

Town of Philipstown

238 Main Street

Cold Spring New York 10516

Zoning/Planning Board

PREAPPLICATION MEETING

for

Special Use and Site Plan Applications

Project Name: _____

Meeting Date: _____

Meeting held and confirmed by : _____

ARTICLE IX SPECIAL PERMITS AND SITE PLAN REVIEW

§175-60 PURPOSE AND APPLICABILITY

A. It is the policy of the Town of Philipstown to allow a variety of uses of land, provided that such uses do not adversely affect neighboring properties, the natural environment, or the rural and historic character of the Town. Many uses are therefore permitted only upon issuance of a Special Permit by the Planning Board, in order to ensure that these uses are appropriate to their surroundings and consistent with the purposes of this Chapter. Some uses are allowed by right, subject only to Site Plan approval (see Use Table in §175-10). Communication towers, soil mines, and certain solar and wind energy facilities (see §175-30E(2)) require a Special Permit issued by the Zoning Board of Appeals. Adult entertainment uses and uses not listed on the Use Table (if not prohibited by §175-10C) require a Special Permit issued by the Town Board. In reviewing Special Permit applications, the Town Board and Zoning Board of Appeals shall follow the procedures and standards established for the Planning Board in this Article IX.

B. Accessory uses or structures used in connection with a Special Permit or Site Plan use shall be subject to the same approval requirements as the principal structure or use. Accessory structures used in connection with an institutional use in the IC district are governed by the provisions in §175-10J.

C. Minor and Major Projects

In order to tailor the scope of a project review to the scale of a project, applications are divided into two categories, major and minor. In recognition of their lesser impact, minor projects involve simpler application materials, a more streamlined review process, and less detailed findings requirements, while major projects undergo a more detailed and rigorous review procedure because of their greater impact. The classification of major and minor only applies to projects that require site plan or special permit review. This classification system does not apply to development allowed by right without review by the Planning Board, Zoning Board of Appeals, or Town Board.

1. A Minor Project is a Special Permit or Site Plan application for a project that does not exceed any of the following thresholds (over a five-year period):

- a. Construction of four multi-family dwelling units or a lodging facility with six bedrooms.
- b. Construction of facilities or structures for a non-residential use covering 3,000 square feet of building footprint.
- c. Alteration of existing structures or expansion of such structures by 1,000 square feet.
- d. Conversion of existing structures totaling 5,000 square feet to another use.
- e. Alteration and active use of 10,000 square feet of land, with or without structures.
- f. Construction of a structure that is 50 feet in height above average grade level (provided that it otherwise complies with this Chapter or is the subject of an area variance).

2. A Major Project is a Special Permit or Site Plan application exceeding any of the Minor Project thresholds.

D. In reviewing any project subject to special permit or site plan approval, the reviewing board should consider —Putnam County Pathways: A Greenway Planning Program Linking Putnam’s Open Space, Historic, Cultural and Economic Resources,|| as amended from time to time, as a statement of land use policies, principles and guides.

§175-66 **PROCEDURE** FOR MAJOR PROJECT SITE PLAN APPROVAL

A. Applicability

This §175-66 applies to Major Project Site Plan approval applications where no Special Permit is required. See §175-67 for Minor Project Site Plan applications.

B. Pre-application Meetings

Before filing an application, a preliminary conference with the Zoning Administrative Officer and one Planning Board member designated by the Planning Board Chair is required to discuss the nature of the proposed use and to classify it as a Major or Minor Project. If the Zoning Administrative Officer classifies the project as a Major Project, a preliminary conference with the Planning Board is required to discuss the nature of the proposed use and to determine the information that will need to be submitted in the Site Plan.

Determine Special Use Permit and/or Site Plan application is;

