                         | Residential  |                         |
|                         | 1-2 Dwelling Units   | \$100                   |
|                         | 3-8 Dwellings Units  | \$350                   |
|                         | 9-16 Dwellings Units   | \$750                   |
|                         | 16+ Dwellings Units  | \$1,250                 |
| Planning Board          | Special Use Permit / Site Plan Review  |                         |
|                         | Non-Residential  |                         |
|                         | 1-10,000 sq. ft. of development (buildings and/or ground disturbance)              | \$250                   |
|                         | 10,001-20,000 sq. ft. of development (buildings and/or ground disturbance)         | \$750                   |
|                         | 20,001-50,000 sq. ft. of development (buildings and/or ground disturbance)         | \$1,250                 |
|                         | 50,000+ sq. ft. of development (buildings and/or ground disturbance)               | \$2,150                 |
| Planning Board          | Subdivisions   |                         |
|                         | Minor (4 lots or less)   | \$100 plus \$50 per lot |
|                         | Major (more than 4 lots)   | \$200 plus \$75 per lot |
| Zoning Board of Appeals | Interpretations and Variances  |                         |
|                         | Owner-Occupied 1 or 2-Family Residential   | \$50                    |
|                         | Commercial*: 1-20,000 sq. ft. of development (buildings and/or ground disturbance) | \$100                   |
|                         | Commercial*: 20,000+ sq. ft. of development (buildings and/or ground disturbance)  | \$200                   |

Commercial\* = As used in this table, refers to anything other than Owner-Occupied 1 or 2-Family Residential Dwelling



August 6, 2010.

Town of Catskill  
Planning Board  
439 Main Street  
Catskill, NY 12414

Dear Planning Board:

To ensure the continued operation and reliability of the electric and natural gas transmission systems that serve our communities, we would like to work with the local municipalities and planning boards in identifying projects that may potentially affect or occur on or within our transmission utility easements.

Central Hudson requests that your Planning Board refer applicants who are seeking approvals for either a subdivision, site plan, building permits, or other developments on properties which may be subject to utility easements to Central Hudson's Special Services Division to identify these transmissions utility easements, provide information and answer any questions.

Transmission facilities are those that provide bulk power and high pressure natural gas to our local electric substations and gas regulator stations for distribution throughout the communities we serve. While the electric and natural gas lines that provide energy to Hudson Valley homes and businesses are frequently located on public rights-of-way along local roads and highways, transmission lines often cross public and private lands in order to provide service to broad areas. In most instances a utility easement (sometimes referred to as a right of way) may encumber the property over or upon which these utility lines traverse. A transmission utility easement is a legal agreement with a land-owner allowing Central Hudson access to a specific corridor along the property to accommodate electric poles and lines or underground natural gas pipelines, and often includes space for utility workers and vehicles to maintain or repair these facilities. An easement is not ownership of the land, as the property owner still holds title, rather, it is a purchase of access to and use of the property. Most transmission easements in the region were obtained many years ago from prior property owners – and since these easements run with the land, they remain in place even when the property is transferred to successor owners.

Easement agreements or regulations may prohibit certain activities or require that utility rights-of-way be kept clear of buildings, structures or other obstructions that may damage the electric and natural gas facilities or hinder access to the lines by Central Hudson repair and maintenance crews.

284 South Avenue  
Poughkeepsie NY 12601

(845) 452 • 2700  
[www.CentralHudson.com](http://www.CentralHudson.com)

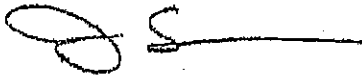
While in some instances property owners may continue to use areas within these easements on a limited basis, there are often restrictions which preclude placing structures (such as buildings and swimming pools), constructing roadways or driveways, digging, blasting, or other activities within the easement confines without first obtaining permission from Central Hudson. Proper activities along easements promote safety and ensure reliable electric and natural gas service for all in our region.

Applicants with properties that may be subject to utility easements should be referred to:

Contact Information: Veronica Bardunias  
Special Services Representative  
Central Hudson Gas & Electric Corporation  
284 South Avenue  
Poughkeepsie, NY 12601  
Tel #: 845-486-5258  
Fax #: 845-486-5952  
Email: vbardunias@cenhud.com

We thank you for your anticipated cooperation and assistance in this endeavor.

Sincerely,



Jill Sammon  
Director -- Special Services  
Central Hudson Gas & Electric Corporation