

**FEE SCHEDULE: DUE AT TIME APPLICATION IS SUBMITTED AND IS NON-REFUNDABLE**

- \_\_\_\_\_ \$25.00 Sign Application
- \_\_\_\_\_ \$50.00 Subdivision
- \_\_\_\_\_ \$100.00 All Building Etc.

Applications will be complete when ALL items are check marked.

\_\_\_\_\_ Complete application form, with Applicant's name & address (locations of projects) and any licensed consultants.

\_\_\_\_\_ Copy of the deed to the property or contracts of sale & authorizations of the owner if applicant is not Owner of the property.

\_\_\_\_\_ Record of the application & approval station of all required permits, if any (can include: State, County, or Town permit for road access cuts, APA & DEC)

I have read and understand the above information

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Planning Board Members Signature \_\_\_\_\_ Planning Board Members Signature \_\_\_\_\_

**ADDITIONAL NOTES:**

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**PLANNING BOARD CHECK LIST AND APPLICATION**

APPLICANT'S NAME \_\_\_\_\_ Site Visit Date \_\_\_\_\_  
Complete/Incomplete \_\_\_\_\_

1. 2 copies of site plan map drawn of scale, which shows

- \_\_\_\_\_ Location of site
- \_\_\_\_\_ Dimensions
- \_\_\_\_\_ Boundaries
- \_\_\_\_\_ Tax Map #
- \_\_\_\_\_ ID of contiguous properties
- \_\_\_\_\_ Easement of right of ways within 500 feet
- \_\_\_\_\_ Water Areas, water supply systems, sewage system
- \_\_\_\_\_ Existing buildings located on the parcel or immediately adjacent parcels
- \_\_\_\_\_ Existing surface drainage characteristics
- \_\_\_\_\_ Delineation of proposed building locations & arrangements of buildings and installations
- \_\_\_\_\_ Parking areas and access routes
- \_\_\_\_\_ Proposed structure dimensions and elevations of each side
- \_\_\_\_\_ Exterior finish materials to be used
- \_\_\_\_\_ Façade details
- \_\_\_\_\_ Location and design of outdoor lighting
- \_\_\_\_\_ Proposed landscaping or plantings
- \_\_\_\_\_ Map showing existing & proposed topography at a contour level of – not more than 5 feet where the slope is 10% or greater and – not more than 2 feet where the slope is less than 10% and existing and proposed elevations

2. Descriptions of Materials and methods of construction from exterior of projects.

3. Results of any on-site investigation including soil tests, borings, and percolation tests.