

TOWN OF GHENT - PLANNING BOARD

2306 STATE ROUTE 66 ~ P. O. BOX 98
GHENT, NY 12075

SITE PLAN REVIEW SUBMITTAL CHECKLIST

THIS APPLIES TO COMMERCIAL, INDUSTRIAL AND HOME-OPERATED BUSINESSES

- APPLICATION FEE OF **\$250** PAYABLE TO 'TOWN OF GHENT' – FEE IS NOT REFUNDABLE
IF REQUESTING A MODIFICATION TO AN EXISTING SITE PLAN (NO NEW OR EXPANDED STRUCTURES), THE APPLICATION FEE IS **\$150**
- PROOF OF OWNERSHIP (COPY OF DEED OR LEASE) IF REQUESTED
- LETTER AUTHORIZING DESIGNATED REPRESENTATIVE, IF APPLICABLE
- SIGNED AGREEMENT FOR PAYMENT OF EXPERT FEES [GPB200-REV06.06]
- COPY OF ZONING USE PERMIT
- AN ORIGINAL STAMPED SURVEY MAP OF THE PROPERTY PREPARED BY A LICENSED SURVEYOR, PLUS SEVEN (7) COPIES. MAP MUST INCLUDE
 - TITLE BLOCK INDICATING PROPERTY PARCEL NUMBER, NAME AND ADDRESS OF APPLICANT, AND OF LICENSED SURVEYOR
 - DATE, SCALE AND DIRECTIONAL ARROW
 - LOCATION MAP INSERT - A SMALL MAP SHOWING RELATION OF PARCEL TO SURROUNDING AREA
 - CERTIFICATION TO THE FURTHERANCE OF SECTION 156-31, RELATING TO THE SUBDIVISION OF PARCEL(S) SINCE 01 JANUARY 1990 – SEE FORM GPB900-11.06
 - ACCURATE BOUNDARIES OF THE PARCEL PLOTTED TO A SCALE OF 1 INCH: 40 FEET. THE SCALE MAY BE ALTERED IF THE PROJECT EXCEEDS A TOTAL LAND AREA OF FIVE (5) ACRES
 - THE LOCATION OF ALL EXISTING AND PROPOSED BUILDINGS, PARKING AREAS, DRIVEWAYS, TRUCK-LOADING AREAS, WELLS, SEPTIC SYSTEMS, SERVICES (WATER, SEWER, ELECTRICAL, CABLE, ETC.), OUTDOOR STORAGE OF EQUIPMENT AND MATERIALS, MONUMENTS/MARKERS
 - ALL EXISTING WATER COURSES AND DEPARTMENT OF CONSERVATION-DESIGNATED WETLANDS WITH INDICATION OF REQUIRED FLAGGING
 - GRADING AND DRAINAGE PLAN - SHOW EXISTING AND PROPOSED CONTOURS, AT A MINIMUM OF TWO FEET INTERVALS FOR THAT PORTION OF THE PARCEL PROPOSED FOR DEVELOPMENT, OR WHERE THE EXISTING SITE MIGHT BE SUSCEPTIBLE TO EROSION, POOLING, FLOODING OR OTHER WATER-RELATED IMPACTS

- THE LOCATION, DESIGN AND DIMENSIONS OF ALL PROPOSED SIGNS
- THE LOCATION OF ALL OUTDOOR LIGHTING - INCLUDE LIGHTING LEVELS (CANDLEPOWER AND RANGE) WITHIN THE SITE, AND AT THE SITE'S BOUNDARIES
- ELEVATIONS - FRONT AND SIDE ELEVATIONS OF ALL BUILDINGS - INDICATE COLOR AND TYPE OF ALL EXTERIOR MATERIALS BEING USED IN CONSTRUCTION - THIS INFORMATION MAY BE PROVIDED ON A SEPARATE DRAWING
- FLOOR PLANS FOR ALL PROPOSED BUILDINGS, INCLUDING DETAILS ON WHAT AREAS WILL BE USED FOR OFFICES, FOR MANUFACTURING, FOR RETAIL/WHOLESALE OPERATIONS, OR PROPOSED OUTDOOR DISPLAY OF PRODUCTS FOR SALE
- A SCALED LANDSCAPE PLAN AND PLANTING SCHEDULE - THE PLAN MUST IDENTIFY EXISTING TREES AND GROUND COVER AS WELL AS PROPOSED PLANTINGS AND HARDSCAPING (INCLUDING, BUT NOT LIMITED TO FENCING) - THIS INFORMATION MAY BE PROVIDED ON A SEPARATE DRAWING, OR ON THE DRAWING OF THE GENERAL SITE PLAN
- ANY OTHER NOTES AS REQUESTED BY PLANNING BOARD
- AGRICULTURAL DATA STATEMENT [GPB100-REV06.06] IF APPLICABLE
- EITHER 'LONG' OR 'SHORT' NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW (SEQR), COMPLETED AND SIGNED
- COMPLETED REFERRAL FORM TO COLUMBIA COUNTY PLANNING BOARD IF REQUIREMENTS MET – SEE GPB FORM 1600
- NAMES AND MAILING ADDRESSES OF OWNERS OF ADJOINING/ADJACENT TAX PARCELS LOCATED WITHIN 500 FEET OF ALL PROPERTY BOUNDARIES
- PROOF OF APPROVAL, FROM FEDERAL, STATE, COUNTY AND/OR LOCAL AGENCIES, FOR ALL REQUIRED PERMITS. APPLICANT MUST DEMONSTRATE THAT ALL NECESSARY PERMITS HAVE BEEN SUBMITTED TO THE RESPECTIVE AGENCIES. THE TOWN OF GHENT PLANNING BOARD MAY, AT ITS DISCRETION, GRANT CONDITIONAL SITE PLAN APPROVAL PENDING ISSUANCE OF REQUIRED PERMITS. PROOF OF APPROVAL INCLUDES, BUT IS NOT LIMITED TO
 - COPY OF ZONING USE PERMIT
 - APPROVAL FROM NEW YORK STATE HIGHWAY DEPARTMENT FOR ACCESS TO STATE ROADS
 - APPROVAL FROM COLUMBIA COUNTY HIGHWAY FOR ACCESS TO COUNTY ROADS
 - APPROVAL FROM TOWN OF GHENT HIGHWAY SUPERINTENDENT FOR ACCESS TO TOWN ROADS [GPB800-REV06.06]

SHOULD ANY PERMIT BE SUBSEQUENTLY DENIED, SITE PLAN APPROVAL IS AUTOMATICALLY NEGATED.

