

APPLICATION FOR SIGN PERMIT

Planning Board

Form: PB-1

Town/Village of _____, NY

WHEN TO USE THIS FORM: This form is to be used by an individual who proposes to place a sign for which a local sign permit is required under the provisions of Sections _____ and _____ of the local zoning ordinance. If granted, this permit signifies compliance with the local zoning ordinance only. Signs proposed for certain locations along interstate, state and county highways are also regulated by the NYS Department of Transportation and the Otsego County Highway Department. Consult with the zoning enforcement office or local planning board about application procedures required by the state and/or county.

Instructions: Fully complete this application. Write ANA@ when Anon-applicable@. Applications, complete with fees, shall be filed with the Zoning Enforcement Officer who will file a copy with the planning board secretary.

OFFICE USE ONLY	
Application No. S-	_____
Delivery Date	____/____/____
Official Date of Receipt	____/____/____
Date of Final Action	____/____/____
Date of Filing Decision with Town Clerk	____/____/____

Applicant Name: _____

Address: _____

Tel. No.: _____

Type of sign (s): _____

Location of sign (s): _____

Zoning District: _____

Tax Map No. of sign location (s): _____

Sign (s) description

\$ size: _____

\$ advertising content: _____

\$ method of illumination: _____

\$ method of structural support: _____

\$ total estimated value: _____

Date of erection of existing sign (s) (if applicable): _____

Name of owner of sign (s): _____

Name of person responsible for sign (s): _____

Attach a sketch drawing showing a description of the construction details of the sign(s), position of lighting or other extraneous devices, a location plan showing the position of the sign(s) on any land or structures and its position in relation to existing buildings, roadways, driveways, parking areas, sidewalks or pedestrian paths, telephone and electric poles and lines and other signs.

Attach written consent of the owner of the structure or land to which the sign (s) is to be erected in the event the applicant is not the owner thereof.

Signature of Applicant

_____/_____/_____
Date

NOTE: The Planning Board will notify you of its action in writing (form PB-2) within _____ days of its official date of receipt of a completed application.

NOTICE OF ACTION

For Town/Village Use Only

Form:PB-2

SIGN PERMIT APPLICATION

Planning Board

Town / Village of _____, NY

WHEN TO USE THIS FORM: This form is used by the Planning Board to express its response to APB-1@ applications for sign permits.

Reference: PB Application No. S-_____ Dated ____/____/____

ACTION OF THE PLANNING BOARD OF THE TOWN / VILLAGE OF _____, NEW YORK

To: _____, Applicant

This office has considered your application and the action indicated below was taken on your request (check one):

- () 1. APPROVAL to place signs according to the plans and specifications described in the application.

The following conditions, if any, are attached: _____

- () 2. DISAPPROVAL on the basis of the following reasons: _____

which would violate local zoning ordinance section no.=s:

If your application is hereby approved, you are entitled to receive permission from the zoning enforcement officer to place sign(s) as described above.

Signature of Planning Board Official

Date of Final Action ____/____/____

Date of Filing with
Town/Village Clerk ____/____/____

cc: Town/Village Zoning Enforcement Officer

Planning Board

Form: PB-3

Town/Village of _____, NY

WHEN TO USE THIS FORM: This form is to be used by an individual who proposes an activity for which site plan review and approval is required under the provisions of Section No. _____ of the local zoning ordinance. An applicant must have first filed an application for a building permit or certificate of zoning compliance (form ZEO-1) followed by his/her receipt of a notice of action (form ZEO-2) before this form is used.

Instructions: Fully complete this application. Write ANA@ when Anon-applicable@. Applications, complete with fees, shall be filed with the Zoning Enforcement Officer who will file a copy with the planning board secretary once the application has been determined to be complete.

