

Town of Bethel  
Planning Board Operating Procedures  
Adopted by the Town of Bethel Town Board on November 29, 2007

## **Introduction**

These procedures are recommended by the Bethel Planning Board (PB) and adopted by resolution of the Town Board to improve effectiveness in the consideration of applications brought before the PB.

Nothing herein is intended to replace or modify the requirements of law. These procedures are intended, rather, to facilitate the processing of applications according to law.

The Planning Board may, in specific circumstances, modify the procedures set forth here in the interest of fairness to the applicant and the public.

## **Obligations of Planning Board Members**

Planning Board members must abide by the Town's Code of Ethics Chapter 15.

Planning Board members who may have conflicting interests should recuse themselves in a timely manner to allow the Chair to seat an alternate member.

Planning Board members should vote on all questions before the Board. A member abstaining should cite the categorical reason for abstaining. Indecision or simple desire not to vote is not a valid reason for abstaining from voting.

Planning Board members should become familiar with applicable law, thoroughly review applications, become familiar with the vicinity of each application, and carefully consider what actions are consistent with the law and best balance the interests of the applicant, the town and the public.

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**Meeting Management**

In order to ensure effective management of the public PB meetings the following procedures are adopted:

1. The meeting agenda is limited to 12 applications with no more than 6 of those being public hearings. The Chair may grant exceptions to this rule if necessary to meet regulatory time limits after first requesting that the applicant waive the relevant time limit and such request having been rejected.
  
2. PB Meetings will be limited to 3-hours duration. At this time consideration of the current application may be completed or deferred. The remaining agenda items may be deferred to the next regularly scheduled PB meeting. The Board may continue the meeting in any of the following circumstances:
  - a. The remaining items are expected to be completed within an additional 30 minutes.
  - b. The deferral would cause one or more items to exceed regulatory time limits and the applicant is unwilling to waive the relevant time limit.
  - c. The Board elects to schedule a special PB meeting prior to the next regularly scheduled meeting to address the remaining agenda items.

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**Pre-Application Conference**

All applications will be reviewed by the Bethel Building Department (Bldg Dept) prior to being placed on the PB's agenda. The Bldg Dept may invite other parties to attend this meeting as appropriate (planning consultant, engineer, town supervisor, not more than three (3) PB members, and others as appropriate).

This procedure is applicable to the following situations:

1. Minor Subdivision
2. Major Subdivision – Sketch Plat, Preliminary Plat, Final Plat
3. Special Use & Site Plan approval – Preliminary Plan, Final Plan

The purpose of the meeting is to ensure that the application meets the following criteria:

1. Application form and application fee have been received.
2. The application materials are complete, meeting all of the criteria provided in the relevant Application Checklist (See Appendix A – Application Checklists).
3. The application meets the “basic standards” of the Bethel Code. That is, the application complies with the basic quantitative standards of the Code (allowed use, density calculation, required setbacks, etc.).
4. An escrow account to cover professional fees has been established if required.

The pre-application conference may extend over multiple meetings until these criteria are met and the application is placed on the PB agenda.

When the requirements above have been met an Application Review Meeting is placed on the PB agenda. The application materials, including any amendments or additions agreed upon at this meeting, must be on file with the Bldg Dept at least 14 days in advance of the Application Review Meeting unless this requirement is waived by the PB at its Application Review Meeting.

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**Application Review Meeting**

At this meeting the application is reviewed to confirm that it is complete and meets “basic standards”. Referrals may be made to other agencies and professionals for comment on the application. The Board may recommend amendments or additions to the application, and at the discretion of the Chair solicit informal comment from members of the public present at this meeting.

If the application materials were not available 14 days prior to this meeting or if significant amendments or additions are requested the PB may continue its Application Review Meeting to subsequent PB meetings.

When satisfied that the application is complete, the PB will schedule the application for a Public Hearing at the next available PB meeting. Notice of the Public Hearing is placed in local papers and mailed by the applicant to neighboring property owners.

All application materials, including any amendments or additions agreed upon at this meeting, must be on file with the Bldg Dept at least 14 days in advance of the Public Hearing unless this requirement is waived by the PB.

Comments from other agencies and professionals are not required in advance of the Public Hearing.

