

Initial Site Plan/ Special Use Permit Applications Shall Include the Following:

1. Site Plan/ Special Use Permit Application Form: completely filled out. **(3 copies)**
2. Site Plan Drawings: Depending on the type of approval being applied for, the Site Plan drawings must adhere to the requirements set forth within the Town of Bethlehem Zoning Code adopted by the Town Board. **(3 copies)**
3. Fee: as indicated in the Fee Schedule adopted by the Town Board. Checks should be made payable to the Town of Bethlehem.
3. Short or Long Form Environmental Assessment Form. **(3 copies)**
4. Letter to the Chairman of the Planning Board: 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 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 application.

When the project is on the 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 Planning Board and at the Public Hearing.

The application is considered a Complete Application when EITHER the Planning 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. If it is determined by the Planning Board that a Public Hearing will be held, it will then be scheduled.

**TOWN OF BETHLEHEM
PLANNING BOARD
Site Plan/ Special Use Permit Application Form**

APPROVAL REQUESTED FOR: (Check all that apply)

Site Plan _____ Special Use Permit _____
Site Plan Amendment _____

Name of Site Plan: _____

Type of Special Use Permit: _____

Location of Project/ Street Address: _____

Tax Map Number of all Parcels: _____

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

Zoning District(s): _____

Detailed Description of Proposed Activity: _____

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 Licensed Land Surveyor: (IF APPLICABLE)

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

Current land use of the site: _____

Character of surrounding lands: _____

Total acreage involved in project: _____

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.)

Type of construction or activity proposed: (Check all that apply)

New Construction:	Residential _____	Commercial _____	Institutional _____
Expansion:	Residential _____	Commercial _____	Institutional _____
Home Occupation	_____		
Change in Use	_____		
Other	_____		

Total square footage of all new construction: _____

Total number of parking spaces _____

The signature of the Owner or Agent of the Owner below shall mean that the applicant is familiar with and will comply with the requirements of the Town Zoning Law, the Town Subdivision Regulations and any additional amendments therein and other appropriate Town ordinances and regulations with regards to this project.

Signature: _____

Date: _____

Site Plan Drawings Checklist

THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION

The site plan shall be prepared at a scale of not more than fifty (50) feet to the inch, shall depict all proposed improvements, all elevations shall be based on USGS Datum and shall be prepared by a licensed land surveyor, a professional engineer, a landscape architect, or an architect licensed by the State of New York and shall include the following information:

- ___ 1. A location map, at a convenient scale, showing the applicant's entire property and all boundaries and streets within five hundred (500) feet thereof.
- ___ 2. The location, size and use of all existing and proposed buildings and structures.
- ___ 3. The location of all property lines and structures within two hundred (200) feet of the property boundary, with topography extended fifty (50) feet outward from the site property boundary and two hundred (200) feet outward along existing roads.
- ___ 4. Any proposed division of buildings into units of separate occupancy.
- ___ 5. Existing and proposed easements.
- ___ 6. The names of the owners of land abutting the project site.
- ___ 7. The boundaries of applicable zoning district(s) and water and/or sewer district boundaries.
- ___ 8. The architectural design of all proposed buildings and structures including the color and material proposed for use on exterior surfaces.
- ___ 9. Existing topography and proposed grade elevations at a contour interval of not more than two (2) feet, unless waived by the Planning Board, wetlands and watercourses, one hundred (100) year flood plain area, bedrock outcrops, slopes in excess of ten (10) percent, and the location of trees with a diameter of ten (10) inches dbh and greater.
- ___ 10. The location of all existing and proposed roads, driveways, parking and loading areas, including access and egress drives.
- ___ 11. A table stating the number of parking and loading spaces required under this Chapter and the number proposed.
- ___ 12. The location of outdoor storage areas.
- ___ 13. The location of fire access roads and fire protection features.
- ___ 14. The location, description and design of all existing and proposed site improvements, including pavement, walkways, curbing, drains, culverts, retaining walls, fences, parks, open spaces, and recreation areas.
- ___ 15. The location, design and description of water supply and sewage disposal facilities.
- ___ 16. The location, design and description of storm water management facilities including proposed grading plan.
- ___ 17. The location, height, size and design of all signs.
- ___ 18. The location, height, caliper and species of all proposed landscape plantings on a landscape plan.
- ___ 19. The location and design of building mounted and freestanding lighting and communication facilities.
- ___ 20. The location, type and design of all waste and refuse storage and handling facilities.
- ___ 21. The character and type of all power distribution and transmission lines.
- ___ 22. The location and description of all subsurface site improvements and facilities.
- ___ 23. The extent and amount of cut and fill for all disturbed areas, including before and after

profiles of typical development areas, parking lots, driveways and roads.

- ___24. Adequate provisions for the handling of storm water run-off, including retention/detention, piping or channeling to existing or proposed drainage systems during and after construction.
- ___25. Phasing of development, if any.
- ___26. A signature block for Planning Board endorsement of approval.
- ___27. Date, north arrow and tax identification numbers of all parcels included in the application.
- ___28. The name and address of the owner of the property proposed for development.
- ___29. The name and address of the applicant, if different than owner.
- ___30. Any other information as may be deemed by the Planning Board as necessary to determine and provide for the proper enforcement of this Chapter.