OFFICE USE ONLY	
Application No. SPR-	_____
Delivery Date	_____/_____/_____
Official Date of Receipt	_____/_____/_____
Date of Final Action	_____/_____/_____
Date of Filing Decision with Town Clerk	_____/_____/_____

Name of proposed development: _____

Applicant Name: _____

Address: _____

Preparer of Plans Name: _____

Address: _____

State and federal permits needed (list type and appropriate department): _____

\$ Anticipated construction time: _____

\$ Will development be staged?: _____

\$ Current condition of site (buildings, brush, etc.): _____

\$ Character of surrounding lands (suburban, agriculture, wetlands, etc.) _____

\$ Estimated cost of proposed improvement: _____

§ Anticipated increase in number of residents, shoppers, employees, etc. (as appropriate): _____

§ Describe proposed use, including principal and accessory uses; ground floor area; height; and number of stories for each building:

- for residential buildings, include number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three - or more bedrooms) and number of parking spaces to be provided.
- for non-residential buildings, include total floor area and total sales area; number of automobile and truck parking spaces.
- other proposed structures.

(use separate sheet if needed)

- Attach a site plan, signed by a licensed professional engineer, architect or surveyor, showing the following information, except as may be waived by the planning board or is described by written text accompanying this application:
 - a survey of the property showing boundaries and existing features including topographic contours, buildings, structures, trees of over eighteen (18) inch circumference measured at chest height, streets, utility easement, rights-of-way and land use
 - the locations of all proposed buildings and land use areas, showing floor area and location of vehicular and pedestrian entrances
 - the proposed traffic circulation, parking and loading areas and pedestrian walks, including dimensions sufficient to assure compliance with this ordinance
 - the landscaping plans, including site grading and plant materials. Finished grade elevations shall be shown at not greater than two (2) ft. contour intervals
 - the preliminary architectural drawings for all buildings to be constructed, including floor plans, exterior elevations and sections
 - the preliminary engineering plans, including street improvements drainage system, and utility connections showing the method of water, telephone and electric service, and storm water and sewage disposal
 - a description of proposed uses, construction sequence and time schedule for completion of each phase of construction
 - engineering feasibility study of any anticipated problem which might arise due to proposed development as required by the Planning Board
 - the proposed lighting, signs, fencing, landscape buffer and refuse storage areas
- Attach a completed Part I of the Environmental Assessment Form (EAF) using the (check one): () short form or () long form. Forms are available from the Zoning Enforcement Officer.

Signature of Landowner or Developer

_____/_____/_____
Date

- regarding the status of its completeness.
2. Parts II and III of the EAF and the entire SEQR (State Environmental Quality Review) process must be completed by the Planning Board before the application can be considered complete.
 3. The Planning Board will notify you of its action in writing (form PB-4) within _____ days of their official date of receipt of a completed application.

NOTICE OF ACTION

For Town/Village Use Only

Form: PB-4

SITE PLAN REVIEW APPLICATION

Planning Board

Town / Village of _____, NY

WHEN TO USE THIS FORM: This form is used by the Planning Board to express its response to APB-3@ applications for site plan review.

Reference: PB Application No.: SPR _____ Dated: ____ / ____ / ____

ACTION OF THE PLANNING BOARD OF THE TOWN / VILLAGE OF _____, New York

TO: _____, Applicant

The Town / Village of _____ Planning Board, at a meeting duly convened on ____ / ____ / ____ reviewed the facts in an application for site plan review described as follows: _____

The following pertinent facts were noted: _____

The action indicated below was taken (check one):

- () 1. APPROVAL of the site plan according to the plans and specifications described in the application.

The following conditions are attached: _____

- () 2. DISAPPROVAL of site plan on the basis of the following reasons:

wich would violate local zoning ordinance section no.=s:

If you application is hereby approved, you are entitled to receive a building permit (form ZEO-3) from the zoning enforcement officer.

Signature of appropriate PB official

DATE

cc: Zoning Enforcement Officer

CPD 5/97

RECOMMENDATION STATEMENT

For Town / Village Use Only

Form: PB-5

Planning Board

Town / Village of _____, NY

WHEN TO USE THIS FORM: This form is used by the Planning Board to express its recommendation on an application referred to it by either the Town Board for a zoning amendment (form TB-2) or the Zoning Board of Appeals for a variance (form ZBA -7).