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**Public Hearing**

Prior to opening the Public Hearing members of the public are requested to sign in providing their name and address for the record. The applicant makes a presentation of the proposal (limited to 15 minutes) followed by comments and questions from the public (generally limited to 5 minutes each at the discretion of the Chair who may allow additional time to designated representatives of multiple parties). The public may direct questions to the applicant. The applicant may decline to answer.

The public is encouraged to prepare their comments in written form. These can be submitted in lieu of or in addition to speaking at the hearing.

The Chair will assure an orderly hearing and may rule extraneous comments out of order and terminate discussion of items unrelated to PB authority or the matter at hand. The Planning Board shall take no testimony related to the race, religion, national or ethnic origin, color, age, military service, disability, gender or tax-status of any applicant.

The PB, by majority vote, may close the Public Hearing once all members of the public have been heard. However, the PB may continue the public hearing to a subsequent PB meeting and would typically do so in the following circumstances:

1. Significant application materials were not made available 14 days prior to the meeting.
2. The proposal as presented differs significantly from the application previously on file.
3. It is apparent from public or other comment that the proposal will be significantly amended.
4. Unforeseen circumstances such as weather prevent sufficient public attendance.

If there are no public comments which significantly impact the proposal, the Deliberation & Action Meeting described below may, at the discretion of the PB, begin at the same PB meeting.

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**Deliberation & Action Meeting**

Following the closing of the Public Hearing the PB begins its deliberations. These deliberations take into account the application itself, comments from the public, any professional and agency comments and studies, and draft SEQR Parts II & III. If any of these materials were not available in advance, or if the PB elects to solicit additional comments or studies, the deliberation may be continued to subsequent meetings.

The PB reviews agency GML-239 comments. If these comments require modifications of the application the PB either accepts these requirements or formally overrides them with a super-majority vote.

The PB then reviews the SEQR Part I and completes SEQR Parts II and III as required. The PB may make a negative or positive declaration regarding the potential environmental impact. (If a positive declaration is made, a DEIS must be prepared by the applicant and the proposal processed under SEQR regulations. No further action is taken at this meeting.)

The PB then creates a list of conditions, if any, to be applied to the approval of the application. In the case of a Major Subdivision, these may apply to the Preliminary and/or Final approval.

The PB, by roll-call vote, then approves the application subject to the listed conditions or denies the application listing the specific reasons for the denial. This completes the PB's processing of the application.

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**Sequence of Events**

The four meeting types presented above are applicable to all applications before the PB. However, for more complex applications they are repeated at various stages of the review. The sequence of meetings for each type of application is described below.

**Minor Subdivision**

A Minor Subdivision does not require the installation of land improvements before final approval and hence no distinction is made between Preliminary and Final approvals. The sequence of meetings is:

1. Pre-Application Conference – Subdivision Plat (usually by Bldg Dept only)
2. Application Review Meeting – Subdivision Plat
3. Public Hearing – Subdivision Plat
4. Deliberation & Action – Subdivision Plat

**Major Subdivision**

Formal consideration of a Major Subdivision is usually preceded by review of a Sketch Plat to provide the applicant with early guidance. In addition, a Major Subdivision requires the installation of land improvements hence a Preliminary Plat approval is issued before Final Plat approval to allow these improvements to be made. The sequence of meetings is:

1. Pre-Application Conference – Sketch Plat (usually includes at least Planner and Engineer)
2. Application Review Meeting – Sketch Plat (no Public Hearing follows this review)
3. Pre-Application Conference – Preliminary Plat (may be by Bldg Dept only)
4. Application Review Meeting – Preliminary Plat
5. Public Hearing – Preliminary Plat
6. Deliberation & Action – Preliminary Plat
7. Pre-Application Conference – Final Plat (may be by Bldg Dept only)
8. Application Review Meeting – Final Plat
9. Public Hearing – Final Plat (if Final Plat differs significantly from Preliminary Plat)
10. Deliberation & Action – Final Plat

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**Special Use & Site Plan approval**

Special Use permits are usually accompanied by Site Plans and both are processed as a single application. Formal consideration is usually preceded by review of a Preliminary Site Plan to provide the applicant with early guidance. The sequence of meetings is:

1. Pre-Application Conference – Preliminary Site Plan (usually includes at least Planner and Engineer)
2. Application Review Meeting – Preliminary Site Plan (no Public Hearing follows this review)
3. Pre-Application Conference – Final Site Plan (may be by Bldg Dept only)
4. Application Review Meeting – Final Site Plan
5. Public Hearing – Final Site Plan
6. Deliberation & Action – Final Site Plan

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**Time Limits**

The important time limits for applicants and the planning board as provided by law are summarized here for convenience. These rules apply to Major Subdivisions. The rules may vary as applied to Site Plans and Minor Subdivisions. Nothing herein is intended to replace or modify the requirements of law. It is the applicant's obligation to check all existing laws. Nothing in this section limits the time periods applicable to the Planning Board as provided in statute.

