



# Town of Ticonderoga

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132 Montcalm Street  
P.O. Box 471  
Ticonderoga, NY 12883  
(518) 585-6677  
Fax (518) 585-7211

## SITE PLAN REVIEW APPLICATION

*(Clerk's Office Use Only)*

APPLICATION NO: \_\_\_\_\_ DATE : \_\_\_\_\_

FEE PAID: \_\_\_\_\_

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### Requirements, Fees and Instructions (Please use dark blue or black ink)

The application must be filled out completely and in every respect with ALL questions answered and ALL required attachments before the Town can officially accept the application for processing. If the application is incomplete, it will be returned to you for completion or inclusion of the deficient information. Use this application for any project which requires Site Plan Review and approval by the Town of Ticonderoga Planning and Zoning Board.

**THIS APPLICATION IS SUBJECT TO REVIEW AND APPROVAL BEFORE ISSUANCE OF A VALID PERMIT FOR YOUR PROJECT. TO ENSURE TIMELY REVIEW OF YOUR APPLICATION PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND PROVIDE WITH THIS APPLICATION THE FOLLOWING DOCUMENTATION:**

- Copy of Deed
- Boundary & Topographic Survey
- Agricultural Data Statement (as applicable)
- Waiver Request Form (as applicable)
- Authorization of Agent (as applicable)
- Copy of Variance(s) or Special Use Permit Approvals
- Site Plan (include as much detail as possible and all existing or proposed conditions on the property must be shown) Must be detailed in accordance with the Town of Ticonderoga Site Plan Review Law.
- Floor plans and elevations of existing or proposed buildings (as applicable)
- SWPPP (Storm Water Pollution Prevention Plan (as applicable)
- Onsite Wastewater Disposal Plans (as applicable)
- EAF (NYSDEC Environmental Assessment Form, Short or Long Form, as applicable)
- Information related to the following; site layout and dimensions, parking, access (include site distance), vehicular maneuvering, traffic, noise, grading, drainage, lighting, erosion and sediment control, landscaping, screening or buffers, fencing, water, sewer, utilities, cultural resources, endangered species or habitat, wetlands, flood plains, emergency services, fire safety, signage, loading/unloading zones, ADA compliance, and etc.

**THE FOLLOWING SUBMISSIONS ARE REQUIRED:**

**ONE (1) ORIGINAL SIGNED SET OF APPLICATION MATERIALS AND SUPPORTING DOCUMENTATION.**

**SEVEN (7) COPIES OF THE APPLICATION MATERIALS AND ALL SUPPORTING DOCUMENTATION.**

**NOTE THAT ALL MAPS AND DRAWINGS MAY BE SUBMITTED ON 11X17 PAPER PROVIDED THAT ONE FULL SIZE SET OF PLANS IS SUBMITTED WITH THE ORIGINAL SET.**

**ONE (1) ELECTRONIC COPY VIA PDF EITHER ON A FLASH DRIVE OR EMAILED TO [buildinginspector@townofticonderoga.org](mailto:buildinginspector@townofticonderoga.org) IF YOU CANNOT SUBMIT ELECTRONICALLY CONTACT THE CODE ENFORCEMENT OFFICE BEFORE SUBMITTING YOUR APPLICATION.**

**ALL APPLICATION MATERIALS ARE DUE NO LATER THAN TWELVE NOON ON THE FIRST BUSINESS DAY OF THE MONTH PRIOR TO THE MEETING, I.E., APPLICATION MATERIALS FOR A DECEMBER MEETING ARE DUE NO LATER THAN THE FIRST BUSINESS DAY OF NOVEMBER, ETC.**

**IF YOUR APPLICATION IS TABLED FOR ANY REASON, PLEASE NOTE THAT ALL MATERIALS REQUESTED MUST BE SUBMITTED BY THE 15<sup>TH</sup> OF THE MONTH AT TWELVE NOON. IF THE 15<sup>TH</sup> FALLS ON A SATURDAY OR SUNDAY, THE DEADLINE IS THE NEXT FOLLOWING BUSINESS DAY AT TWELVE NOON.**

**THERE ARE NO EXCEPTIONS TO THE FILING DEADLINES.**

**GENERAL INFORMATION**

**Project Location and Information**

Number and Street Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Current Use of the Property/Building: \_\_\_\_\_

**Property Owner Identification**

Owner is Applicant

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

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Contractor/Builder Identification**

Contractor is Applicant  TBD

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

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Agent Identification**

Agent is Applicant

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

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Description of proposed project:**

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

**Total Site Area:** \_\_\_\_\_ ac or sf

**Are there any zoning violations or existing non-conforming conditions on the property?**

Yes  No

**If yes, please explain:**

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

**Is the lot or parcel for the project within 500 feet of a County or State Highway, Right-of-Way or Park, or Municipal Boundary?**

Yes  No

**If yes, please explain:**

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**Is the lot or parcel for the project within a designated flood plain?**

Yes  No

**Is the lot or parcel for the project within the TOT Grassland Boundary?**

Yes  No

**Is the lot or parcel for the project within an area known to contain threatened and/or endangered species to include plants or animals?**

Yes  No

**Does the lot or parcel for the project consist of or contain designated wetlands?**

Yes  No

**Is the lot or parcel for the project within close proximity to any designated or important historic properties or cultural resources?**

Yes  No

**Describe the current condition of the site [buildings, brush, woods, vacant, etc.]:**

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## **ZONING INFORMATION**

**Site Development Data**

Acres

Sq. Ft.

