

TOWN OF NEW LEBANON
SITE PLAN/SPECIAL PERMIT SUBMITTAL CHECKLIST

___ Site Plan (Planning Board) ___ Site Plan and Special Permit (Planning Board) ___ Special Permit (ZBA)

1. Check payable to "Town of New Lebanon" in the amount of \$50.
2. Completed Site Plan/Special Permit application(s) (obtainable from the Planning/Zoning Clerk). See Zoning Law chapter 14 or Chapter 13 respectively. If you are not the property owner, you must include written authorization from the property owner permitting you to apply.
3. Copy of the denied Building/Zoning Permit application with the Enforcement Officer's reasons for the rejection.
4. Completed Ag Data Statement for any project located with 500' of an Active farm operation within an Agricultural District (obtainable from the Planning/Zoning Clerk).
5. Plot plan drawn to scale showing the following information. See section 14.5 for details required in the final site plan. (If a sketch plan conference is requested, this may be a rough sketch per section 14.5). :
 - a. All boundary lines and dimensions.
 - b. All structures, whether existing or proposed, including their dimensions.
 - c. Location of driveway(s). Attach approved driveway permit(s).
 - d. Location of well and septic, including leach field.
 - e. Show setbacks of all structures, driveway, well and septic (existing & proposed) from boundary lines.
 - f. Show names of abutting landowners.
 - g. Show parking & traffic flow.
6. A list of the names, mailing addresses and tax map numbers of all property owners within 300 feet of the parcel's boundaries, including across streets, roads, highways, streams (Special Permit only).
7. Completed (Part 1 only) long/short Environmental Assessment Form (available from the Planning/Zoning Clerk).
8. If the use is new/an addition/change, include a business plan/narrative or equivalent.
9. Any other information deemed necessary by the applicant to justify the approval of the request.

NOTE: A complete package must be submitted to the Planning/Zoning Clerk at least 10 days in advance of the next scheduled Planning Board/Zoning Board of Appeals meeting in order to be included on that month's agenda. One copy of the application package must first be reviewed by the Zoning Enforcement Officer. After review, applicant will supply 11 copies of the package. Applicant's failure to provide all of the above information will delay the Planning Board/ZBA action on the request. If after 90 days the applicant makes no oral or written contact with the Planning Board/ZBA, the application will be deemed abandoned. This checklist is provided as a courtesy to assist applicants in preparing for their first Planning Board/ZBA meeting and does not waive any provisions of the Zoning Law. The Planning Board/ZBA reserve the right to request additional information not included on this checklist.

Applicant Signature _____

Print Name _____

Planning/Zoning Clerk
PO Box 328
New Lebanon, NY 121325
Telephone 518-794-8884
FAX 518-794-8883

Date _____

Building Permit Application #: _____