1. Applicant must provide all Preliminary application materials (per Application Checklist) at least 14 days in advance of the Application Review Meeting. **§116-9(B)**
2. PB must schedule a public hearing within 45 days<sup>1</sup> of the acceptance of the Preliminary application as complete at an Application Review Meeting. **NYS 276-5(d)(i)(1) §116-9(C)**
3. PB must close a public hearing within 120 days from the opening of the public hearing. **NYS 276-5(d)(ii)**
4. PB must act to approve or deny a Preliminary application within 62 days of the close of the public hearing. In the absence of PB action the application is approved by default unless an extension is granted by mutual consent of the applicant and PB. **NYS 276-5(d)(iii)(1)&276-8**
5. Applicant must submit a Final application within 6 months of Preliminary approval. If this limit is not met the PB may revoke or extend the Preliminary approval. **NYS 276-5(h) §116-10(A)(1)**
6. PB must act to approve or deny the Final application within 45 days<sup>2</sup> after accepting the Final application as complete at an Application Review Meeting. In the absence of PB action the application is approved by default unless an extension is granted by mutual consent of the applicant and PB. **NYS 276-6(b) & 276-8 §116-10(A)(7)**
7. All fees including application fees, parkland fees, engineering fees, legal fees, any other consultant fees must be paid in full prior to the signing of the Final Subdivision Maps<sup>2</sup>.
8. Applicant must meet all conditions attached to the Final Approval within 180 days of such approval. If this limit is exceeded the approval expires unless an extension is granted by the PB. **NYS 276-7(c) §116-10(A)(7)**
9. Applicant must file the approved Final Plat within 60 days<sup>3</sup> of its Final approval with the Sullivan County Clerk's Office. If this limit is exceeded the approval expires unless an extension is granted by the PB. **NYS 276-11 §116-10(A)(8)**

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<sup>1</sup> The Town Board is requested to amend this 45 day limit to a 62 day limit to conform with NYS Town Law.

<sup>2</sup> Added by Resolution of the Town of Bethel Town Board on January 24, 2008.

<sup>3</sup> The Town Board is requested to amend this 60 day limit to a 62 day limit to conform with NYS Town Law.

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**Appendix A1 - Minor Subdivision Checklist**

*The following checklist is intended to serve as a guide and not a substitute for any provisions of the Town of Bethel Subdivision Regulations or other requirements of law. The Bethel Planning Board may require additional data prior to granting approval.*

**Check off all items provided (indicate N/A if not applicable):**

**Minor Subdivision Application Form**

- \_\_\_ Name and address of applicant.
- \_\_\_ Name, address and authorization letter from owner (if different). **§116-14.A(3)**
- \_\_\_ Calculation of application fee. **§A138 (ref 116-21)**
- \_\_\_ Signed by applicant

**Subdivision Plat**

- \_\_\_ Not more than 24" X 36" in size indicating tract to be subdivided **§116-14.A(3)**
- \_\_\_ Scale of not more than 100 feet per inch. **§116-14.A(3)**
- \_\_\_ Name and location of project. **§116-14.A(1)**
- \_\_\_ North point, graphic scale, date of plan and date of plan revision(s). **§116-14.D**
- \_\_\_ Signature block of 2" X 4" for Planning Board approval.
- \_\_\_ Signed and sealed by NYS Licensed Land Surveyor. **§116-14.A & B**
- \_\_\_ Name and address of applicant. **§116-14.A(3)**
- \_\_\_ Name and address of owner (if different). **§116-14.A(3)**
- \_\_\_ Location map, at a scale of one inch equals 2,000 feet showing the applicant's entire property, parcel boundaries, roads and watercourses. **§116-14.A(1) & D**
- \_\_\_ Proposed lot layout, numbering, metes and bounds and acreages. **§116-14.A(5)**
- \_\_\_ Buildable acreage calculation for each lot.
- \_\_\_ Tax map data for affected and adjacent parcels (section-block-lot). **§116-14.A(3)**
- \_\_\_ Names of owners of abutting land, along with boundary line intersections. **§116-14.A(3)**
- \_\_\_ Existing structures, drainage systems, wells, septic systems, waterlines, sewer lines and other subsurface improvements within 200 feet of the subject property. **§116-14.A(2) & (4)**
- \_\_\_ Existing and proposed drainage ways and drainage structures in and near the site that may be impacted. **§116-14.A(4)**
- \_\_\_ Location of Federal and State wetlands and required State wetland buffers, if any **§116-14.B**
- \_\_\_ Topography based, at a minimum, upon U.S.G.S. mapping. **§116-14.B**
- \_\_\_ Location and description of existing and proposed water supply systems. **§116-14.C**
- \_\_\_ Location and description of existing and proposed sewage disposal systems. **§116-14.C**