	Area/Type	Existing	Proposed	Total
<b>A.</b>	Building Footprint			
<b>B.</b>	Detached Garage			
<b>C.</b>	Accessory Structure(s)			
<b>D.</b>	Paved, gravel or other hard surfaced areas			
<b>E.</b>	Porches/Decks/Patios			
<b>F.</b>	Lawn or Landscape Areas			
<b>G.</b>	Forested/Woods/Brush/Vegetated			
<b>H.</b>	Other: _____			
<b>I.</b>	Other: _____			
<b>TOTAL</b>				

**Lot, Yard and Height Regulations (Bulk Requirements)**

Item	Required	Existing	Proposed
Lot Size (acres)			
Lot Width (ft)			
Lot Depth (ft)			
Front Yard (ft)			
Side Yard - One (ft)			
Side Yard - Both (ft)			
Rear Yard (ft)			
Max. Building Coverage			
Max. Building Height			
No. of Parking Spaces			
No. Loading Berths			

**PROJECT DETAILS**

**Commercial Project**    **Residential Project**

**Type of Project:**

- New Construction**
- Building Addition**
- Attached Garage**
- Conversion/Change of Use**
- Alteration/Modifications**
- Repairs/Maintenance**
- Misc./Equipment/Other:** \_\_\_\_\_

**What is/are the existing or proposed use(s) for the site?**

**Group A – Assembly**                       **Group B - Business**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Group E – Educational</b> | <input type="checkbox"/> <b>Group F – Factory/Industrial</b>  |
| <input type="checkbox"/> <b>Group H – High Hazard</b> | <input type="checkbox"/> <b>Group I – Institutional</b>       |
| <input type="checkbox"/> <b>Group M – Mercantile</b>  | <input type="checkbox"/> <b>R – Residential</b>               |
| <input type="checkbox"/> <b>Group S – Storage</b>     | <input type="checkbox"/> <b>U – Utility and Miscellaneous</b> |

Will the project disturb greater than one acre of land during construction?  Yes  No

Estimated Project Cost: \_\_\_\_\_

Estimated start date of project: \_\_\_\_\_

Estimated time to completion: \_\_\_\_\_ months

### UTILITIES

Electrical:  **Underground**  **Overhead** \_\_\_\_\_ amp service

Sewage Disposal:  **Onsite Septic**  **Municipal Sewer**

Potable Water:  **Private Well**  **Municipal Water**

Combustion Fuel:  **Fuel Oil**  **Propane**  **Natural Gas**  **Other:** \_\_\_\_\_

### PERMITS/APPROVALS

Please specify what other permits are being applied for as a result of the proposed work:

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Accessory Structure</b>        | <input type="checkbox"/> <b>Swimming Pool</b>   |
| <input type="checkbox"/> <b>Onsite Wastewater Disposal</b> | <input type="checkbox"/> <b>Sign Permit</b>     |
| <input type="checkbox"/> <b>Demolition</b>                 | <input type="checkbox"/> <b>Building Permit</b> |
| <input type="checkbox"/> <b>Driveway</b>                   | <input type="checkbox"/> <b>Other:</b> _____    |

Please specify what approvals or permits have been/will be obtained as a result of the project:

- |  |  |
|--|--|
| <input type="checkbox"/> <b>TOT Special Use Permit</b> | <input type="checkbox"/> <b>NYSDEC SPDES Permit-Stormwater</b> |
| <input type="checkbox"/> <b>TOT Subdivision</b>        | <input type="checkbox"/> <b>NYSDEC SPDES Permit-Wastewater</b> |
| <input type="checkbox"/> <b>TOT Area Variance</b>      | <input type="checkbox"/> <b>NYSDOH Potable Water Well</b>      |
| <input type="checkbox"/> <b>TOT Use Variance</b>       | <input type="checkbox"/> <b>NYSDOH Wastewater System</b>       |
| <input type="checkbox"/> <b>TOT Water Permit</b>       | <input type="checkbox"/> <b>TOT Sewer Permit</b>               |
| <input type="checkbox"/> <b>Other:</b> _____           | <input type="checkbox"/> <b>NYSDOH Realty Subdivision</b>      |
| <input type="checkbox"/> <b>Other:</b> _____           | <input type="checkbox"/> <b>Other:</b> _____                   |