Reference: Application No.: _____

RESOLUTION OF THE PLANNING BOARD:

The _____ Town/Village Planning Board at a meeting held on ____ / ____ / ____ has reviewed the proposal described as _____

_____ as requested by the (choose one) Town / Village Board or Zoning Board of Appeals, and

WHEREAS, in its review, the Planning Board has found the proposal (choose one) consistent / inconsistent with the Comprehensive Plan, and

WHEREAS, _____, and

WHEREAS, _____

NOW THEREFORE BE IT RESOLVED, that the Planning Board recommends (choose one) approval / disapproval of the above mentioned proposal. In support of its approval, the Planning Board recommends the following conditions and changes: _____

Signature of appropriate PB Official _____ / ____ / ____
Date

cc: Zoning Enforcement Officer

**APPLICATION FOR LICENSE
MOBILE HOME PARK**

For Town/Village Use Only

Form: PB-6

Planning Board

Town / Village of _____, NY

WHEN TO USE THIS FORM: This form is used by an individual to obtain a town/village license to create or enlarge a mobile home park as required by Section _____ of the town/village zoning ordinance. A mobile home park is defined as a parcel of land, with or without improvements, upon which _____ or more mobile homes, used for dwelling purposes, are placed. Proposals to create five (5) or more mobile home lots on a parcel of land are also subject to NYS Department of Health regulations. This form is also used to apply for a renewal of an existing town/village license. All licenses shall be issued for a period of three (3) years.

Instructions: Fully complete this application. Write ANA@ when Anon-applicable@. Applications, complete with fees, shall be filed with the Zoning Enforcement Officer who shall file a copy with the planning board secretary once the application has been determined to be complete.

<u>OFFICE USE ONLY</u>	
Application No. : MH	_____
Date Received:	_____/_____/_____
Date of Final Action	_____/_____/_____
Date of Filing Decision with Town Clerk	_____/_____/_____

Applicant Name: _____

Owner Name: _____

Address: _____

Address: _____

Tel. No.: _____

Tel. No. _____

1. Application is for (check one):
 creation of a new mobile home park
 enlargement of an existing mobile home park
 renewal of license
2. Attached a copy of the tax map of the area.
3. Zoning district classifications: _____
4. If this application is for the renewal of a license, indicate ARENEWAL@ in the following space and skip the remaining application requirements _____
5. Attach a sketch showing the following:
 - a. layout and dimensions of mobile home sites
 - b. locations and width of service roadways
 - c. off-street parking facilities
 - d. ponds, tanks or other suitable water storage facilities with accessory dry hydrants
 - e. all water, sewer and electric utilities
 - f. existing trees to be preserved plus landscaped buffer strips
6. Attach a completed site plan review application (form PB-3)
7. Attach a completed Part I of the Environmental Assessment Form (EAF) using the (check one): short form or long form. Forms are available from the zoning enforcement officer.
8. Attach a signed written agreement with the owner of the property.
9. Attach a copy of a approved Department of Health Mobile Home Park license, if applicable.

Signature of Applicant

_____/_____/_____
Date

NOTE: 1. The Zoning Enforcement Officer will notify you within seven (7) days of his receipt of this

application regarding the status of its completeness.

2. Parts II and III of the EAF and the entire SEQR (State environmental Quality Review) process must be completed by the Planning Board before the application can be considered complete.
3. The Planning Board will notify you of their action in writing (form PB-7) within _____ days of their official date of receipt of a completed application.

NOTICE OF ACTION

For Town/Village Use Only

Form: PB-7

**MOBILE HOME PARK
LICENSE APPLICATION**

Planning Board

Town/Village of _____, NY

WHEN TO USE THIS FORM: This form is used by the Planning Board to express its response to APB-6@ applications for mobile home park licenses.

Reference: PB Application No.: MH-_____ Dated: _____ / _____ / _____

ACTION OF THE PLANNING BOARD OF THE TOWN/VILLAGE OF _____, New York

TO: _____, Applicant

The Town/Village of _____ Planning Board, at a meeting duly convened on _____ / _____ / _____, reviewed the facts in an application for a mobile home park license described as follows:

The following pertinent facts were noted: _____

The action indicated below was taken (check one):

() 1. APPROVAL of the application of either the creation or enlargement of a mobile home park according to the plans and specifications described in the application. The following conditions, if any, are attached:

a. Terms of license: _____ / _____ / _____ to _____ / _____ / _____

b. Other: _____

If your application is hereby approved, you are entitled to receive permission from the zoning enforcement officer to operate a mobile home park as described above.

