



Supervisor: (845) 688-7165  
Police: (845) 688-9902  
Town Clerk: (845) 688-5004  
Justice Court: (845) 688-5005  
Assessor: (845) 688-5003  
Assessor Fax: (845) 688-5708  
**ZBA/ZEO/Planning: (845) 688-5008**  
Highway: (845) 688-9901  
Fax: (845) 688-2041

*"The Heart of the Park... Where the Eagle Soars"*

[www.shandaken.us](http://www.shandaken.us)

P.O. Box 134, 7209 Rte. 28, Shandaken, NY 12480

## **Special Permit and/or Site Plan Review Application**

### **Information Sheet**

**Requirements:** The Zoning Law of the Town of Shandaken requires that all property uses requiring a special use permit be approved by the Planning Board (herein referred to as "PB") prior to the issuance of Building Permits and Certificates of Occupancy. The law has established eight (8) classes of districts and designated the applications on the Zoning Map incorporated into the law. The use regulations in each zoning district are set forth in the District Schedule of Use Regulations, 5116.10 of the Zoning Codes. These codes may be reviewed online at: [www.shandaken.us](http://www.shandaken.us)

**Application:** At least ten (10) days prior to the PB meeting, eight (8) copies of the application and all supporting documentation, plus four (4) hard copies of the plot plan and a PDF copy shall be submitted to the Building Department, together with applicable fees. The PB meets on the second Wednesday of each month at 7:00p.m. at the above noted address. Should you have any questions, please advise this department at least seven (7) days in advance so that you may be placed on the agenda for the Workshop Meeting which is held the last Wednesday of each month.

**Supporting Documentation:** A detailed plan for the proposed business or development, drawn to a readable scale and including all items indicated on the Site Plan Checklist, together with an AREA MAP, showing all adjacent properties, their owners, subdivisions and easements; a map of the applicant's contiguous holdings; and an existing conditions map, prepared by a licensed surveyor or professional engineer at a scale not less than 1" = 100' including metes and bounds description, locations of natural features, such as streams, wetlands, major rock or rock outcroppings, soil types and conditions, areas subject to flooding and landslides, major stands of trees and existing free-standing trees 12" or more in diameter at chest height within 25' of existing or proposed improvements and the location of existing man-made improvements of features such as buildings, roads, walls, fences, sidewalks, utilities and easements and a topographic map with contour intervals not greater than ten (10) feet, unless the PB requests lesser intervals.

**Preliminary & Public Hearings:** As previously stated, the above information should be submitted not less than ten (10) days prior to a preliminary meeting. The documents will be reviewed at a Preliminary Hearing, and if any further data is required, applicant will be advised. A Public Hearing will be scheduled in accordance with the procedures set forth in 5116-42 of the Zoning Law and Chapter 274a of the Town Law. When the application is moved to Public Hearing, all owners of abutting property, and all owners of property directly opposite and across any public or private road must be notified by certified mail/return receipt. The applicant will be provided with an invoice and list of abutters and payment in full for such mailing is due immediately.

**Decision:** After review of all information at the Public Hearing, the recommendations of other agencies whose consultations are mandated by law, and consideration of the provisions of the Zoning Law and other applicable ordinances, the PB will approve, approve with conditions or deny the application. The filing of the decision with the Town Clerk, in the case of approval, is deemed a Special Permit.

**Expiration:** Under S116.45 of the Zoning Code, a Special Permit shall be deemed to authorize only one (1) particular special use, and shall expire if a building permit for the special use permit activity is not issued within one (1) year of the date of issuance of the Special Use Permit.

## Town of Shandaken Fee Schedule

*Effective October 2020*

<b>1. Pre-Application Review</b>	<b>No Charge</b>
<b>2. Application for Special Permit and/or Site Plan Review</b>	<b>\$150</b>

**Note:** The listed in #2 is only applicable when the project does not trigger fees covered under items #3 and #4 listed below.

<b>3. <u>Planning Fees for New or Replacement Construction</u></b>	
<b>Residential Development of Multiple Dwelling Units</b>	<b>\$150 per application, plus \$25 per dwelling unit w/up to two (2) bedrooms, or \$15 per bedroom per dwelling unit</b>
<b>Commercial Development</b>	<b>\$150 per application, plus \$50 per 1,000 sqft of Building Footprint or fraction thereof</b>
<b>4. <u>Site Development Disturbance</u></b>	
<b>Up to one (1) acre of disturbance</b>	<b>\$250 per application</b>
<b>More than one (1) less than ten (10) acres of disturbance</b>	<b>\$500 per application</b>
<b>More than ten (10) acres of disturbance</b>	<b>\$2,500 plus \$50 per acre above ten (10) acres of disturbance</b>

**Note:** Site Development Disturbance applies to Special Permits and/or Site Plan Reviews which include grading, clearing, and demolition.

