

**Application for Site Development Plan Approval  
Town of Berne  
Albany County, New York  
(To Be Filled Out by Applicant)**

Name of Application: \_\_\_\_\_

Description of Action: \_\_\_\_\_  
\_\_\_\_\_

**Owner:**

Name: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Applicant (if different from owner):**

Name: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Subject Property:**

Name or other identification of site (address): \_\_\_\_\_

Situated on the \_\_\_\_\_ side of \_\_\_\_\_ (Road) \_\_\_\_\_ (feet)

From the intersection of \_\_\_\_\_ (Road)

**Tax map description** \_

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

What are the ownership intentions, i.e., purchase options

\_\_\_\_\_  
\_\_\_\_\_

What are the current land use of site (agriculture, commercial, undeveloped, etc.)

\_\_\_\_\_  
\_\_\_\_\_

What are the proposed use(s) of site

\_\_\_\_\_  
\_\_\_\_\_

What State and federal permits needed (list type and appropriate department)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What is the total site area (square feet or acres)**

\_\_\_\_\_

**When do you anticipate starting construction** \_\_\_\_\_

**Will development be staged or in phases?** \_\_\_\_\_

**Please describe the current condition of site** (buildings, brush, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Please Describe the character of surrounding lands** (hamlet, forested, residential, agriculture, wetlands, etc.) \_\_\_\_\_

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**What is the Estimated cost of proposed improvements on this property?** \_\_\_\_\_

**Describe the anticipated increase in number of residents, shoppers, employees, etc.** (as applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe proposed use, including primary and secondary uses; ground floor area; height; and number of stories for each building:** (for residential buildings include the number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three- or more bedrooms) and number of parking spaces to be provided. For non-residential buildings, include total floor area and total sales area; number of automobile and truck parking spaces, and other proposal structures.) (Use separate sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total gross floor area of Principal Building? \_\_\_\_\_

Size of accessory building? \_\_\_\_\_

Proposed setbacks? Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_

Number of parking spaces \_\_\_\_\_

Building Height? Feet \_\_\_\_\_ # stories \_\_\_\_\_

Is there an existing curb cut onto the site Yes  No

Will the action require new curb cuts onto the street? Yes  No

What street(s) will have the new curb cuts? \_\_\_\_\_

Are there existing buildings on site? Yes  No

If so, please describe: \_\_\_\_\_

\_\_\_\_\_

**For the sketch plan conference with the Planning Board please attach a plan showing the following information**

- a. A statement and rough sketch showing the locations and dimensions of principal and accessory structures, parking areas, access signs (with descriptions), existing and proposed vegetation, and other planned features; anticipated changes in the existing topography and natural features; and, where applicable, measures and features to comply with flood hazard and flood insurance regulations;
- b. An area map showing the parcel under consideration for site plan review, and all properties, subdivisions, streets, rights-of-way, easements and other pertinent features within 200 feet of the boundaries of the parcel; and
- c. A topographic or contour map of adequate scale and detail to show site topography.
- d. A sketch showing locations of natural features such as wetlands, streams, or lakes.

**For the site plan application, please attach the following information, except as may be waived by the Planning Board:**

