

**TOWN OF COBLESKILL – PLANNING BOARD**  
**SPECIAL USE PERMIT CHECKLIST**

**Zone:** \_\_\_\_\_ **Tax Map#:** \_\_\_\_\_

**Applicants Name and Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Location and Title of Project:** \_\_\_\_\_

**Sketch Plan Meeting Date:** \_\_\_\_\_ **Number of Required Copies:** \_\_\_\_\_

**Final Submission:** [minimum three (3) copies]

**Date Received:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_

**Date Site Plan Fee Received (if applicable):** \_\_\_\_\_

**Name and Address of Plan Preparer:** \_\_\_\_\_

\*\*\*\*\*

**Plan Requirements (check when completed or NA if not-applicable)**

<input type="checkbox"/>	Location Map	<input type="checkbox"/>	Location of Significant Physical Features [Buildings, Trees, Rock Outcrops, Sink Hole(s), Marshes, Watercourses, etc.]
<input type="checkbox"/>	Name/Address of Owner	<input type="checkbox"/>	Existing and Proposed Signage
<input type="checkbox"/>	Title of Development	<input type="checkbox"/>	Name/Address of Preparer
<input type="checkbox"/>	North Arrow	<input type="checkbox"/>	Date
<input type="checkbox"/>	Names of Adjacent Property Owners	<input type="checkbox"/>	Scale (not less than 30' to the inch)
<input type="checkbox"/>	Zoning District (s)	<input type="checkbox"/>	Zoning and Property Boundaries
<input type="checkbox"/>	Deed Restrictions	<input type="checkbox"/>	Existing and Proposed Buildings and Structures
<input type="checkbox"/>	Outdoor Lighting	<input type="checkbox"/>	Existing and Proposed Street Access
<input type="checkbox"/>	Loading and Parking on/off-street Areas	<input type="checkbox"/>	Water, Sewage and Utility Lines Municipal Water/ Sewer ( <input type="checkbox"/> yes / <input type="checkbox"/> no)
<input type="checkbox"/>	Drainage System	<input type="checkbox"/>	Existing Facilities (culverts & drains)
<input type="checkbox"/>	Topography	<input type="checkbox"/>	R.O.W., Easements and Covenants
<input type="checkbox"/>	Setback lines for Existing Zones	<input type="checkbox"/>	Authorization letter from owner
<input type="checkbox"/>	Hours of Operation	<input type="checkbox"/>	Proposed Screening and Landscaping
<input type="checkbox"/>	Site Development Stages	<input type="checkbox"/>	Uses not requiring a Structure
<input type="checkbox"/>	Existing and Proposed Public and Community Areas	<input type="checkbox"/>	Dumpster location
<input type="checkbox"/>	Color Photos showing 4 sides	<input type="checkbox"/>	SPEDES Permit (Stormwater Phase II Construction Permit)

**Planning Board Shall Take Action Within 62 days (Town Law § 274-B #6)**  
**After the Mandatory Public Hearing.**

**Additional Requirements, Conditions and/or Restrictions:** (  see backside of page)

**Action of Planning Board: Date:** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_