**SEQR Short Environmental Assessment Form (EAF)**

- \_\_\_ Part I Completed by applicant

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**Appendix A2 - Major Subdivision Sketch Plat Checklist**

*The following checklist is intended to serve as a guide and not a substitute for any provisions of the Town of Bethel Subdivision Regulations or other requirements of law. The Bethel Planning Board may require additional data prior to granting approval.*

**Check off all items provided (indicate N/A if not applicable):**

**Major Subdivision Application Form**

- \_\_\_ Name and address of applicant.
- \_\_\_ Name, address and authorization letter from owner (if different). **§116-14.A(3)**
- \_\_\_ Copy of most current deed for the property being subdivided. **§116-14.A(3)**
- \_\_\_ Calculation of application fee. **§A138 (ref 116-21)**
- \_\_\_ Estimate of Professional comment fees **§130-06A**
- \_\_\_ Initial Escrow deposit required (if any) **§130-06A**
- \_\_\_ Signed by applicant

**Subdivision Sketch Plat**

- \_\_\_ Not more than 24" X 36" in size indicating tract to be subdivided **§116-14.A**
- \_\_\_ Scale of not more than 100 feet per inch. **§116-14.A**
- \_\_\_ Name and location of project. **§116-14.A(1)**
- \_\_\_ North point, graphic scale, date of plan and date of plan revision(s). **§116-14.D**
- \_\_\_ Name and address of applicant/subdivider. **§116-14.A(3)**
- \_\_\_ Name and address of owner (if different). **§116-14.A(3)**
- \_\_\_ Location map, at a scale of one inch equals 2,000 feet showing the applicant's entire property, parcel boundaries, roads and watercourses. **§116-14.A(1) & D**
- \_\_\_ Proposed lot layout, numbering, metes and bounds and acreages. **§116-14.A(5)**
- \_\_\_ Tax map data for affected and adjacent parcels (section-block-lot). **§116-14.A(3)**
- \_\_\_ Names of owners of abutting land, along with boundary line intersections. **§116-14.A(3)**
- \_\_\_ Existing structures, drainage systems, wells, septic systems, waterlines, sewer lines and other subsurface improvements within 200 feet of the subject property. **§116-14.A(2) & (4)**
- \_\_\_ Existing and proposed drainage ways and drainage structures in and near the site that may be impacted. **§116-14.A(4)**
- \_\_\_ Location of Federal and State wetlands and required State wetland buffers, if any. **§116-14.B**
- \_\_\_ Topography based, at a minimum, upon U.S.G.S. mapping. **§116-14.B**
- \_\_\_ Location and description of existing and proposed water supply systems. **§116-14.C**
- \_\_\_ Location and description of existing and proposed sewage disposal systems. **§116-14.C**

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**Appendix A3 - Major Subdivision Preliminary Plat Checklist**

*The following checklist is intended to serve as a guide and not a substitute for any provisions of the Town of Bethel Subdivision Regulations or other requirements of law. The Bethel Planning Board may require additional data prior to granting approval. Citations refer to relevant portions of the Town of Bethel Subdivision Regulations, which should be consulted for legal requirements.*

