

Town of Philipstown

238 Main Street

Cold Spring New York 10516

PLANNING BOARD

SPECIAL USE PERMIT

APPLICATION PACKAGE

Project Name: _____

Date: _____



Town of Philipstown

Planning Board
238 Main Street, PO Box 155
Cold Spring, NY 10516

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

Application for Planning Board Special Use & Site Plan Approval

Date: _____ **TM#** _____

Project Name: _____

Street Address: _____

Fee Amount: _____ **Received:** _____

Bond Amount: _____ **Received:** _____

Applicant:

Name _____

Address _____

Telephone _____

Tenant:

Name _____

Address _____

Telephone _____

Design Professional:

Name _____

Address _____

Telephone _____

Surveyor:

Name _____

Address _____

Telephone _____

Property Owner (if more than two, supply separate page):

Name _____

Address _____

Telephone _____

Name _____

Address _____

Telephone _____

TM# _____

Project Name: _____

Project Description: _____

ZONING INFORMATION

175-7 Zoning District: _____

175-10 Proposed Use: _____

Proposed Accessory Use(s): _____

175-7 Overlay Districts on the property:

Yes or No

175-13 Floodplain Overlay District – NFIP Map ----- (FPO) _____

175-18.1 Mobile Home Overlay District ----- (MHO) _____

175-14 Cold Spring Reservoir Water Shed Overlay ----- (WSO) _____

175-15 Scenic Protection Overlay ----- (SPO) _____

175-16 Aquifer Overlay District ----- (AQO) _____

175-18 Open Space Conservation Overlay District ----- (OSO) _____

175-35 Within 100 foot buffer of Wetlands or Watercourse ----- _____

175-36 Steep Terrain ----- _____

175-36 Ridge Line Protection ----- _____

175-37 Protection Agricultural ----- _____

TM# _____

Project Name: _____

175-11 Density and Dimensional Regulations

Zoning District _____	Required	Existing	Proposed	Complies	Variance
Minimum front yard setback					
Measured from the travel way Town Road					
Measured from the travel way County/State					
Minimum side yard setback					
Minimum side yard setback (2)					
Minimum side yard setback (3)					
Minimum rear yard setback					
Maximum impervious surface coverage					
Maximum height					
Maximum footprint non-residential structures					

SUBMISSION:

13 copies with **one electronic file in .pdf format** of the following;

1. Pre-Application meeting decision and comments
2. Application
3. Proof of Ownership
4. Site Plan
5. A long-form Environmental Assessment Form or Draft Environmental Impact Statement.
6. An agricultural data statement as defined in §175-74, if required by §175-37C.
7. The Site Plan application fee, as established by the Town Board and any required escrow deposit for review costs, as required by the Planning Board.
8. FEE: _____ Received: _____
9. Escrow: _____ Received: _____

Town of Philipstown Town Code Chapter 175

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.

§175-61 REQUIRED SUBMISSIONS FOR SPECIAL PERMIT APPLICATIONS

Because the impact of Special Permit uses varies, the review procedure and information required to be submitted for a Special Permit varies depending upon whether it is a Major or Minor Project. The numbers of copies of materials to be submitted shall be as required under the procedural policies of the Planning Board.

A. Major Project Special Permit

An applicant for a Major Project Special Permit shall submit the following:

1. A Major Project application form.
2. A Site Plan, containing the information listed in §175-65B unless submission of certain information has been waived at a pre-application meeting.
3. A narrative report describing how the proposed use will satisfy the criteria set forth in §175-63, as well as any other applicable requirements relating to the specific use proposed.
4. A long-form Environmental Assessment Form or Draft Environmental Impact Statement.
5. An agricultural data statement as defined in §175-74, if required by §175-37C.
6. The Major Project Special Permit application fee, as established by the Town Board, and any required escrow deposit for review costs, as required by the Planning Board.
7. A letter from the Zoning Administrative Officer stating that there are no outstanding zoning violations on the property.

B. Minor Project Special Permits

An applicant for a Minor Project Special Permit shall submit the following:

1. A Minor Project application form.
2. A plot plan providing information sufficient to enable the reviewing board to make an informed decision (which may include some of the Site Plan information listed in §175-65B).
3. A brief narrative describing the proposed use.
4. A short-form Environmental Assessment Form (EAF) (unless the Planning Board determines that the proposed Special Permit is a Type I action, in which case a long-form EAF shall be required).
5. An agricultural data statement as defined in §175-74, if required by §175-37C.
6. The Minor Project application fee as established by the Town Board, and an escrow deposit (if required).
7. A letter from the Zoning Administrative Officer stating that there are no outstanding zoning violations on the property.