

**TOWN OF KEENE PLANNING BOARD
PO BOX 89, KEENE, NY 12942 518-576-4444**

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.

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PO BOX 89, KEENE, NY 12942 518-576-4444

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 the items are marked above. 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

Applicant Signature Date

Planning Board Members Signature Planning Board Members Signature

ADDITIONAL
NOTES: _____

Applying for a building permit in the Town Of Keene?

You may need to appear before the Town Of Keene Planning board with a completed application and all relevant documents if you plan on doing any of the following activities which are taken directly from the Site Plan Review Law booklet.

- Erect a fence that is greater than 4' in height
- Install a sign to advertise for a business or other entity
- Change the use of a property from residential to commercial
- Change an existing commercial use to a new/different commercial use.
- Construct a new building that is greater than 500 square feet
- Construct or add on to a building that is less than 500 square feet **BUT** will have new water facilities like a bathroom or kitchen.
- Undertake an excavation project that requires more than 500 yards of fill to be used
- Clearing of land area greater than two acres
- Subdivision of a piece of property
- Boundary line adjustment to a piece of property
- Install a new driveway that enters a Town, County, or State road.

Note: This is not a complete list of items the Planning Board has jurisdiction over. For a complete understanding of what is governed by the Planning Board please refer to the Town Of Keene Site Plan Review Law booklet which is available at the Town Hall and on the Town of Keene website in the "code enforcement" department.

The Planning Board recommends you come to them **BEFORE** you begin working on a project to make sure you will be in compliance with the site plan review law.

Planning Board Check List and Application

Town Hall, PO Box 89
Keene, NY, 12942 Ph: 518-524-6798

Applicant's name _____

Site visit date _____

Application complete / incomplete on _____ (Planning Board meeting date)

Application will be complete when the items marked below are included:

Completed application form, with applicant's name & address (location of project) and any licensed consultants.

Copy of the deed to the property *or* contract of sale & authorization of the owner if applicant is not Owner of the property.

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

Completed SEQRA form (available with application); a full EAF may be required.

2 copies of site plan map drawn to scale, which shows

- Location of site, dimensions, and boundaries
- Tax map number
- identification of contiguous properties
- easements of right of ways within 500 feet
- Water areas, water supply systems, sewage systems
- Existing buildings located on the parcel or on 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.

Description of materials and methods of construction for exterior of project.

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

Planning Board member

Planning Board member

Keene Planning Board

Site Plan Review Law

Permit Application

**Date application
left at Town Hall:**

Page 1 must be completely filled out prior to receiving the consideration of the Planning Board. Include a sketch showing the location and nature of the project on a site plan of the property.

Data:

Applicant's Name: _____

Address: _____

Phone: _____

Address of representative or consultant, if any: _____

Tax parcel I.D. #1 of property: _____

Signature of property owner if applicant is not the owner of the property in question.

Note: The Planning Board may also require a copy of the deed of the property in question and any such additional information as the Planning Board may reasonably require to assess the proposed project.

FOR PLANNING BOARD USE ONLY

Date sketch plan application submitted: _____

Date sketch plan received by Planning Board: _____

Date site visited: _____ **By:** _____

Date completed application submitted: _____

Applicant notified in writing of hearing date/Planning Board approval date: _____

Date of hearing, if applicable: _____

Decision rendered by Board: _____ **Date:** _____

Applicant notified in writing of final decision: _____

Date: _____

Decision filed with Town Clerk: _____ **Date:** _____

Project Information

1. Describe what your project involves. (What are you building?) Materials used, size and what will be the exterior appearance.

2. Please record the results of any on-site investigations including the soil tests, borings and soil percolation tests. Please note the location of the test site locations on the accompanying site plan.

3. Describe the method of on-site sewage disposal, if applicable, including location, design, and construction materials. (The location shall also appear on the accompanying site plan.)

4. Describe the proposed water source facility, including location, design, and construction materials, if applicable. (The location shall also appear on the accompanying site-plan.)

5. List below or provide the approval status of all required state and county permits, if any, including a letter of non-jurisdiction from the Adirondack Park Agency or a copy of an Adirondack Park Agency permit:

Site Plan Components:

The site plan, drawn to scale, shall include the following, unless **Specifically** waived **in writing** by the Planning Board.

1. Boundaries and dimensions of the parcel or tract involved, identification of contiguous properties, any easements or public right-of-way and all features within five hundred (500) feet of the site.
2. Existing features of the site including land, vegetation, and water areas, existing buildings and an existing accessory structures, existing water supply systems and sewage systems located either on the parcel or on an immediately adjacent parcel and existing surface drainage characteristics.
3. Locations of any on-site soil tests, borings and percolation tests.
4. Location and size of all proposed on-site utilities (water lines and facilities, sewage disposal facilities, telephone and power lines, and satellite dishes).
5. Delineation of proposed building locations and arrangement of buildings or installations on the site, including parking areas, circulation patterns and means of ingress and egress.
6. Sketch of proposed building or structure including exterior dimensions and elevations of front, side and rear view clearly showing exterior finish materials to be used and façade details.
7. Location and design of outdoor lighting facilities.
8. Proposed site preparation, landscaping or vegetative plantings.
9. Map indicating existing and proposed topography at a contour interval of not more than 5 feet where the slope is 10 percent or greater and not more than 2 feet where the slope is less than 10 percent, and of the existing and proposed elevations.
10. Project location and address: _____

FOR PLANNING BOARD USE ONLY

Planning Board Comments:
