

Initial Planned Development District Applications Shall Include the Following:

1. Planned Development District Application Form: completely filled out. **(3 copies)**
2. Plat: Depending on the type of approval being applied for, the Plat must adhere to the requirements set forth within the Town of Bethlehem Zoning Code or Town of Bethlehem Subdivision Regulations adopted by the Town Board on August 23, 2006. **(3 copies)**
3. Fee: as indicated in the Fee Schedule adopted by the Town Board on August 23, 2006. Checks to be made payable to the Town of Bethlehem.
3. Short or Long Form Environmental Assessment Form. **(3 copies)**
4. Letter to the Supervisor: Requesting to be placed on the agenda for consideration. **(3 copies)**

After submission of the above items, staff will conduct an initial review of the materials for completeness. Upon submission of all required materials, additional copies will be requested for distribution to the Town Board and the Planning Board.

During the review it could be determined that additional information is required from the applicant. That additional information could include the following: Approvals from New York State Department of Transportation and/or Albany County Highway Department, permit or license relating to freshwater wetlands, an Environmental Impact Statement or any other such drawings, maps, documents, reports or data which the Board may require for proper consideration of the preliminary plat.

When the project is on the Town Board or Planning Board Agenda, the applicant or their representative is required to be present. The applicant is required to be present at the meeting in which the Complete Application is accepted by the Town Board and at the Public Hearing.

The application is considered complete when EITHER the Town Board has filed a Negative Declaration OR when a notice of completion of a Draft Environmental Impact Statement has been filed in accordance with the provisions of the State Environmental Quality Review Act. The Public Hearing will then be scheduled.

TOWN OF BETHLEHEM

**TOWN BOARD
Planned Development District Application Form**

Location of Project: _____

Tax Map Number of all Parcels: _____

(Attach a copy of the current deed and any easements affecting property)

Name, Address and Telephone # of Applicant(s): (REQUIRED)

Name, Address and Telephone # of Property Owner(s): (The owner must complete the attached affidavit) (REQUIRED)

Name, Address and Telephone # of Responsible Person for Billing Purposes: (REQUIRED)

Name, Address and Telephone # of Professional Engineer: (IF APPLICABLE)

Name, Address and Telephone # of Attorney: (IF APPLICABLE)

Character of surrounding lands: _____

Total acreage involved in project: _____

Total # of housing units and type _____

Total contiguous acreage controlled by applicant/owner: _____

(This shall include lands owned by family members of the applicant, and any corporation(s), partnership(s), limited liability company(ies) or other entities in which the applicant has an interest.)

Is acreage under option or contract to sell? _____

If so, to whom _____

Existing Zoning of the Acreage: _____

TO BE COMPLETED BY OWNER OF THE FOLLOWING PROPERTY:

(ADDRESS) _____

State of _____ }
County of _____ }

ss:

- _____ being duly sworn, deposes and says:
1. That he/she resides at _____ in the County of _____ and the State of _____. That he/she is the Owner of the within property as described in the foregoing application for the Planned Development District and that the statements contained therein are true to the best of his/her knowledge and belief.
 2. That we hereby authorize _____, of _____, to act as our representative in all matters regarding the application that may come before the Town of Bethlehem Town Board and or Planning Board.
 3. That he/she has the legal right to make or authorize the making of said application.
 4. That he/she understands that the Town of Bethlehem Town Board intends to rely on the foregoing representation in making a determination to issue the requested applications and approvals and that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.
 5. That he/she understands that the approval or disapproval of the PDD by the Town Board does not constitute express or implied support for any required expansion of sewer or water district.

Owner

Notary Public

PLANNED DEVELOPMENT DISTRICT PLAT CHECKLIST

In order for the Town Board to reach an understanding of the appropriateness of rezoning at the earliest opportunity, the applicant shall submit a district plan of the proposed PDD in sufficient quantity as determined by the Town. The district plan to be complete shall consist at minimum of the following:

- ___ A metes and bounds description of the proposed district.
- ___ A survey of the parcel prepared and certified by a licensed land surveyor.
- ___ A map drawn to scale showing existing conditions of the parcel including:
 - (i) Name and address of owner of record (and applicant if different).
 - (ii) Name of person or firm preparing the map.
 - (iii) Date, north arrow and map scale.
 - (iv) Names of owners of abutting parcels.
 - (v) Acreage of parcel and county tax map number.
 - (vi) Boundaries of the parcel plotted to scale.
 - (vii) Location and width of existing and proposed state, county, or town highways or streets and right-of-way abutting or within two hundred (200) feet of the parcel.
 - (viii) Location and outline of existing structures both on the parcel and within one hundred (100) feet of the property line.
 - (ix) Location of any existing storm or sanitary sewers, culverts, water lines, hydrants, catch basins, manholes, etc., as well as other underground or above ground utilities within or adjacent to the parcel.
 - (x) Existing zoning and location of zoning boundaries.
 - (xi) Location and outline of existing water bodies, streams, marshes or wetland areas, and their respective classification as determined by the appropriate governmental regulatory body.
 - (xii) Approximate boundaries of any areas subject to flooding or storm water overflow.
 - (xiii) Location and outline of existing clusters of vegetation extending for a distance of no less than fifty (50) feet onto adjoining property.
 - (xiv) Freestanding trees with a caliper of eighteen (18) inches or greater located within the parcel.
 - (xv) Existing contours at an interval of five (5) feet (or less) and extending for a distance of no less than fifty (50) feet onto adjoining property. (Note: Two (2) foot contour intervals will be required at the time of detailed site plan or subdivision review of the project. To the extent that a two (2) foot contour interval is available, or has been obtained, the applicant is encouraged to submit this information at the redistricting phase of the review.)
 - (xvi) Identification of any other significant natural features.
 - (xvii) Identification of constrained lands as defined at §128-22 of this Chapter.
 - (xviii) A map depicting the total developable acreage of the project site.

A preliminary plan for development of the district, drawn approximately to scale, though it need not be to the precision of a finished engineering drawing, clearly showing the following:

___ 1. The approximate location and dimensions of proposed principal and accessory buildings on the site, their relationship to one another and to other structures in the vicinity, as well as the number of dwelling units by housing type, size, and number of bedrooms, plus a calculation of the density, in dwelling units per acre.

___ 2. The location, scale, approximate dimensions, floor area, and type of any secondary commercial, service or other non-residential use proposed for the site, and its relationship to residential uses and adjoining properties.

___ 3. The approximate location, layout and dimensions of vehicular traffic circulation features of the site, including proposed roadways, internal driveways, parking and loading areas and proposed access to the site.

___ 4. The approximate location, type, layout and nature of proposed pedestrian circulation systems on the site.

___ 5. The proposed location, type, layout and approximate size of playgrounds, recreational areas, and open space proposed for the site and the general location of such facilities in respect to the proposed buildings to be erected on the site.

___ 6. The approximate height, bulk and intended use of buildings on the site, and an architectural concept plan prepared in sufficient detail to show the mass, form and general architectural style of proposed buildings on the site and their compatibility with nearby land uses. Single-family detached homes shall be exempt from this requirement unless the Planning Board or Town Board specifically requires an architectural concept plan for such housing.

___ 7. The proposed safeguards to be provided to minimize possible detrimental effects of the proposed development on adjacent properties and the neighborhood in general, including any proposed concept plan for landscaping, tree preservation and/or for buffering to adjacent properties.

___ 8. The proposed source of water supply and how it will be brought to the site, including a preliminary plan for distribution within the development.

___ 9. A preliminary plan for the collection and disposal of sanitary wastes from the site.

___ 10. A preliminary storm water management plan for the property, showing the proposed storm water collection and management system, including discharge points and provisions intended for MS4 Phase 2 Storm Water compliance pursuant to General Permit GP-02-01 and any renewals and extensions thereto.

___ 11. A preliminary site grading plan at intervals of five (5) feet or less.

___ 12. Approximate location of land to be dedicated to the Town.

___ 13. Preliminary identification of areas that will be disturbed by project implementation and areas that will remain undisturbed.

___ 14. Other information as may be required by the Town Board or Planning Board.

___ A vicinity map showing the proposed use in relation to existing zoning and land use within one fourth (¼) mile of the site.

___ A narrative describing the proposed project including: the desirability and/or public benefit of the proposed land use in the proposed location; the existing character, land use and zoning of the surrounding neighborhood; and the need for the project in the context of the comprehensive plan.