### SITE PLAN REQUIREMENTS

**Will the proposed project include or alter or change site conditions related to the following (check all that apply)?**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Traffic</b>                  | <input type="checkbox"/> <b>Lighting</b>                                      |
| <input type="checkbox"/> <b>Runoff/Drainage</b>          | <input type="checkbox"/> <b>Noise</b>   |
| <input type="checkbox"/> <b>Grading</b>                  | <input type="checkbox"/> <b>Utilities (electric, gas, water, sewage, etc)</b> |
| <input type="checkbox"/> <b>Impervious</b>               | <input type="checkbox"/> <b>Site Access</b>                                   |
| <input type="checkbox"/> <b>Building Coverage</b>        | <input type="checkbox"/> <b>Parking</b>                                       |
| <input type="checkbox"/> <b>Signage</b>                  | <input type="checkbox"/> <b>Landscaping</b>                                   |
| <input type="checkbox"/> <b>Roads/R.O.W.</b>             | <input type="checkbox"/> <b>Easements</b>                                     |
| <input type="checkbox"/> <b>Screening/Buffers/Fences</b> | <input type="checkbox"/> <b>Pedestrian Accommodations/Sidewalks</b>           |

**Additional Comments:**

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In determining the content of the site plan and supporting documentation the Planning and Zoning Board may waive certain requirements if the Planning and Zoning Board deems such requirements or information is unnecessary for the type of project proposed. Any such waiver shall be made in writing on the appropriate form, and shall contain statements of the reason why the waived information requirements are not necessary for an informed review under the circumstances. The Planning and Zoning Board may grant such waivers on its own initiative or at the written request of an applicant. Such request shall set forth the specific requirements that are requested to be waived and the reasons for the requested waiver. Absent any waiver request or waivers, and application shall include the following, which shall be prepared by a licensed engineer, architect, surveyor, landscape architect or any combination thereof.

- A. A map of the applicant’s entire holdings at a scale not to exceed one inch equals 200 feet, unless the Planning and Zoning Board determines a different scale is more appropriate.
- B. An area map, at a scale not to exceed one inch equals 30 feet, showing all properties, subdivisions, streets, water courses and easements which pass through the property or are known to abut the applicant’s property.
- C. A topographic map, at a scale not to exceed one inch equals 30 feet, showing contours at maximum two-foot intervals.
- D. A site plan, including the following information:
  - 1. The title of the drawing, including the name(s) and address(es), of the applicant or owner of record.

2. North arrow, date, scale.
3. The name and address of the person, firm or organization preparing the map.
4. Boundaries of the property plotted to scale.
5. Existing watercourses and direction of drainage flow.
6. A site plan showing location of proposed use or uses, bulk data and height of all buildings and location of all parking areas, with access drives thereto.
7. The location of all existing or proposed site improvements, including but not limited to; drains, culverts, retaining walls, fences, existing water and other utility facilities, description of method of sewerage disposal and location of such facilities, location and sizes of all permitted signs, location and design of lighting facilities, the amount of building coverage proposed, if any, and existing areas of vegetation and trees (in general, five inches or more in diameter or, if in significant clusters, those less than five inches).
8. A tracing overlay showing areas, if any, with moderate-to-high susceptibility to flooding or ponding, moderate-to-high susceptibility to erosion and slopes in excess of 15 percent. For areas with potential erosion problems, the overly shall also include an outline of existing vegetation.
9. A grading plan showing existing and proposed elevations of site.
10. Landscape plan and planting schedule.
11. Stormwater pollution prevention plan (as applicable or if area of disturbance exceeds one acre)



**SIGNATURE PAGE**

**To the best of my knowledge, the statements contained in this application, together with the plans and specifications and other supporting documentation submitted are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the Building Codes, the Zoning Ordinance, and all other local, state, and federal laws pertaining to the proposed work shall be complied with, whether specified or not.**

**Further, unless specified or extended by the Planning and Zoning Board, a decision on any site plan review shall expire if the Applicant fails to undertake the proposed action or project, to obtain the necessary building permits to construct any proposed new building(s) or change any existing building(s) or to comply with the conditions of said authorization within one year from the filing date of such decision thereof.**

**The Planning and Zoning Board may employ consultants, legal counsel, professional engineers, and/or inspection services for their assistance and advice in the review of any application before it and for such purposes as the Planning and Zoning Board may require therefor, including but not limited to; on site investigation, evaluation and inspection, verification of the accuracy of information submitted, evaluation of the adequacy of plans, of the sufficiency of submitted reports; flood hazard evaluation; study of the impact of proposals upon the resources and environment of the Town; preparation and/or review of any environmental impact statements; review of the design and layout of improvements; inspection of installed improvements; and such other services or technical assistance as the Planning and Zoning Board shall deem necessary for its review of such application, and for the administration of the Town, County, State, and Federal regulations in relation thereto. The Applicant authorizes the Planning and Zoning Board, as it deems necessary, to employ such assistance and agrees to reimburse the Town for the costs and fees associated with any requested consultants to assist them in their review and consideration of the application, whether it be for either technical or legal purposes. When appropriate the Planning and Zoning Board shall have the authority to request a deposit from the Applicant for the cost and fees associated with consultants in advance of the review.**

**It is understood that the Applicant shall satisfy all requirements of the site plan approval or decision and conditions applicable to such prior to a Certificate of Occupancy or Certificate of Compliance being issued.**

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

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

**Signed:** \_\_\_\_\_