

## TOWN OF GREENPORT PLANNING BOARD

600 Town Hall Drive  
Hudson, New York 12534

### SITE PLAN REVIEW APPLICATION INSTRUCTIONS

1. Before you submit an application for site plan approval, you need to determine whether your proposed activity requires site plan approval. Prior to any action in furtherance of a site plan application, you should review the Town's Site Plan Law (Chapter 101 of the Town of Greenport Code). Paragraph 3 of the Site Plan Law lists the types of projects requiring site plan review and projects exempt from site plan review. If, after reading this paragraph, you still have questions about whether your project requires site plan review, you should contact the town building inspector.
2. If your project requires site plan approval, then you need to read paragraphs 4, 5, and 6 of the Site Plan Law. Preparation of the documents that you will need to submit for site plan approval will, in most cases, require that you obtain the assistance of a surveyor, an engineer or an architect.
3. The regular Planning Board meetings are at 7:30 on the fourth Tuesday of every month. The Planning Board holds a workshop meeting an hour before the regular meeting. The workshop meeting is open to the public, but the Planning Board does not receive comments from applicants during the workshop meeting.
4. Your application fee<sup>1</sup> and all application materials, including, without limitation a sketch by a licensed engineer, architect, and/or land surveyor, must be received by the Planning Board by noon at least 15 days prior to the date of the meeting. Please call the planning board (518-822-8149) to confirm that you are on the agenda, or visit our website ([at http://greenport.yourtownhub.com/planning-boardagendas/](http://greenport.yourtownhub.com/planning-boardagendas/)) which is posted at least 6 days prior to the meeting. You or your authorized representative must be in attendance at the meeting for your application to be heard.
5. A site plan application is incomplete until the Planning Board completes its environmental review of the project under the State Environmental Quality Review Act (SEQRA). While most site plan applications will require you to complete only Part I of a short form Environmental Assessment Form (EAF), some projects, because of their size or proximity to environmentally sensitive areas, will require you to complete Part I of the long form EAF. The Planning Board will make the determination about which EAF form you must use based upon the details of your project. If you have an engineer assisting you, he or she may also be able to make that determination. You can find both the long form and short form EAF documents on the NYS Department of Environmental Conservation website at [www.dec.ny.gov](http://www.dec.ny.gov). The Planning Board may also be able to provide you with copies of either form.
6. The applicant must submit one original plus eight copies of the application and SEQRA forms. In addition, twelve copies of the Site Plan must also be submitted. **A digital copy of all application materials, prepared in a pdf format must also be included in your submittal.** Failure to comply with these site plan application instructions may result in delay or denial of your project

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<sup>1</sup> The fee schedule for site plan review is available at the Planning Board office and is subject to change, upon public notice.

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**SITE PLAN REVIEW APPLICATION**

Date Submitted: \_\_\_\_\_

1. Name of Project: \_\_\_\_\_

2. Address and Tax Map Number of the Property subject to Site Plan Review: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name of Applicant (Use full legal name. If the applicant is a limited liability company, a corporation or a partnership, identify it as such. Fictitious names or d/b/as are unacceptable.): \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

4. Address of Applicant (this will be the address the board will use for all communications): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Owner of the Property, if not the Applicant (Use full legal name. If the applicant is a limited liability company, a corporation or a partnership, identify it as such. Fictitious names or d/b/as are unacceptable.):  
\_\_\_\_\_  
\_\_\_\_\_

6. Address of Owner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Relationship of Applicant to Owner, if Applicable (e.g., Contract Vendee, Option Holder, Tenant, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

8. Name, Address and Tax Map Number of All Adjoining Property Owners (Use separate sheet, if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

9. Plans Prepared By:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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SITE PLAN REVIEW APPLICATION  
PROJECT DETAILS

10. Describe the project for which you are seeking site plan review: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Current use of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Type of Activity:

New structure \_\_\_\_\_ Expansion of existing structure \_\_\_\_\_ Subdivision \_\_\_\_\_

13. Parcel Size: \_\_\_\_\_ Acres

14. Total square footage of structures:

Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

15. Will the development be phased? Yes \_\_\_\_\_ No \_\_\_\_\_

16. Is the Property located within an agricultural district or is the property boundary within 500 feet of a farm operation located in an agricultural district?

Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, submit an Agricultural Data Statement in accordance with New York Ag&Mkts Law § 305-a (2).*

17. Is the property located within 500 feet of the boundary of any other municipality, county or state owned land, or a county or state highway?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, County Referral in accordance with General Municipal Law § 239-m is required.

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The undersigned hereby makes application in accordance with all applicable laws and other requirements of the Town of Greenport, Columbia County, New York. The undersigned acknowledges that all representations and depictions in the documents submitted as part of this site plan application are true and accurate. Any materially false representation made in any document or during an appearance before the Greenport Planning Board in connection with this application may result in the revocation of site plan approval or may subject me to criminal prosecution. **All owners of record must sign.**

Sworn to this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Record Owner

\_\_\_\_\_  
Signature of Applicant

PLEASE SUBMIT ORIGINAL PLUS (8) EIGHT COPIES OF YOUR APPLICATION WITH ATTACHMENTS, (12) TWELVE COPIES OF THE SITE PLAN, A DIGITAL COPY OF ALL APPLICATION MATERIALS INCLUDING THE SITE PLAN AND THE REQUIRED FEE. FAILURE TO COMPLY WITH SITE PLAN APPLICATION INSTRUCTIONS MAY RESULT IN DELAY OR DENIAL.