() 2. APPROVAL of the application for the renewal of a license for a mobile home park according to the plans and specifications described in the application. The following conditions, if any, are attached:

a. Term of License: _____ / _____ / _____ to _____ / _____ / _____

b. Other: _____

() 3. DISAPPROVAL of application on the basis of the following reasons:

which would violate local zoning ordinance section no.=s: _____

Signature of appropriate PB official

_____/_____/_____
Date

cc: Zoning Enforcement Officer

APPLICATION FOR SPECIAL PERMIT

For Town/Village Use Only
Planning Board

Form: PB-8

Town/Village of _____, NY

WHEN TO USE THIS FORM: This form is to be used by an individual who seeks a special permit from the planning board. The only uses that require a special permit are those specifically listed in the zoning ordinance district regulations. Some uses may require site plan review. Check your local zoning ordinance or ask your code enforcement officer to verify if site plan review is required. The applicant is responsible for complying with established planning board rules and procedures which are available for inspection from the planning board secretary. An applicant must have first filed an application for a zoning permit or certificate of zoning compliance (form ZEO-1) followed by his/her receipt of a notice of action (form ZEO-2) before this form is used.

Instructions: Fully complete this application. Write ANA@ when Anon- applicable@. Applications, complete with fees, shall be filed with the Zoning enforcement Officer who will file a copy with the planning board secretary.

OFFICE USE ONLY
Application No. SP- _____
Delivery Date _____ / ____ / ____
Official Date of Receipt _____ / ____ / ____
Date of Public Hearing _____ / ____ / ____
Date of Final Action _____ / ____ / ____
Date of Filing Decision with
Town Clerk _____ / ____ / ____

To the Planning Board:

A. Statement of Ownership and Party of Interest:

The applicant (s) _____

(is) (are) the owner (s) of property situated at the following address:

_____ Tax Map Parcel No. _____

the above described property was acquired by applicant on _____, 19__.

B. Request:

The applicant requests a special permit for the above described property under the provisions of section _____ of the local zoning ordinance for the following purposes:

_____ as shown on the attached plan drawn to scale.

C. Reasons for Request:

The applicant alleges that the approval of said special permit would be in harmony with the intent and purpose of said zoning ordinance and that the proposed use conforms to the standards prescribed in section ___ of said ordinance and would not be detrimental to property in the neighborhood for the following reasons:

D. Special Features:

In addition to meeting the standards prescribed by the zoning ordinance (Section No.) _____ ,
the applicant will provide _____

in order that the public convenience and welfare will be further served.

E. Environmental Review.

Attach a completed Part I of the Environmental Assessment Form (EAF) using the (check one):
() short Form or () long Form. Forms are available from the zoning enforcement officer.

Signature(s) _____

Mailing Address _____

Date ____ / ____ / ____

Telephone No. _____

- NOTE:
1. Parts II and III of the EAF and the entire SEQR (State Environmental Quality Review) process must be completed by the Planning Board before the application can be considered complete.
 2. The Planning Board will notify you of their action in writing (form PB-9) within ____ days of the date of the public hearing held on this application.

NOTICE OF ACTION

For Town/Village Use Only

Form: PB-9

APPLICATION FOR SPECIAL PERMIT
Planning Board

Town/ Village _____, NY

WHEN TO USE THIS FORM: This form is used by the Planning Board to express its response to APB-8@applications for special permits.

Reference: PB Application No.: SP-_____ Dated:_____/_____/_____

ACTION OF THE PLANNING BOARD OF THE TOWN/VILLAGE OF _____, New York

TO: _____, Applicant

The Town/Village of _____ Planning Board, at a meeting duly convened on ____/____/_____, reviewed the facts in an application for a special permit described as follows:

The following pertinent facts were noted : _____

The action indicated below was taken (check one):

- () 1. APPROVAL of the application according to the plans and specifications described in the application. The following conditions, if any, are attached:

Permittee, in accepting this approval, agrees to conform with all rules and regulations of the town zoning ordinance.

- () 2. DISAPPROVAL of application on the basis of the following reasons:

which would violate local zoning ordinance section no.=s: _____

Signature of appropriate PB official

_____/_____/_____
Date