**Check off all items provided (indicate N/A if not applicable):**

**Subdivision Preliminary Plat**

- Not more than 24" X 36" in size indicating tract to be subdivided
- Scale of not more than 100 feet per inch. Prior to Preliminary and Final Approvals, plan shall be signed and sealed by NYS Licensed Land Surveyor. All drawings associated with proposed improvements shall be signed and sealed by NYS Licensed Professional Engineer. **§116-15.A**
- North point, graphic scale, date of plan and date of plan revision(s). **§116-15.B(11)**
- Signature block of 2" X 4" for Planning Board approval.
- Signature block of 2" X 4" for New York State Department of Health approval.
- Name and location of project. **§116-15.B(1)**
- Name and address of applicant/subdivider. **§116-15.B(2)**
- Name and address of owner (if different). **§116-15.B(2)**
- Location map, at a scale of one inch equals 2,000 feet showing the applicant's entire property, parcel boundaries, roads and watercourses. **§116-15.B(3)**
- Tax map data for affected and adjacent parcels (section-block-lot). **§116-15.B(4)**
- Names of owners of abutting land, along with boundary line intersections. **§116-15.B(4)**
- Location of Federal and State wetlands and required State wetland buffers, if any. **§116-15.B(3)**
- Land survey, signed and sealed by a NYS Licensed Land Surveyor, illustrating total acreage of the parcel, parcel boundaries, existing structures and watercourses. **§116-15.B(3) & (12)**
- Location and description of existing and proposed water supply systems. **§116-15.B(5) & (13)**
- Location and description of existing and proposed sewage disposal systems. **§116-15.B(5) & (14)**
- The location and character of all power distribution and transmission lines. **§116-15.B(6)**
- Building setback lines as applied to each proposed lot. **§116-15.B(6)**
- Zoning district boundaries (if subdivision spans multiple districts) and bulk regulation table comparing standards by zoning district to subdivision on lot-by-lot basis. **§116-15.B(7)**
- Proposed road/driveway profiles including existing and proposed grades, centerline grades, vertical curves, utilities, drainage structures, and other improvements. **§116-15.B(8) & (17)**

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**Appendix A3 - Continued**  
**Major Subdivision Preliminary Plat Checklist**

- \_\_\_\_\_ Topography based, at a minimum, upon U.S.G.S. mapping with additional detail (contour intervals of 2 feet) in areas where improvements are proposed. Terrain with slopes equal to or greater than 25% shall be illustrated on the Plan via shading or hatching. **§116-15.B(9)**
- \_\_\_\_\_ A grading plan showing before and after contours. The plan shall also show the extent and amount of cut and fill for all disturbed areas. **§116-15.B(10)**
- \_\_\_\_\_ Locations of all existing and proposed monuments and pins. **§116-15.B(12)**
- \_\_\_\_\_ Evidence of availability of public water or other potable water source. **§116-15.B(13)**
- \_\_\_\_\_ Soil types based on Sullivan County Soil Survey. **§116-15.B(14)**
- \_\_\_\_\_ Location, size and purpose of all existing and proposed common areas, structures, open space, easements and other significant site features and improvements. **§116-15.B(15) & (20)**
- \_\_\_\_\_ Existing and proposed drainage ways and drainage structures in and near the site that may be impacted, including existing and proposed drainage easements. **§116-15.B(16)**
- \_\_\_\_\_ Erosion and sediment control plan prepared to conform to State requirements. **§116-15.B(16)**
- \_\_\_\_\_ Calculation of total area of land disturbance. **§116-15.B(16)**
- \_\_\_\_\_ Tentative sites for houses, driveways and sewage systems, including, where required by Planning Board, designated building envelopes defining proposed limits of disturbance and clearing. **§116-15.B(16)**
- \_\_\_\_\_ Proposed lot layout, numbering, metes and bounds and acreages. **§116-15.B(18)**
- \_\_\_\_\_ Existing structures, drainage systems, wells, septic systems, waterlines, sewer lines and other subsurface improvements within 200 feet of the subject property. **§116-15.B(19)**
- \_\_\_\_\_ Location and design of lighting and security features, if any. **§116-15.B(19)**
- \_\_\_\_\_ Designation of uses for all non-residential lots and remainder parcels. **§116-15.B(20)**
- \_\_\_\_\_ Proposed landscaping and buffer screening areas, including species and quantities of existing and proposed vegetation. **§116-15.B(21)**
- \_\_\_\_\_ Location of trees with a dbh of 12 inches or greater, by species and size, including those proposed for removal; if required by Planning Board. **§116-15.B(21)**
- \_\_\_\_\_ Location, height, design and size of all temporary and permanent signs.
- \_\_\_\_\_ Blasting mitigation plan, if blasting involved.

