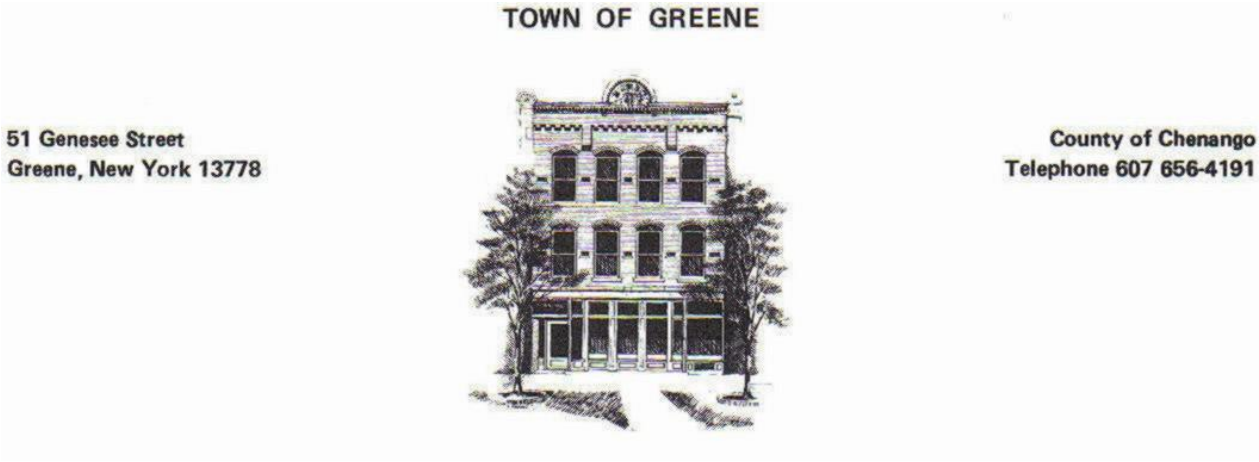


Paid Amount: _____ Paid Date: _____ Code Enforcement Review: _____
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**Application for Site Plan Review**

Must be completed fully and submitted to Code Enforcement Officer. **Partially completed applications will not be accepted.** Please complete this application and follow the steps listed below for your project to be reviewed through the Town of Greene Planning Board.

Required for Complete Planning Board Application:

- 1.) Completely fill out this form (including signatures)
- 2.) Supply a map of the project (see application question #6 (<https://townofgreene.sdgny.com/search.aspx>))
- 3.) Complete SEQR Form (Short Form in Link; Long Form may be required for larger projects) ([https://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/seafpartone.pdf](https://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf))
- 4.) Meet with Code Enforcement Officer to review the project
- 5.) Submit Application, Map, & Fee to the Town Clerk, providing 10 copies of all documentation
- 6.) Additional items may be requested, depending upon the project

**APPLICATION:**

**1. Project Location Information:**

Address of Property: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

**2. Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's relationship to property (Owner/Renter): \_\_\_\_\_

**3. Property Owner: (If Different from Applicant)** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**4. Architect/Engineer/Firm Representing (If Applicable):** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**5. Provide a detailed description of the proposed project (attach detailed description):**

**6. Provide Maps of the Project. Must Include:**

A. Copy of Tax Map – May be found at (<https://townofgreene.sdgny.com/search.aspx>)

B. Sketch of Project (8" x 11" min scope of project) Map View

a. Top Down View of the entire project, complete with dimensions of nearby property lines, dimensions of the structure, and distances from structures to property lines

i. Shows all structures, doors, lighting, signs, driveways, and parking

ii. Shows structures adjacent to, near, and/or involved in the project

b. Frontal View, Side Views, & Rear Views of the proposed project plan, including height and width of each view

c. Drawing of any proposed sign that is lighted or greater than 10 square feet

**7. Describe the land use history of the site (if known):**

**8. Complete the following:**

	<u>Existing (If Applicable)</u>	<u>Proposed</u>
A. Anticipated Change in Traffic:	_____	_____
B. Number of Employees:	_____	_____
C. Hours of Operation:	_____	_____
D. Days of Operation:	_____	_____
E. Hours of Deliveries:	_____	_____
F. Frequency of Deliveries (day/weekly/monthly):	_____	

9. Describe the impact of the proposed project will have on green space, drainage, hard surfacing and storm water (landscaping, buffering, screening, etc.):

10. Describe how the proposed project may affect noise levels and/or odors within the neighborhood:

11. Please describe any impact the proposed change of use will have on lighting: (Lighting locations must be denoted on site map – state how to contain light on property and pointed downward)

12. Is the proposed development expected in stages? If yes, describe phases and timeline:

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By signing below, I/we acknowledge that all information presented herein is true to the best of my/our knowledge. I/we further understand that any false information intentionally provided or omitted is grounds for the revocation of the approval. I/we also give Planning Board Members/Code Enforcement the right to access the premises at reasonable times and upon reasonable notice for the purpose of taking photographs and conducting other visual inspections.

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

Date: \_\_\_\_\_ Property Owner: \_\_\_\_\_

(If different than applicant)