

**APPLICATION FOR A SITE PLAN REVIEW / SPECIAL USE PERMIT
TOWN PLANNING BOARD
TOWN OF WATERLOO**

(Nonrefundable Fee Required at time of filing with Code Enforcement Officer.)

This application must be filled out completely and legibly and submitted to the Town of Waterloo Code Enforcement Officer.

Owner's Name: _____

Property Address: _____

Tax Map Number - Section: _____ Block: _____ Lot: _____

Zoning District _____

Applicant's Name: _____

Check One: OWNER LESSEE AGENT
 ARCHITECT ENGINEER BUILDER

Applicant's Address: _____

_____ Phone Number: _____

Applicant's Signature: _____

OCCUPANCY TYPE (Check One)

- TWO FAMILY DWELLING
- COMMERCIAL
- INDUSTRIAL
- STORAGE
- ASSEMBLY
- AGRICULTURAL
- OTHER - _____

PROPOSED WORK (Check One)

- NEW CONSTRUCTION
- ADDITION TO AN EXISTING BUILDING
- ALTERATION TO EXISTING BUILDING
- CONSTRUCTION OF A GARAGE
- CONSTRUCTION OF A STORAGE BLDG
- OTHER - _____

ESTIMATED COST OF PROJECT - \$ _____

PROJECTED START DATE: _____ PROJECTED COMPLETION DATE: _____

For Internal Use Only

Site Plan Review Required: Yes _____ No _____
 Special Use permit required: Yes _____ No _____

Land Use Classification:

<u>OFFICE USE ONLY</u>			
Application #	SPR-		
Received by:			
\$ _____ Fee Received:	Yes	No	
Plot Plans:	Yes	No	
Elevation Drawings	Yes	No	
Date of Appeal:			
Date of Receipt by Board:			
Send to SCPB:	Yes	No	
Date of Public Hearing:			
Report from SCPB:	Yes	No	
Final Action:	Approve	Deny	
Date of Final Action:			
Date of Filing Decision with Town Clerk:			

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The application must contain:

1. a narrative detailing the statement of use, scope and sequence of the project.
2. a listing of any and all of the following if located within 500 feet of the proposed project
 - (a) the boundary of any city, village or town; or
 - (b) the boundary of any existing or proposed county or state park or any other recreation area; or
 - (c) the right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway; or
 - (d) the existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines; or
 - (e) the existing or proposed boundary of any county or state-owned land on which a public building or institution is situated; or
 - (f) the boundary of a farm operation located in an agricultural district, as defined by article twenty-five-AA of the agriculture and markets law, except this subparagraph shall not apply to the granting of area variances.
3. The appropriate NY State Environmental Quality Review Form.
4. A size "D" (24" x36") or larger plot plan showing:
 - (a) Title of drawing, including name and address of applicant and person responsible for the drawing.
 - (b) The North Arrow and date drawn.
 - (c) Boundaries of the property plotted to scale
 - (d) The location of existing and proposed building(s) or addition(s), to include distance separations from each other and property lines.
 - (e) The location of any/all rights-of-way s and/or easements.
 - (f) The location and design of any new roads, access and egress drives.
 - (g) The location, design, type of construction of all parking and truck (un)loading areas.
 - (h) Provisions for pedestrian access.
 - (i) Location of outdoor storage.
 - (j) Location, design, and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences.
 - (k) The location of any flood hazard areas relative to the site.
 - (l) The location of any DEC designated wetlands.
 - (m) The existing land use of the adjacent properties.
 - (n) The existing and proposed topography drainage system for the site.
 - (o) The proposed erosion control measures during and after construction.
 - (p) The proposed water source and sewage disposal system.
 - (q) The location and type of any proposed site lighting.
 - (r) The location, size and design of any proposed sign.
 - (s) The location and type of any proposed site landscaping, including buffer strips and screening.
 - (t) General landscaping plan and schedule.
 - (u) Identification/record of application for and approval status for necessary federal, state, or county permits.
5. Elevation drawings of any/all proposed building(s) or addition(s).
 - (a) Label all dimensions of buildings and setbacks from Property Lines
 - (b) Reference all exterior building materials.

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66 Virginia Street, Waterloo, NY 13165

Phone 315-539-0206 Ext. #3 Fax 315-539-4119

6. 10 copies of everything MUST be submitted

Except for section 3 above, any of the above site plan requirements may be waived by the Planning Board if circumstances warrant. The Planning Board may request additional information when this is necessary to make an informed judgment about the proposal.

**It is your responsibility to secure a building permit from the Seneca County
Department of Building and Fire Code Enforcement, 31 Thurber Drive,
Waterloo, NY 13165, Phone 315-539-1950.**