

# **Town of DeKalb**

## **Site Plan Review Application Instructions**

Dear Applicant:

Attached you will find a Site Plan Review application and a New York State Short Environmental Assessment form. You may want to refer to the Town of DeKalb's Local Site Plan Law which can be found on the Town's Website under "Laws" or at the Town Clerk's Office in DeKalb Junction or the Village Clerk's Office in the Village of Richville.

You must decide if the Site Plan Review is required for your proposed building project. Some land use activities are exempt from Site Plan Review. (See Law Sections 2.1-2.3 for more specific information.) You may request a non-binding determination of applicability from the Planning Board. (See section 2.4.) You also may request a ketch plan conference with the Planning Board to discuss general terms of the development proposal to determine the information necessary for a complete application or to identify potential problems or concerns. (See 2.5)

The following items are required to accompany the Site Plan Review Application:

1. The New York State Environmental Assessment Form (See 3.3.1)
2. An affidavit or written authorization of the property owner (See 3.3.2)
3. An existing features map. This may be a copy of a parcel map from the Real Property Tax Map (See 3.3.3)
4. A development plan map showing the proposed buildings, access points, driveways, water supply, waste removal system, storage, waste storage containers, signs, changes in surface drainage and screening or set-backs (See 3.3.4)
5. A fee is to be paid at the time the application is submitted to the Clerk.

Once you have completed the forms and attached all the required information, file it with the Town or Village Clerk's Office respectively and pay the required fee. (See section 3.2)

If you have further questions, please attend a Planning Board meeting or call the DeKalb Town Clerk (347-3331) or the Richville Village Clerk (287-4574).

The Planning Board