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**Appendix A3 - Continued**  
**Major Subdivision Preliminary Plat Checklist**

**SEQR Full Environmental Assessment Form (EAF)**

- \_\_\_ Part I completed by applicant
- \_\_\_ Parts II & III drafted by applicant

**Supporting Documents**

- \_\_\_ Copy of most current deed for the property being subdivided. **§116-15.B(2)**
- \_\_\_ Authorization letter from owner (if different from applicant). **§116-15.B(2)**
- \_\_\_ Evidence of any applicable variances granted by the Zoning Board of Appeals. **§116-15.B(7)**
- \_\_\_ Copies of documentation submitted to New York State Department of Health or the Department of Environmental Conservation related to sewer and water systems, along with soils evaluation by the test pit method and other required supplemental data relating to sewage disposal where Planning Board determines, based on lot sizes proposed, published soil data or other information that testing is warranted as a matter of public health. **§116-15.B(14)**
- \_\_\_ Completed applications to Town of Bethel, County of Sullivan or NYS Department of Transportation for street encroachment or highway occupancy permits. **§116-15.B(19)**
- \_\_\_ Written request for any variances, waivers or modifications needed. **§116-17**
- \_\_\_ Proposed declaration of covenants and restrictions and management plan for Home Owners Association (HOA) or equivalent, if any.
- \_\_\_ Stormwater management plans conforming to Town specifications and “New York State Stormwater Design Manual.” If more than 1-acre of land is to be disturbed, a copy of the Notice of Intent (NOI) submitted to the NYS Department of Environmental Conservation (DEC) shall be submitted to the Town prior to commencement of construction. **§116-15.B(16)**

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**Appendix A4 - Preliminary Site Plan Checklist**

*The following checklist is intended to serve as a guide and not a substitute for any provisions of the Town of Bethel Subdivision Regulations or other requirements of law. The Bethel Planning Board may require additional data prior to granting approval. Citations refer to relevant portions of the Town of Bethel Subdivision Regulations, which should be consulted for legal requirements.*

**Check off all items provided (indicate n/a if not applicable):**

**Special Use and Site Plan Application Form**

- \_\_\_\_\_ Name and location of project. **§130-27.A**
- \_\_\_\_\_ Name and address of applicant. **§130-27.A**
- \_\_\_\_\_ Name and address of owner (if different). **§130-27.A**

**Preliminary Site Plan**

- \_\_\_\_\_ Name and location of project. **§130-27.A**
- \_\_\_\_\_ Name and address of applicant. **§130-27.A**
- \_\_\_\_\_ Name and address of owner (if different). **§130-27.A**
- \_\_\_\_\_ North point, graphic scale, date of plan and date of plan revision(s). **§130-27.A**
- \_\_\_\_\_ Zoning classification. **§130-27.A**
- \_\_\_\_\_ Preliminary Site Plan of not more than 24" X 36" in size indicating tract being developed and all proposed improvements at a scale of not more than 100 feet per inch. Such plan shall ordinarily be prepared by a New York State Licensed Professional Engineer, Architect or Landscape Architect. **§130-27.A**
- \_\_\_\_\_ Location map, at a scale of one inch equals 2,000 feet showing the applicant's entire property, parcel boundaries, roads and watercourses. **§130-27.A**
- \_\_\_\_\_ Existing structures, drainage systems, wells, septic systems, waterlines, sewer lines and other subsurface improvements within 200 feet of the subject property. **§130-27.A**
- \_\_\_\_\_ Tax map data for affected and adjacent parcels (section-block-lot). **§130-27.A**
- \_\_\_\_\_ Names of owners of abutting land, along with boundary line intersections. **§130-27.A**
- \_\_\_\_\_ Topography based, at a minimum, upon U.S.G.S. mapping. **§130-27.A**
- \_\_\_\_\_ Location and description of existing and proposed water supply systems. **§130-27.A**
- \_\_\_\_\_ Location and description of existing and proposed sewage disposal systems. **§130-27.A**

**Supporting Materials**

- \_\_\_\_\_ Authorization letter from owner (if different from applicant). **§130-27.A**

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**Appendix A5 - Full Site Plan Checklist**

*The following checklist is intended to serve as a guide and not a substitute for any provisions of the Town of Bethel Subdivision Regulations or other requirements of law. The Bethel Planning Board may require additional data prior to granting approval. Citations refer to relevant portions of the Town of Bethel Subdivision Regulations, which should be consulted for legal requirements.*