- a. Title of site plan, including name and address of applicant, and person responsible for preparing such drawing.
- b. North arrow, scale and date.
- c. Boundaries of property plotted to scale.
- d. Location, size, and existing use of buildings on premises.
- e. Location and ownership identification and address for all adjacent lands as shown on the latest tax records.
- f. Location, name and width of all existing public streets, easements, other reservations of land or areas dedicated to public use within 500 feet of the applicant's property.
- g. Location, width, and identification of all existing and proposed rights-of-way, easements, setbacks, reservations, and areas dedicated to public use on or adjoining the property.
- h. Grading and drainage plans showing existing and proposed contours and water course within, and extending 50 feet beyond, applicant's property, and soil erosion and sediment control plan if required by DEC or other local statutes or regulations (See requirements of Article D (6)(b)).
- i. Location, design, type of construction, and exterior dimensions of all proposed buildings and structures.
- j. Identification of the amount of gross floor area, proposed division of building into units of separate occupancy and hours of operation for retail sales and services offices and other commercial or industrial facilities.
- k. Location, design, type of construction, and area of all parking and truck loading areas (including number of parking spaces) showing access and egress.
- l. Provision for pedestrian access, including public and private sidewalks, if applicable.
- m. Location of outdoor storage and solid waste disposal, and location and description of any hazardous materials to be used or stored on site.
- n. Location and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences.
- o. Description of the method of sewage disposal and the location of such facilities, including the location of the collection system.
- p. Description of the method of securing water, location of such facilities, design and construction materials, approximate quantity of water required and location of distribution system.
- q. Location of fire lanes and other emergency zones, including the location of fire hydrants, if required.
- r. Location, size, design and type of construction of all proposed signs.
- s. Location and design of existing and proposed outdoor lighting facilities.
- t. General landscaping plan and planting schedule.
- u. Identification of any permits from other governmental bodies required for the project's execution and a record of applications and approval status of all necessary permits from federal, state, county and local agencies.

- v. Estimated project construction schedule.
- w. Other elements integral to the proposed development as may be specified by the Planning Board at the sketch plan conference.
- x. State Environmental Quality Review Act (SEQRA) Environmental Assessment Form.
- y. Elevation and façade treatment plans of all proposed structures, if required.
- z. Any pertinent natural features that may affect the proposed use such as water courses, swamps, wetlands, wooded areas, areas subject to flooding, steep slopes (more than 15%), areas of frequent outcrops, etc.

# Town of Berne Site Development Plan Review Checklist

(To Be Filled Out by Planning Board)

Name of Application: \_\_\_\_\_

Description of Action: \_\_\_\_\_  
\_\_\_\_\_

**Owner:**

Name: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Applicant (if different from owner):**

Name: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Procedural Sequence/Dates**

Initial contact with Town Enforcement Officer/Town Clerk or Town Planning Board \_\_\_\_\_

Date Presubmission Sketch Conference held \_\_\_\_\_

Summary of Sketch Conference: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Preliminary application filed \_\_\_\_\_

Date Fee paid and Amount \$ \_\_\_\_\_

Escrow Established? Yes  No  Date Escrow Received: \_\_\_\_\_

Date Environmental Assessment Form Received: \_\_\_\_\_

Date of SEQR Procedures: \_\_\_\_\_

Negative Declaration or  Positive Declaration Issued: \_\_\_\_\_

**Technical Considerations Satisfied**

- |   |   |
|---|---|
| 1. North arrow, scale and date.                                       | <input type="checkbox"/> Item Satisfied |
| 2. Names of adjacent property owners                                  | <input type="checkbox"/> Item Satisfied |
| 3. Boundaries, setback lines plotted to scale                         | <input type="checkbox"/> Item Satisfied |
| 4. Zoning, school or special district boundaries identified           | <input type="checkbox"/> Item Satisfied |
| 5. Location, size, and use of buildings new or existing on premises.  | <input type="checkbox"/> Item Satisfied |
| 6. Location, name and width of all existing public streets, easements | <input type="checkbox"/> Item Satisfied |