**Special Permit and/or Site Plan Review Application**

**Applicant Information** (if applicant is not the owner of the property, a notarized Agent Authorization form must be submitted)

**169 NY 214 LLC**

Name \_\_\_\_\_ Name of Owner if other than Applicant \_\_\_\_\_

██████████  
Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

████████████████████  
City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

██████████  
Contact Number \_\_\_\_\_ Contact Number \_\_\_\_\_

**Property Information**

Section 13.12 Block 02 Lot 39 Zoning District HR Size 2.25 acres

Physical address: 169 Route 214 which is on the left  
side of County Route 214 road/street/lane, in the Hamlet of Residential,  
within 50 feet of State/County Highway # 169 in the Town of  
Shandaken.

**Representative Information**

**Architecture + Construction, PLLC**

Surveyor or Engineer (preparing the Site Plan) \_\_\_\_\_ Other Representative \_\_\_\_\_

**611 Broadway Suite 424**

Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

**New York NY 10012**

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**845-430-5340**

Contact Number \_\_\_\_\_ Contact Number \_\_\_\_\_

**Use**

Current Use Multi-Family Dwelling

Proposed Use (attach additional pages if needed)

The applicant is requesting approval of a Special Use Permit to rezone the property from  
This request is intended to better align the zoning with the property's existing use. No ne  
zoning designation to reflect and regulate the current use of the site appropriately.



### Site Plan Checklist

If the application includes the need for a Site Plan, the following checklist will simplify the items that will be required by the Planning Board. Please provide written responses to any required information that cannot be clearly reflected on the Site Plan. If you feel that the requirement is not applicable (N/A), you can check the box indicated. The final decision regarding whether information is necessary lies with the Planning Board.

**Done**    **N/A**

- |                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 1. Title of drawing, including name and address of applicant and person(s) responsible for preparation of such drawing.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 2. North arrow, scale and date.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 3. Accurate boundaries of the property plotted to scale.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 4. Existing watercourses.   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 5. Grading and drainage plan showing existing and proposed contours at an appropriate interval to be specified by the Planning Board at the sketch plan conference, with two foot contour intervals and soils data generally required on that portion of any site proposed for development where general site grades exceed 5% or there may be susceptibility to erosion, flooding, or ponding. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 6. Location, proposed use, and height of all buildings.   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 7. Location, design, and construction materials of all parking and truck-loading areas, with access and egress drives thereto.  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 8. Provision(s) for pedestrian access.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 9. Location of outdoor storage of equipment and materials, if any.  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 10. Location, design, and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, and fences.  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 11. Description of the method of sewage disposal and the location, design, and construction materials of such facilities.   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 12. Description of method of securing water supply and the location, design, and construction materials of such facilities.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 13. Location of fire and other emergency zones, including the location of the nearest water supply for fire emergencies.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 14. Location, design, and construction materials of all energy distribution facilities Including electrical, gas, and solar energy.   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 15. Location, size, design, and construction materials of all proposed signage.   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 16. Location and proposed development of all buffer areas, including indications of existing vegetative cover.  |

- 17. Location and design of outdoor lighting facilities, including data regarding when appropriate, lighting levels both within the site and at the site's boundaries.
- 18. Designation of the amount of building area proposed for retail sales, office use, or similar commercial activity.
- 19. Detailed landscaping plan and planting schedule including the number, size, type, and location of all canopy trees or understory trees, shrubs, and ground covers to be planted.
- 20. Building elevations and sections at a scale sufficient to delineate clearly the massing and the exterior materials, textures, and colors of all buildings and other structures shown on the Site Plan.
- 21. Other elements integral to the proposed development, as considered necessary By the Planning Board, including the identification of and State or County permits Required for the project's execution.

**ALL ISSUES HAVE BEEN READ AND ADDRESSED FOR THE APPLICATION**

Name of Applicant(s) \_\_\_\_\_

\_\_\_\_\_

13.12-02-39

\_\_\_\_\_

SBL

**\*\*\*\*\*SHORT ENVIRONMENTAL ASSESSMENT FORM FOLLOWS\*\*\*\*\***