

Town of Hartford Site Plan Review Application

STATEMENT BY PLANNING BOARD

The contents of this application are not meant to be a substitute for the specific requirements of the Town of Hartford Site Plan Review Law. Rather, these application materials are intended to assist applicants with the site plan review process and to facilitate the timely review of site plan review applications. Applicants are specifically instructed to review the Town of Hartford Site Plan Review Law for public hearing requirements and other specific review requirements.

In addition, the review of site plan applications by the Town of Hartford Planning Board does not imply or include approvals from other government agencies. As such, the applicant is responsible for ensuring that his or her project meets with the approval of other government agencies including, but not limited to, the New York State Department of Health, and the New York State Department of Environmental Conservation, Washington County Code Enforcement, etc.

Lastly, the approval of a site plan application by the Town of Hartford Planning Board does not guarantee that water is available on any given lot, nor does such approval guarantee that adequate or economic sewage disposal is available on any given lot.

**TOWN OF HARTFORD
SITE PLAN REVIEW APPLICATION**

Under the Town of Hartford Site Plan Review Law and the Town Law of the State of New York, the following roughly outlines the site plan review process.

Phase 1. Sketch Plan Review

The Sketch Plan Review phase provides an applicant the opportunity to come before the Planning Board with a somewhat informal depiction of his or her proposed project to determine the requirements of the Town's Site Plan Review Law, the State Environmental Quality Review Act (SEQRA), wetlands issues, and other applicable jurisdictional requirements. **A favorable determination by the Planning Board at this phase does not constitute an approval of the site plan.** At this stage, the applicant is simply given the opportunity to determine whether or not he or she should proceed with formal surveying requirements and obtaining other approvals.

Phase 2. Site Plan Review.

In the Site Plan Review phase, the Planning Board will review the application under the Town of Hartford Site Plan Review Law and SEQRA and issue a decision under both concerning the application. This phase may consist of numerous meetings as the applicant addresses questions from the Planning Board or its consultants, and as public comments are received. During this phased, the application may also be referred to the Washington County Planning Board, if required.

GENERAL INFORMATION

**Applicant/Owner Information
(If Applicant not Owner, Submit Authorization)**

Applicant Name: _____
Applicant Address: _____

Phone Number: _____
Fax Number: _____

Owner Name: _____
(if not applicant)
Owner Address: _____

Phone Number: _____
Fax Number: _____

**Applicant's Representative
(Submit Authorization)**

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

Property Information

Project Location: _____
Tax Map No.: _____
Current Lot Size: _____

Description of Proposed Use of Property:

Exemptions

Please note that a proposed project identified as “Exempt” from the site plan review requirements of the Town of Hartford Site Plan Review Law does not mean that the applicant need not provide any information to the Planning Board. Even if a proposed project is exempt from further review by the Planning Board, the Planning Board must still confirm that the proposed project is in fact exempt. As such, this application must be completed and provided to the Planning Board to provide the Planning Board with sufficient information to determine the applicable exemption, if any.

Exemptions are as follows:

1. Construction of one family dwellings and two single family dwellings on an undivided lot, placement of an individual mobile home or trailer, ordinary accessory structures (including one accessory apartment to an individual single family dwelling), and related land use activities such as home business.
2. Ordinary repair or maintenance of existing structures or uses.
3. Agricultural land uses and structures, including, but not limited to farm Mines, which is a mine, 750 cubic yards or less, on a parcel for which the principal use is agricultural.
4. Individual mobile homes and two mobile homes on an undivided lot which is regulated by Local Law No. 1 of 1990.
5. Signs under thirty-two (32) square feet that are not party of a project that is subject to review.
6. Incidental landscaping or grading.
7. Two family dwellings by conversion.
8. Land Uses engaged in by and for the Town of Hartford.

SIGNATURES

The undersigned, being the owner of the property that is the subject of the foregoing application including all maps, plats, reports and other documentation supporting same, does hereby state that he/she/it has reviewed the foregoing application including all maps, reports and other documentation supporting same, and that the information provided thereon is true and accurate. The undersigned specifically understands that the Town of Hartford Planning Board will rely on the truth and sufficiency of the information provided and the undersigned agrees to indemnify, defend and hold the Town of Hartford Planning Board and the Town of Hartford, its agents, employees and representatives harmless from any and all claims, suits, demands, losses, judgments or orders arising out of the inaccuracy or insufficiency of any of the information supplied by the undersigned or its agents.

Dated: _____
_____ Owner/Applicant

If the Owner is not the applicant, then the following must be executed by the owner:

The undersigned is the lawful owner of the property which is the subject of the foregoing application and consents to the application and any and all conditions that might be imposed by the Town of Hartford Planning Board concerning said subdivision. This application may be treated as if the owner himself/herself/itself submitted same. The applicant as noted on this application has my permission to agree to any reasonable conditions and to otherwise take such actions as are necessary to obtain the approval for the proposal requested herein.

Dated: _____
_____ Owner/Applicant

If the applicant or owner has an agent, the following must be executed:

The undersigned, being the applicant/owner of the property which is the subject of the foregoing application, does hereby authorize the following person and/or firm, to represent me with regard to the foregoing application at all meetings before the Town of Hartford Planning Board and further promise to the Town of Hartford Planning Board that said person and/or firm has the authority to make statements and representations on my behalf to the Planning Board and to agree to conditions of said Planning Board.