**Check off all items provided (indicate n/a if not applicable):**

**Full Site Plan**

- \_\_\_\_\_ Name and location of project. **§130-27.A**
- \_\_\_\_\_ Name and address of applicant. **§130-27.A**
- \_\_\_\_\_ Name and address of owner (if different). **§130-27.A**
- \_\_\_\_\_ Tax map data for affected and adjacent parcels (section-block-lot). **§130-27.A**
- \_\_\_\_\_ Names of owners of abutting land, along with boundary line intersections. **§130-27.A**
- \_\_\_\_\_ Zoning classification. **§130-27.A**
- \_\_\_\_\_ North point, graphic scale, date of plan and date of plan revision(s). **§130-27.A**
- \_\_\_\_\_ Signature block of 2" X 4" for Planning Board approval.
- \_\_\_\_\_ Site Plan of not more than 24" X 36" in size indicating tract being developed and all proposed improvements at a scale of not more than 100 feet per inch. Such plan shall ordinarily be prepared by a New York State Licensed Professional Engineer, Architect or Landscape Architect. **§130-27.A**
- \_\_\_\_\_ Location map, at a scale of one inch equals 2,000 feet showing the applicant's entire property, parcel boundaries, roads and watercourses. **§130-27.A**
- \_\_\_\_\_ Existing structures, drainage systems, wells, septic systems, waterlines, sewer lines and other subsurface improvements within 200 feet of the subject property. **§130-27.A**
- \_\_\_\_\_ Topography based, at a minimum, upon U.S.G.S. mapping. **§130-27.A**
- \_\_\_\_\_ Location and description of existing and proposed water supply systems. **§130-27.A**
- \_\_\_\_\_ Location and description of existing and proposed sewage disposal systems. **§130-27.A**
- \_\_\_\_\_ The location of all existing watercourses, wooded areas, rights-of-way, roads, structures or any other significant man-made or natural feature, if such feature has an effect upon the use of said property. **§130-27.B(1)**
- \_\_\_\_\_ The location, use and floor or ground area of each proposed building, structure or any other land use, including sewage disposal and water supply systems. **§130-27.B(2)**
- \_\_\_\_\_ The location of all significant landscaping and ground cover features, both existing and proposed, including detailed planting plans and a visual depiction or rendering of the final appearance of the property after all landscaping and other physical improvements are completed. **§130-27.B(3)**

**Town of Bethel**  
**Planning Board Operating Procedures**

Adopted by the Town of Bethel Town Board on November 29, 2007

**Appendix A5 - Continued**  
**Full Site Plan Checklist**

- \_\_\_\_\_ The location, dimensions and capacity of any proposed roads, off-street parking areas or loading berths, including typical cross-sections for all paving or regrading involved. **§130-27.B(4)**
- \_\_\_\_\_ The location and treatment of proposed entrances and exits to public rights-of-way, including traffic signals, channelizations, acceleration and deceleration lanes, widenings or any other measure having an impact on traffic safety conditions. **§130-27.B(5)**
- \_\_\_\_\_ The location and identification of proposed open spaces, parks or other recreation areas. **§130-27.B(6)**
- \_\_\_\_\_ The location and design of buffer areas and screening devices to be maintained. **§130-27.B(7)**
- \_\_\_\_\_ The location of trails, walkways and all other areas proposed to be devoted to pedestrian use. **§130-27.B(8)**
- \_\_\_\_\_ The location of public and private utilities, including maintenance facilities. **§130-27.B(9)**
- \_\_\_\_\_ The specific locations of all signs existing and proposed, including a visual depiction of the latter. **§130-27.B(10)**
- \_\_\_\_\_ Preliminary architectural plans for the proposed buildings or structures, indicating typical floor plans, elevations, height and general design or architectural styling. **§130-27.B(11)**

**SEQR Full Environmental Assessment Form (EAF)**

- \_\_\_\_\_ Part I completed by applicant **§130-27.B(13)**
- \_\_\_\_\_ Parts II & III drafted by applicant

**Supporting Documents**

- \_\_\_\_\_ An explanation of how the project meets Route 17B Gateway Design Guidelines. **§130-18**
- \_\_\_\_\_ Written request for any waivers requested. **§130-27.C**