


PROCEDURE FOR COMPLETING GARDINER PLANNING BOARD SITE PLAN APPLICATION

1. Complete all pages of the application and checklist (Type or print legibly). Have application notarized and return packet to the Town Hall along with a check (made payable to the *Town of Gardiner*) in the amount of \$250-300.00 (See Fee Schedule). Digital copies of full application materials and all required attachments should also be submitted as pdf files to gardinerplanning@gmail.com
2. Complete a Short or Long Environmental Assessment Form (Part 1 only) as required by the type of project (Special Permit, Minor Project, or Major Project). Return with the application to the Town Hall. Note: Complete the Full Form EAF if instructed to do so at the pre-application meeting.
3. Address a plain #10 self-stamped envelope to each property owner within 500 feet of the property. The return address on each envelope should be just your name. The remainder of the return address will be the Town of Gardiner address and will be completed by the Clerk of the Planning Board. Applicant should attain an updated list of neighboring land by contacting the Assessor's Office. Include a copy of the mailing list with your application.

Your Name Only	
	Neighbor Name
	Mailing Address
	To
wn, ST, Zip	

4. For an application to be placed on the Planning Board agenda **all of the above** must be submitted to the Planning Board Clerk as per the Submission Schedule that is posted on the town of Gardiner web site. There are no exceptions.
5. The Planning Board requests technical review and analysis of the proposed site plan by the Town designated Consultant and/or Engineer for the Town or other authorized persons. The applicant shall reimburse the Town for the professional fees required in accordance with said review(s).
6. If there are any further questions concerning these procedures, please refer to the Code of the Town of Gardiner § 220-65 Site Plan Review (attached) or call the Clerk of the Planning Board, at (845) 255-9675 ext. 108.

TOWN OF GARDINER

PLANNING BOARD SITE PLAN APPLICATION

Applicant's Name _____ Phone () _____

Applicant's Mailing Address _____

Applicant's Email _____

Property interest of applicant:

Owner: _____

Contact Purchaser: _____

(attach copy of contract)

Tenant : _____

(attach copy of lease)

Location of property: _____

Zoning District: _____

Tax map designation: Section _____ Block _____ Lot _____

Please answer all the following questions:

1. Describe the use you desire to make of the property.

2. Describe the uses surrounding property owners make of their properties.

3. Will the proposed use increase traffic congestion?

If not, why?

4. Will off-street parking be provided for customers? _____

If so, how many spaces? _____

Size of each space: _____ ft. by _____ ft.

Submit a diagram of the parking available on site.

Indicate entry and exit from the public streets.

5. List any churches, public buildings, playgrounds and recreation facilities which are locate within 500 ft. of the exterior property lines of the property on which the proposed use is to be located.

6. How many persons will be employed by the use?

Full-time _____ Part-time _____

7. State the maximum number of customers, clients, patients or patrons expected to be on the premises at any one time.

8. State the size of the lot on which the use is to be locate both in square footage and dimensions of front, side, and rear lot lines.

Square footage: _____

Lot Lines: Front _____ ft. Side _____ ft. Rear _____ ft.

9. State the dimensions of all the building or structures to be used and if more than on

Building No. _____
Size: _____ ft. x _____ ft.

Building No. _____
Size: _____ ft. x _____ ft.

Building No. _____
Size: _____ ft. x _____ ft.

10. How many square feet are usable space in each building?

Building No. _____
Usable Sq. ft _____
Sq. ft. to be devoted to proposed use: _____

Building No. _____
Usable Sq. ft _____
Sq. ft. to be devoted to proposed use: _____

Building No. _____
Usable Sq. ft _____
Sq. ft. to be devoted to proposed use: _____

11. State the distance of the building in which the use will be located from all front, rear, and side property lines. If more than one building or structure is to be used, list each individually.

Submit a drawing diagramming this information.

Building No. _____

Distance from property lines:

Front: _____ ft. Rear: _____ ft. Side: _____ ft. Side: _____ ft.

Building No. _____

Distance from property lines:

Front: _____ ft. Rear: _____ ft. Side: _____ ft. Side: _____ ft.

Building No. _____

Distance from property lines:

Front: _____ ft. Rear: _____ ft. Side: _____ ft. Side: _____ ft.

(to be completed by the individual applicant)

STATE OF NEW YORK)

SS

COUNTY OF ULSTER)

_____, being duly sworn deposes and that he/she is the person named as the applicant in the foregoing application. He/she has read the foregoing application and knows the contents thereof the same is true to his/her own knowledge, except as to the matters there stated to be alleged on information and belief and as those matter he/she believes it to be true.

SIGNED: _____

Print Name: _____

Sworn to me
this ____ day of _____, year _____

Notary Public

(to be completed by Corporate applicant)

_____, being duly sworn deposes and that he/she is (title) _____ (name of corporation) _____ a (enter name of State of incorporation) _____ cooperation, the applicant name in the foregoing application knows the contents thereof, and the same is true to his/her own knowledge, except as to the matters therein stated to be alleged upon information as to belief and as those matter he/she believes it to be true.

SIGNED: _____

Print Name: _____

Sworn to me
this ____ day of _____, year _____

Notary Public