Designated Agent: _____
Agent's firm: _____
Address: _____

Phone: _____
Fax: _____

Dated: _____
_____ Owner/Applicant

STEP 1

Sketch Plan Submission Requirements Checklist

All information below must be provided for the
Planning Board to Review Your Application.

1. At least **fifteen (15)** days prior to the regular meeting of the Planning Board, the applicant must submit **two (2)** copies of a sketch plan. The sketch plan must comply with the requirements of §2 of the Town of Hartford Site Plan Review Law.
2. Sketch requirements:
 - a. A statement and rough sketch map based on a tax map or other survey map showing the locations and dimensions of principal and accessory structures, parking areas, access signs, existing and proposed vegetation and other proposed features, anticipated changes in the existing topography and natural features.
 - b. A site location map showing the parcel this is the subject of the application for site plan review, and surrounding properties, subdivisions, streets, right-of-way, easements and other pertinent features, e.g. Washington County highway map, etc..
 - c. A topographic or contour map to show the site topography from a USGS sheet or map.
 - d. A copy of the current and, if applicable, proposed deed for the property.
3. Applicant to attend Planning Board meeting to discuss the project.

STEP 2

Site Plan Review

All information below must be provided for the Planning Board to Review Your Application.

1. At least **fifteen (15)** days before the next Planning Board meeting, the applicant must submit **ten (10)** copies of this package including any maps and additional submissions, **ten (10)** copies of the Short or Long Environmental Assessment Form (as determined at the sketch review), **ten (10)** copies of the agricultural data sheet (if required), **ten (10)** copies of the site plan (discussed in later in this application), and the check for \$50 for the site plan review application processing fee.

2. Site Plan Requirements:

All of the following information MUST be supplied unless the applicant requests, and the Planning Board agrees, to waive any of the following:

- a. Title of the site plan, including the name and address of the applicant and the person who prepared the plan.
- b. North arrow, scale and date of the plan.
- c. Boundaries of existing property drawn to scale.
- d. Location, size and existing use of buildings on the property.
- e. Location and owners (including their addresses) of all adjacent lands as identified on the latest tax records, water source and septic system more than 200' from adjacent property line.
- f. Location, name and width of existing roads.
- g. Location, width, and identification of all existing and proposed right-of-ways, easements, setbacks, reservations, and areas dedicated to public use on or adjoining the property.
- h. Grading and drainage plan, showing existing and proposed contours and water courses.
- i. Soil erosion and sediment control plans.
- j. Location, type of construction and exterior dimensions of all proposed buildings.
- k. Identification of the amount of gross floor area proposed for retail sales and

services, offices, and other commercial or industrial facilities.

- l. Location, type of construction, and area of all parking and truck loading areas, showing access and egress.
 - m. Provision for pedestrian access, including public and private sidewalks, if applicable.
 - n. Location of outdoor storage, if any.
 - o. Location and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences.
 - p. Description and method of sewage disposal and the location of such facilities.
 - q. Description of the method of securing water, location of such facilities and approximate quantity of water required.
 - r. Location of fire lanes and other emergency zones, including fire hydrants, if required.
 - s. Location, design and construction materials of all energy generation and distribution facilities.
 - t. Location, size, design and type of construction of all proposed permanent signs.
 - u. Location, and development of all proposed buffer areas, including existing and proposed vegetative cover.
 - v. Location and design of outdoor lighting.
 - w. General landscaping and planting schedule.
 - x. Record of applications and approval status of all necessary permits from federal, state and local offices.
 - y. Estimated project construction schedule.
 - z. Other elements integral to the proposed development as may be specified by the Planning Board at the sketch plan conference.
3. The following documents are also specifically required:
- a. Site map. Scale of one hundred (100) feet to one inch or larger and showing existing topography at a contour interval of not more than five (5) feet,

except that contour intervals of one (1) or two (2) feet may be appropriate for maps of specific site features such as grading and drainage plans, parking areas and building locations. The site map shall show the site area and any pertinent natural features that may affect the proposed use such as water courses, swamps, wetlands, wooded areas, areas subject to flooding, etc.

- b. Development Plan. Drawn to scale of forty (40) feet to one inch or larger, and must illustrate the location of all existing or proposed site improvements including drains, culverts, retaining walls, and fences; provides a description and shows the location of sewage and water facilities; shows location of all signs; the location of proposed buffer areas; the design of lighting facilities; the location and design of all parking and unloading/loading areas; and the location and width of all driveways, exits and entrances.
 - c. Elevations and/or sections. Must illustrate the front, rear and side profiles drawn to the same or larger scale as the site development plan. Elevations and/or sections shall clearly delineate the bulk and height of all buildings and other pertinent structures included in the proposal, including the dimensions and height of any proposed signs.
 - d. Engineering plans. The Planning Board may require where relevant and within reason engineering plans to illustrate and describe such development aspects as road improvements, drainage systems, grading plans, public or private utility systems, sewer and water facilities and supporting data.
4. The Planning Board may engage its own consultants in the review of a site plan application and ask that the applicant pay same in accordance with §5(e) of the Town of Hartford Site Plan Review Law.
 5. In considering applications for site plan approval, the Planning Board shall be guided by the standards set forth in Article D of the Town of Hartford Site Plan Review Law.
 6. A public hearing will be held within 45 days of the date when the application is deemed complete by the Planning Board. Referral to the Washington County Planning Board may also be required. The Planning Board shall, within 62 days from the date of the close of the public hearing, vote to approve, approve with modifications or disapprove the application. Failure to render a decision within 62 days of the close of the public hearing is deemed an approval of the application.