



TOWN OF CLAVERACK
PLANNING BOARD
PO BOX V, Mellenville, NY 12544
PHONE 518- 727-0219 / FAX 518-672-4821

Planning Board Checklist

1. Completed application (s) (site plan, special exception, lot line, and subdivision) obtainable from Town of Claverack Website: www.townofclaverack.com
2. A narrative describing details of the project. Items such as the proposed use, hours of operation, employees, parking, lighting, landscaping, lot size, zoning district, if applicable to your application should be supplied.
3. Copy of denied building permit application and/or denial letter with the Code Enforcement Officer's reason for denial.
4. Plot plan drawn to scale showing the following information:
 - All boundary lines and dimensions
 - All existing and proposed, including their dimensions
 - Location of driveway (s) and attach approved permit (s)
 - Location of well, septic and leach fields
 - Show names of abutting landowners and addresses
 - Plans must be stamped by licensed engineer, surveyor, or architect
5. 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.
6. 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, If the owner is a corporate entity or trust, submit a letter signed by the authority of the entity or trust granting authority to the applicant to act on this application.
7. A list of names and mailing addresses of all property owners within 300 feet of the parcel's boundaries this can be obtained from the Assessor's Clerk and include cross streets, roads, highways, streams.
8. Completed Environmental Assessment Form (part 1 completed by applicant, Parts 2 and 3 supply blanks for the board to complete) available on NYS Department of Environmental Conservation Website: <https://www.dec.ny.gov/permits/6191.html>
9. Completed Agricultural Data Statement for any property located in the Agricultural District obtainable from the Town of Claverack Website: www.townofclaverack.com

10. All must be submitted in individual packets with signed check list including folded plans (no rolled plans accepted) application and plans will be not accepted by the Building Department if plans are rolled.

11. Please be advised that the Planning Board review process often involved engineering, legal and other professional skills. While the Planning and 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 advisor, and not upon the Planning and Building Department, its staff, or the Planning Board.

12. Fee schedule: Individual fee schedules are listed on the Town of Claverack website and are specific to the type of project. Escrow accounts will be established as required by the Planning Board upon the advice of applicable professionals engaged by the Town to assist the Planning Board.

13. Addition fees (escrow) may be required in an amount necessary to defray additional cost of special consultant engaged by the Town to assist in the review of an application. The Planning Board will endeavor to provide notice to the applicant in advance of securing a special consultant to allow the applicant time to alter or remove their application before the Planning Board.

14. Checks are made payable to "Town of Claverack" for the designated amount per the most current fee schedule which can be obtained from the Town of Claverack website: www.townofclaverack.com

*Note: All packets should be submitted to the Town of Claverack Code Enforcement Officer for review with applicant supplying **11 copies including signed check list**.

When possible, digital copies or PDFs of the application materials should be supplied with original paper copies to expedite the review.

Applications are due **10 business days** prior the Planning Board meeting to be considered at the next meeting. Planning Board meets on the first (1st) Monday of the month. Applicant's failure to provide all the above information will delay the Board's action on the request. If after 90 days of the applicant makes no oral or written contact with the appropriate board, the application will be deemed abandoned.

Questions:

Jodi Keyser, Secretary

PO Box V

Mellenville, NY 12544

Keyserkrew@yahoo.com

(518) 727-0219

Applicant Signature: _____

Date: _____