Major _____ **Minor** _____ **Amendment** _____

1. Discuss of proposal and scope of work
2. Discuss existing and proposed uses
3. Determine zone and uses to be approved
4. Review fee schedule format through process
5. Determine fees for submission
6. Review escrow through process
7. Determine escrow for submission
8. Determine waivers
9. Review overlays:
 - a. 175-13 Floodplain Overlay District – NFIP Map ----- (FPO) _____
 - b. 175-18.1 Mobile Home Overlay District ----- (MHO) _____
 - c. 175-14 Cold Spring Reservoir Water Shed Overlay ----- (WSO) _____
 - d. 175-15 Scenic Protection Overlay ----- (SPO) _____
 - e. 175-16 Aquifer Overlay District ----- (AQO) _____
 - f. 175-18 Open Space Conservation Overlay District ----- (OSO) _____
 - g. 175-35 Within 100 foot buffer of Wetlands or Watercourse ----- _____
 - h. 175-36 Steep Terrain ----- _____
 - i. 175-36 Ridge Line Protection ----- _____
 - j. 175-37 Protection Agricultural ----- _____
10. Existing violation letter - \$175
11. SEQRA
 - a. Short Form – No Fee
 - b. Long Form - \$300



Town of Philipstown

Code Enforcement Office
238 Main Street, PO Box 155
Cold Spring, NY 10516

Office (845) 265- 5202 Fax (845) 265-2687

Request for Letter of No Violations

Fee Schedule – Review of records to verify bedroom count - \$175 per tax map number.

Fee Paid: Received _____

Date: _____

Applicant:

Name: _____ Phone Number: _____

Address: _____,

City: _____, State: _____, Zip Code: _____

Request for “No Violation Letter” from Zoning Administrator as per section;

- i. 175-61 A. (7) Major Project Special Permits
- ii. 175-61 B(7) Minor Project Special Permits
- iii. 175-65 B(21) Site Plan Approval

Property Information:

Tax Map Number: _____

Name: _____

Address: _____,

City: _____, State: _____, Zip Code: _____

Chapter 71 Development and Building Fees

Article I Costs of Special Consultants

71-3 Professional review services; payments; application for special arrangements.

A. Escrow deposit required.

(1) At the time of submission of any application to the Town Board, Planning Board and Zoning Board of Appeals, the applicant shall deposit funds with the Town.

- a) For Major Special Use Permit and/or Site Plan reviews, the amount shall be \$2,000. unless a greater amount is deemed necessary by the reviewing board.
- b) During the Major Special Use Permit and/or Site Plan review process the encumbered bond amount of the escrow may not be less than \$1,000 and the reviewing board will determine the amount of replenishment.
- c) For Minor Special Use Permit and/or Site Plan reviews, the amount shall be \$500 unless a greater amount is deemed necessary by the reviewing board.
- d) The funds shall be used by the Town to pay the Town's consultants for all reasonable costs of planning, engineering, legal, architectural, accounting and/or other consultants deemed appropriate by the applicable Board. Proof of this deposit shall be submitted with the application to the applicable Board. The Board Secretary will ensure proof of this escrow fund prior to placing the application on the Board's agenda. This fund shall be monitored by the Board's secretary as to applicable debits and credits. Either Board may increase or decrease the amount of escrow, if it is appropriate to the application.

(2) Withdrawals shall be made from this fund to pay for the costs of professional review services. In the event that the escrow account is subsequently reduced by more than half, the applicant shall replenish the account to its original balance.

(3) For applications pending at the time of adoption of this provision, applicants shall be required to deposit funds in escrow and pay for such expenses incurred after the date of such adoption. Either Board may increase or decrease the amount of the escrow if it is appropriate to the application.

Chapter 175 Zoning

Proposed Chapter 175 Fee Schedule

Escrow amount – see Chapter 71-3.

Planning Board Fees

1. 175-65 Site Plan Major – \$1000 + \$20 per parking and loading space, + Escrow
2. 175-65 Site Plan Minor - \$300 + Escrow as needed
3. 175-68 D. Amended - \$250 if declared minor + Escrow, as needed
4. 175-68 D. Amended - \$250 if declared major add \$750 + \$20 per parking and loading space, + Escrow
5. 175-62 Special Use Permit Minor - \$500 + Escrow
6. 175-62 Special Use permit Major - \$1500 + \$20 per parking and loading space, + Escrow
7. 175-20 Conservation analysis and Density calculation.- \$500
8. One and Two Family Site Plan more than 3000 square feet – \$300
9. Conservation Board Referral - \$300
10. Full Environmental Assessment Form - \$300
11. Environmental Impact Statement - \$1,000
12. Public Hearing - \$250
13. Final or Conditional Final Approval - \$250
14. Re-approval of Final or Conditional Final Approval -\$250
15. Request for extension of time - \$250
16. Applications requesting a variance – See ZBA Fee Schedule