



**Planning Board Application**

Town of New Lebanon Planning Department

PO Box 328 | New Lebanon, NY 12125 | Ph: 518.794.8884 | Fax: 518.794.8883

**CHECK APPROVAL(S) REQUESTED**

- Minor Subdivision (includes lot line adjustments)
- Major Subdivision
- Site Plan Review (SPR)
- Special Permit with Site Plan Approval (SP/SPR)

**FOR OFFICIAL USE:**

- Date Rec'd \_\_\_\_\_ PB# \_\_\_\_\_
- Building Permit Application # \_\_\_\_\_
- Zoning Classification: \_\_\_\_\_
- Fee Paid: \_\_\_\_\_

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

Tax Map No(s): \_\_\_\_\_

*Note: for lot line adjustments, incl. TM# of adjoining parcel(s) involved*

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

Site Location: \_\_\_\_\_

Total number of lots being created: \_\_\_\_\_ Total Land Area: \_\_\_\_\_

**Applicant Information**

Name of Applicant (please print): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

\*if the applicant is not the property owner, please submit owner authorization

**Property Owner Information**

Name if Different from Applicant: (please print) \_\_\_\_\_

Mailing Address Different from Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

**Surveyor Information**

Surveyor Name: \_\_\_\_\_ License No. \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**Engineer Information**

Engineer Name: \_\_\_\_\_ License No. \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

PLEASE CHECK APPROPRIATE SPACE: I consent to the extension of the 62-day Public Hearing and review period. (See instruction item #4).  Yes  No

Please describe the nature of your proposed project, including the proposed use and a construction schedule (attach additional paper if needed):

\_\_\_\_\_  
\_\_\_\_\_

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Yes  No **Is the access road to the project a Town/County or State Road or highway?**  
(New York State Town Law: § 280-a)

Yes  No **Is any of the property within the flood plain?** If yes, the flood plain area will need to be clearly labeled and lightly shaded on your survey map. (The County will not except dark shading).

Yes  No **Is any of the property within a DEC regulated wetland?** If yes, you may be required to contact DEC to conduct a site visit to flag the area.

Yes  No **Is any of the property within an ACOE regulated wetland?** (ACOE = Army Corps. Of Engineers)

Yes  No **Will one or more acres be disturbed by this project?** If yes, you will be required [under NYS DEC regulations] to develop a Storm Water Pollution Prevention Plan SWPPP in order to obtain coverage under the State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity.

**The project occurring within 500 feet of (Check all that may apply):**

- A municipal Boundary
- County or State Park or recreation either existing or proposed
- State or County road or right-of-way, either existing or proposed
- State or County owned building or institution
- Stream or drainage channel owned by the County or for which channel lines have been established
- Active farm operation within a County Defined Ag. District

**BY SIGNING THIS APPLICATION, THE UNDERSIGNED DOES HEREBY GRANT PERMISSION TO MEMBERS OF THE TOWN OF NEW LEBANON PLANNING/BUILDING DEPARTMENT TO ENTER UPON MY PROPERTY FOR THE PURPOSE OF EXAMINING SAME BY REASON OF AN APPLICATION NOW PENDING BEFORE SAID BOARD**

STATE OF NEW YORK    }  
COUNTY OF COLUMBIA } ss  
TOWN OF NEW LEBANON }

I, \_\_\_\_\_ hereby depose and say that all statements contained in the papers submitted herewith are true.

SWORN to before me this \_\_\_\_\_ day  
Of \_\_\_\_\_, 20\_\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_  
\_\_\_\_\_

## GENERAL INSTRUCTIONS

### PLEASE READ

1. Attach hereto a copy of the duly filed deed indicating the current ownership of the subject property. If the owner is a corporation, attach a list of all directors, officers and major stockholders. If applicant is a contract vendee, then attach a copy of the duly executed contract of sale.
2. If the applicant is not the owner, submit a letter signed by the property owner granting authority to the applicant to act on this application.
3. The applicant shall submit a list of the names and addresses of all adjoining property owners and of those property owners directly across all road frontages adjoining the proposed development. The list shall also contain the Town of New Lebanon current tax map numbers for each parcel.
4. NYS Town Law and/or the Town of New Lebanon Town Code obligate the Planning Board to conduct a Public Hearing with respect certain projects within 62 days following receipt of a **COMPLETE** application for the project by the Planning Board Clerk. Due to the complexity of many proposals and the numerous technical and procedural requirements of all the applicable laws and regulations, many applications may be found to be incomplete or deficient and, therefore, not ready for Public Hearing nor Planning Board approval. Thus, a determination based upon all pertinent facts and circumstances cannot always be rendered by the Planning Board within the 62 days. To do so might result in a disapproval when, with further information or changes, and SEQR compliance, approval or approval with modifications might otherwise occur. In such cases, Planning Board staff will notify the applicant of missing or incomplete items as soon as possible.

In light of the above, you are asked to indicate, by checking the appropriate space on the application form, whether you consent to the extension of the 62-day public hearing period or review period, for so long as may reasonably be necessary to generate a submission which is complete and in conformity with all pertinent requirements. You may revoke your consent at any time by communicating that fact in writing to the Clerk of the Planning Board whereupon your project proposal will be scheduled for the next regularly scheduled meeting of the Planning Board.

5. Please be advised that the Planning Board review process often involves engineering, legal and other professional skills. While the Planning/Building Department staff will provide guidance and assistance within reasonable limits, the responsibility for the proper presentation of the proposal lies with the applicant and the applicant's advisors, and not upon the Planning/Building Department or its staff.
6. With this application you will be given a checklist listing submittal criteria relating to your specific application. The checklists are provided as a courtesy to assist applicants in preparing for their first Planning Board meeting and does not waive any provisions of State or Town Laws. The Planning Board reserves the right to request additional information not included on this checklist.

7. Fee Schedule: Individual fee schedules are listed on the pertinent checklist for your specific project and are subject to change from time to time at the approval of the Town Board. Escrow accounts will be established as required.

NOTE: *Additional fees may be required in an amount necessary to defray additional costs of special consultants engaged by the Town to assist in the review of an application.*