

Town of New Hartford  
**APPLICATION FOR SITE PLAN REVIEW**

INSTRUCTIONS TO APPLICANT:

Complete all parts of this application form. The application cannot be accepted as complete until all questions have been answered or satisfactorily explained in writing. The Planning Board stands ready to help you but you must furnish the information required by law before the Planning Board can take action on your application.

Tax Map Parcel No.: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Name of proposed development: \_\_\_\_\_

Applicant:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Owner of land to be developed:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Plans prepared by:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Engineer:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Location of site: \_\_\_\_\_

Current zoning district classification: \_\_\_\_\_

County, State or Federal permits needed (list all permits required and name, address and phone number for the agency):  
\_\_\_\_\_

Total acreage of site: \_\_\_\_\_ Gross floor areas: \_\_\_\_\_

Anticipated construction time: \_\_\_\_\_ Will development be staged? \_\_\_\_\_

Zoning law requirements:

Required

Shown on Plan

a. Minimum lot frontage:

\_\_\_\_\_

\_\_\_\_\_

b. Minimum lot depth:

\_\_\_\_\_

\_\_\_\_\_

c. Minimum setback from property line:

\_\_\_\_\_

\_\_\_\_\_

d. Minimum side and rear lot line setback:

\_\_\_\_\_

\_\_\_\_\_

Does this site plan map show:

YES

NO

N/A

a. Name of village, town and county:

☐☐☐

b. Name and address of applicant and owner, and name and address of person responsible for preparation of drawings:

☐☐☐☐☐☐

c. Date, north point and map scale:

☐☐☐

d. Locator map showing the site in relationship to the Town:

☐☐☐

e. Boundaries of the site plotted to scale, including distances, bearings, and area:

☐☐☐

f. Location and ownership of all adjacent lands as shown on the latest tax record:

☐☐☐

g. Location, name and existing width of adjacent streets:

☐☐☐

h. Location, width, and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use:

☐☐☐

i. Complete outline of existing or proposed deed restrictions or covenants applying to the property:

☐☐☐☐☐☐

	YES	NO	N/A
j. Existing hydrologic features together with a grading and drainage plan showing existing and proposed contours at a maximum of five foot intervals:			
k. Location, proposed use, and heights and dimensions of buildings including the number and distribution by type of proposed dwelling units, and designation of the amount of gross floor area and gross leasable area proposed for retail sales and services, office and other commercial or industrial activities:			
l. Locations and design of parking and loading areas, access and egress drives, fire lanes and emergency access areas:			
m. Provision for pedestrian access, including public and private sidewalks:			
n. Location of outdoor storage:			
o. Location and design of all existing or proposed site improvement, including drains, culverts, retaining walls, and fences:			
p. Description of the method of securing public water supply and disposing of sewage, and the location and design of such facilities:			
q. Location and design of all energy distribution facilities, including electrical, gas, and solar energy:			
r. Location, size and design of all proposed signs:			
s. Location and design of outdoor lighting facilities:			

**Other questions:**

	YES	NO	N/A
a. Is a general landscaping plan and planting schedule included?			
b. Is an erosion and sediment control plan included?			
c. Is an Agricultural Data Statement required?			
d. Is an Agricultural Data Statement form completed?			
e. Is a Short/Long Environmental Assessment Form completed and included?			

**FOR PLANNING BOARD USE ONLY**

**General Review Criteria:**

	YES	NO	N/A
a. Is the site designed in the interests of the public health, safety, welfare, and comfort and convenience of the public in general, the residents of the proposed development, and the residents of the immediate surrounding area:			
b. Is the site designed so as to be in harmony with the comprehensive plan for the community?			
c. Are the parking areas adequate for the intended level of use, and arranged and screened so as to minimize negative impacts on adjacent properties?			
d. Is the access to the site safe and convenient and does it relate in an appropriate way to both the internal circulation on the site as well as the street system?			
e. Is the site suitably landscaped, and appropriately screened from adjacent properties and the street so as to protect the visual character of the area?			
f. Are any activities proposed for the site that are incompatible with adjacent properties suitably buffered so as to minimize the negative impacts on such adjacent properties?			
g. Are signs, site lighting, and the locations of all buildings and structures in keeping with the character of the neighborhood?			
h. Do changes to existing drainage patterns have any negative impacts on adjacent property?			
i. Are proposed water supply and sewage disposal facilities adequate?			
j. Does the development activity comply with all other standards and requirements of the Town of New Harford Zoning Law?			

## NOTE TO APPLICANT:

Before you submit this application for a site plan review, MAKE SURE that all applicable requirements of the Town of New Hartford Zoning Law have been met. No final application will be approved until all required documents have been furnished in form satisfactory to the Town of New Hartford Planning Board or a written explanation has been given to irrelevant items omitted.

The undersigned hereby requests approval by the Planning Board of the identified application for a site plan approval. I hereby certify that I have completed the application to the best of my ability and have complied with all applicable regulations of the Town of New Hartford Zoning Law. I certify that the application information is complete and I believe all information given to be true.

Signature of Applicant: \_\_\_\_\_

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



## FOR PLANNING BOARD USE ONLY

**Date**

1. Date of determination by the Planning Board that the application is complete and all required information is supplied to the Planning Board. \_\_\_\_\_
2. Date notice of public hearing published in the newspaper: if applicable. \_\_\_\_\_
3. Date application is referred to the Oneida County Planning Department: if applicable. \_\_\_\_\_
4. Date of public hearing: if applicable. \_\_\_\_\_
5. Date of action by Planning Board on application: \_\_\_\_\_
6. Application has been:  
\_\_\_\_\_ Approved  
\_\_\_\_\_ Approved with modification  
\_\_\_\_\_ Disapproved
7. Date Planning Board reports to Oneida County Planning Department on final action taken: \_\_\_\_\_