



**VILLAGE OF COBLESKILL – PLANNING, ENVIRONMENT & CODES DEPT.**

378 Mineral Springs Road, Cobleskill, NY 12043  
Phone: 518-234-4661 Fax: 518-234-4075

# SITE PLAN REVIEW APPLICATION

Mike Piccolo: cell: 518-706-0404 email: pecceo@midtel.net	Brian Robson: cell: 518-948-6196 email: pecsec@midtel.net
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Application Fee: \$35.00

Office Use Only  
File # \_\_\_\_\_ Permit # \_\_\_\_\_ Date: \_\_\_\_\_  
District: \_\_\_\_\_ SBL # \_\_\_\_\_ Floodplain? Y / N

**Project Information**

Project Address: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Property Owner's Name (if different): \_\_\_\_\_  
Property Owner's Address (if different): \_\_\_\_\_  
Property Owner's Phone Number (if different): \_\_\_\_\_  
Property Owner's Email (if different): \_\_\_\_\_

**Project details**

Brief Description of Work:  
\_\_\_\_\_  
\_\_\_\_\_

Total Estimated Project Cost: \_\_\_\_\_

**Note: Detailed application instructions are included with this application.**

\_\_\_\_\_, **BEING DULY SWORN**, deposes and says that they are the applicant above named, and that they are the  **OWNER** or  **OWNER'S AGENT/REPRESENTATIVE**, and are duly authorized to perform or have performed the proposed work, and to make and file this application; that all statements contained in this application package are true to the best of their knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed therewith, and in accordance with applicable laws, ordinances, rules and regulations.

**THE APPLICANT RECOGNIZES THAT** it may be necessary for Village Staff or members of the planning Board, the Historic District Review Commission, the Zoning Board of Appeals, and/or the Street Tree Committee to conduct an on-site visit of the exterior and/or interior of the property that is the subject of the application.

**THE APPLICANT HEREBY AGREES THAT** such on-site visit(s) may be conducted as deemed necessary. Whether a site visit is necessary for the purpose of reviewing the application shall be within the sole discretion of the Village Staff and/or Boards/Commission members.

**The Applicant Further Agrees**, that by submitting this application, the applicant shall hold harmless the Village of Cobleskill, the Village Staff and/or Boards/Commission and their members and agents in their official and individual capacities for any damage or injury alleged to have been caused as a result of any site visit made pursuant to this application.

**SWORN TO BEFORE ME THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **IN THE YEAR** \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Notary Public



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# **SITE PLAN REVIEW APPLICATION INSTRUCTIONS**

*(For Applicant's reference only. Do not return to the PEC office)*

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email:pecceo@midtel.net

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email:pecsec@midtel.net

These are the minimum submission requirements as set forth in Chapter 160, Code of the Village of Cobleskill, for any Site Plan Review Application. The Village reserves the right to request additional information to support an application. If these minimum requirements are not met, the Village reserves the right to reject the application.

## **General Overview**

Your application must include a \$35.00 money order or check payable to the Village of Cobleskill, and an original plus two (2) collated copies of the following:

- A cover letter explaining your proposed project, including estimated project cost.
- Part 1 of the State Environmental Quality Review Environmental Assessment Form.
- An area map showing the parcel under consideration for site plan review and all properties, subdivisions, streets, and easements within 200 feet of the boundaries thereof. Such area map shall be oriented to the nearest highway intersection.
- The general slope of the parcel under consideration and a notation giving the estimated percentage of slope on the parcel.
- Such additional information as needed for other reviews or submittals required under state, federal, or local laws and regulations.
- The most recent survey map or a copy of the tax map, including the total acreage, of the property.
- For projects in the MU 1, MU 2, MU 3, and C-I Zoning districts, a completed affidavit of mailing notice stating that the applicant has mailed notice to owners of all properties within 200 feet of the proposed use.

## **Step 1 – Sketch Plan**

- Provide our application materials to the Village of Cobleskill PEC office (contact information in header) nine (9) calendar days prior to the scheduled Planning Board meeting.
- The CEO will review your application and distribute copies to the Planning Board.
- You or your representative must attend the Planning Board Meeting.

## **Step 2 – Preliminary Site Plan**

Submissions must include:

- Original and two (2) collated copies of all of the items that the Planning Board requested at your Sketch Plan Conference. NYS law requires that your Preliminary Site Plan, which is a detailed scale drawing of your project, must be prepared by an architect, a professional engineer, a land surveyor, or a landscape architect unless your project is:
  - A farm building to be used solely for agricultural purposes, no retail sales, or;
  - A residential building of 1500 square feet or less, or;
  - An alteration to an existing structure that will cost ten thousand dollars (\$10,000) or less and will not affect structural safety or public safety.
- Provide everything to the PEC office (contact information in header), nine (9) calendar days prior to the scheduled Planning Board Meeting.
- The CEO will review your Preliminary Site Plan and distribute copies to the Planning Board.
- You or your representative must attend the Planning Board meeting.

## **Step 3 – Final Site Plan**

Submissions must include:

- Original and two (2) collated copies of the following:
  - Any changes that the Planning Board called for at the Preliminary Site Plan Review.
  - Records of application for, and approval status of, all necessary permits from New York State and Schoharie County.
  - Detailed sizing and final material specification of all required improvements.
  - Estimated project construction schedule.
- Provide everything to the PEC office (contact information in header) nine (9) calendar days prior to the scheduled Planning Board meeting.
- The CEO will review your Final Site Plan and distribute to the Planning Board.
- You or your Representative must attend the Planning Board meeting.