- |  |   |
|--|---|
| 7. Location, width, and ID of rights-of-way, easements, setbacks, reservations, and areas dedicated to public use on or adjoining the property   | <input type="checkbox"/> Item Satisfied |
| 8. All existing and proposed paved areas   | <input type="checkbox"/> Item Satisfied |
| 9. Areas to be left undisturbed or buffer areas  | <input type="checkbox"/> Item Satisfied |
| 10. Existing topography  | <input type="checkbox"/> Item Satisfied |
| 11. Existing landscape features such as lawns, meadows, shrubs, trees, hedgerows and stonewalls  | <input type="checkbox"/> Item Satisfied |
| 12. Water courses, wetlands, other prominent physical features   | <input type="checkbox"/> Item Satisfied |
| 13. Description of architectural features of proposed structure  | <input type="checkbox"/> Item Satisfied |
| 14. All vehicular access and egress  | <input type="checkbox"/> Item Satisfied |
| 15. Elevations and sections of all proposed structures and roads   | <input type="checkbox"/> Item Satisfied |
| 16. Location, use and design of all buildings and structures, roads, pedestrian walkways and fire lanes  | <input type="checkbox"/> Item Satisfied |
| 17. Design, location of all parking and truck loading areas  | <input type="checkbox"/> Item Satisfied |
| 18. Water lines, valves, hydrants, sewer lines and method of sewage disposal and method of securing water, location of such facilities, design and construction materials, approximate quantity of water required and location of distribution system. | <input type="checkbox"/> Item Satisfied |
| 19. Location, direction, power and timing of proposed lighting   | <input type="checkbox"/> Item Satisfied |
| 20. Extent and amount of cut and fill with before and after profiles   | <input type="checkbox"/> Item Satisfied |
| 21. Grading and drainage plans   | <input type="checkbox"/> Item Satisfied |
| 22. Location, size, color, illumination of proposed signs  | <input type="checkbox"/> Item Satisfied |
| 23. Location of existing and proposed site improvements including drains, culverts, retaining walls, fences  | <input type="checkbox"/> Item Satisfied |
| 24. Location of outdoor storage and solid waste disposal   | <input type="checkbox"/> Item Satisfied |
| 25. Hours of operation   | <input type="checkbox"/> Item Satisfied |
| 26. Location of any hazardous materials to be used or stored on site.  | <input type="checkbox"/> Item Satisfied |
| 27. Location of fire lanes and other emergency zones   | <input type="checkbox"/> Item Satisfied |
| 28. Identification of any permits from other governmental bodies required  | <input type="checkbox"/> Item Satisfied |
| 29. State Environmental Quality Review Act (SEQRA) Environmental Assessment Form. Part I   | <input type="checkbox"/> Item Satisfied |
| 30. In I district: uses, number of employees, type of power, type of wastes, and proposed method of waste disposal   | <input type="checkbox"/> Item Satisfied |
| 31. In TN/MU1 and 2: architectural plans, location, design, type of construction, and exterior dimensions  | <input type="checkbox"/> Item Satisfied |
| 32. General landscaping plan and planting schedule   | <input type="checkbox"/> Item Satisfied |

33. Traffic impact analysis, if use will increase

traffic by 100 cars or more per day

Item Satisfied

34. Soil erosion and sediment control plan , if required

Item Satisfied

Other Technical Elements as Required by Planning Board (list all required)

\_\_\_\_\_ Item Satisfied

\_\_\_\_\_ Item Satisfied

\_\_\_\_\_ Item Satisfied

\_\_\_\_\_ Item Satisfied

\_\_\_\_\_ Item Satisfied

Items specifically requested by applicant to be waived (list below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Site Plan Application Deemed Complete: \_\_\_\_\_

Date of Public Hearing Notice Sent \_\_\_\_\_

Date Public Hearing Held \_\_\_\_\_

Date Referral to County made, if required \_\_\_\_\_

Date comments returned from county and outcome: \_\_\_\_\_



**Planning Board Action on Preliminary (62 days from public hearing or if no hearing, 62 days from date completed application)**

Preliminary Site Plan Approval

Approval \_\_\_\_\_

Approval with modifications: What modifications have been required? \_\_\_\_\_

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Date Conditions of Approval satisfied, building permit issued \_\_\_\_\_

Date Inspected, Conditions not satisfied, building permit not issued \_\_\_\_\_

Application Resubmitted to Planning Board \_\_\_\_\_

Disapproval. Reasons why site plan was disapproved? \_\_\_\_\_

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Performance bond required \_\_\_\_\_

Amount \$ \_\_\_\_\_

Period \_\_\_\_\_

Improvements to be covered by bond:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Performance bond satisfied \_\_\_\_\_

**Planning Board Action on Final (62 days from public hearing or if no hearing, 62 days from date completed application)**

Final Site Plan Approval

Approval \_\_\_\_\_

Approval with modifications: What modifications have been required? \_\_\_\_\_

Disapproval. Reasons why site plan was disapproved? \_\_\_\_\_

Date Certificate of Occupancy issued \_\_\_\_\_