

Pre-submittal Information to be given to Applicant

1. Planning Board Application Form
2. Planning and Zoning Fee Schedule
3. Requirements for Site Plan, Subdivision Plans
4. Copy of Zoning and/or Subdivision Ordinance If Requested (Fee \$10.00/Full Copy)
5. Include both short and long versions of SEQRA forms
6. List of Scheduled Meeting Dates and Submittal Cut-Off Dates

**Village of Macedon
Planning Board Application**

The application shall be accompanied by 10 sets of all maps and plans, environmental assessment form, and this application form as well as required fees per attached fee schedule. These items must be received 10 business days prior to scheduled meeting date in order to be placed on the Planning Board Agenda.

REASON FOR APPLICATION:

Subdivision: _____ Preliminary _____ Final _____
Site Plan: _____ Preliminary _____ Final: _____ Other: _____
Special Use Permit: _____

OFFICE USE ONLY FEES: _____ _____ _____
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1. Project Name& Location:

Applicant _____

Address _____ Phone/Fax No. _____

E-Mail _____

2. Owner of Land: _____

Address _____ Phone/Fax No. _____

E-Mail _____

3. Number of Lots _____

4. Tax Account No. _____ Current Zoning (circle one) R1 R2 Ind. Comm.

5. Size of Property (# of acres) _____

6. Name of Licensed Professional preparing plans _____

_____ Phone/Fax No. _____

7. Names of adjoining property owners _____

8. Is property within 500 feet of municipal boundary? _____ If yes, another complete set of all maps and plans is required.

9. Describe any existing easements, variances or other restrictions on property

10. The undersigned applicant hereby requests approval by the Village of Macedon Planning Board of the above identified project:

APPLICANT _____ DATE _____

OWNER _____ DATE _____

11. I, the undersigned, am responsible for all fees associated with the approval of this application.

SIGNATURE Date _____

Please Note"#10 and #11 must be signed for the application to be processed

Application Received by _____ Date _____

Fees Collected: _____

Requirements for Site Plan

	Applicant		Village Official	
	Shown	N/A	Shown	N/A
1. Site Plan name				
2. Name and Address of Applicant				
3. Location Sketch				
4. Tax Account Number				
5. North Arrow				
6. Scale (Not more than 1"=50')				
7. Boundaries of lot plotted to scale showing acreage (Based on a signed survey map)				
8. Date and/or revision date				
9. Benchmark and references				
10. Name of Professional Engineer and/or Licensed Land Surveyor preparing map				
11. Topographic survey showing contours based on USGS Datum				
12. Names of Adjacent Land Owners and tax account numbers				
13. Location and ROW of adjacent streets				
14. On-site and Adjacent utilities				
15. Finished Floor Elevation and proposed contours				
16. Location and source of water supply				
17. Location and method of sewage disposal				
18. Drainage contours, pipe sizes and material, method of detention/retention				
19. Location of floodplain/floodway				
20. Location of State and/or federal wetlands				
21. Existing zoning, required setbacks and proposed setbacks				
22. Standard Notes				
23. Existing and proposed easements				
24. Any calculations required for traffic, drainage, water supply or sewage disposal				
25. Signatures Lines for: <div style="margin-left: 40px;"> Planning Board Chairman Village Engineer </div>				

Requirements for Site Plan

Other requirements for submission

VILLAGE OF MACEDON SITE PLAN REVIEW/PROJECT CHECKLIST

Tax Parcel Number: _____	Section: _____	Block: _____	Lot: _____
Village Log # _____			

Proposed Development Name & Location

Applicant Name & Address

Plans Prepared by (Surveyor/Engineer/Architect)

Phone: _____

E-Mail: _____

Phone: _____

E-Mail: _____

	Date of Action
1.) Application Received (Application form, EAF, fee)	_____
2.) Fee Paid: \$	_____
3.) Application Complete & Referred to Planning Board	_____
4.) First Appearance on Planning Board Agenda	_____
5.) Type of SEQR Action Determined To Be:	_____
Type 1 Unlisted Other	
6.) Environmental Significance Determined by:	_____
Positive Dec. Negative Dec. Conditional Neg. Dec.	
7.) EAF Form Filed	_____
8.) Application Submitted to County Planning Agency	_____
9.) County Planning Agency Response Received	_____
10.) Motion to Hold or Waive Public Hearing	_____
11.) Notice of Hearing Published in Paper	_____
12.) Notice of Hearing Mailed to Applicant	_____
13.) Public Hearing held – Motion to Close Public Hearing	_____
14.) Action Taken on Application: Approval Approval w/Modifications Disapproval	_____
15.) Report filed with County Planning Agency	_____
16.) Application Endorsed by Planning Board	_____
Chairperson _____	
Village Engineer _____	
Zoning Official _____	
17.) Records Filed with Village Clerk	_____
18.) Decision Mailed to Applicant	_____
19.) Zoning Permit Issued	_____
20.) Certificate of Occupancy Issued	_____

Village Requirements for Subdivision Plan

	Applicant		Village Official	
	Shown	N/A	Shown	N/A
1. Subdivision Name				
2. Name and Address of Sub-divider				
3. Location sketch				
4. Tax Account Number				
5. North Arrow				
6. Scale (Not more than 1"=50')				
7. Boundaries of tract plotted to scale showing acreage by a Licensed Land Surveyor.				
8. Monumentation information				
9. Date and/or revision date				
10. Benchmark and references				
11. Name of Professional Engineer and/or Licensed Land Surveyor preparing map				
12. Topographic survey showing contours of not more than 2' intervals and adjacent to and within 200' of subdivision, based on USGS Datum				
13. Pertinent topographic features				
14. Owners of Adjacent Land Owners and tax account numbers				
15. Water, power, gas, sewer lines, parks, playgrounds and other public facilities				
16. System for storm-water drainage showing sizes, slopes and materials				
17. Location and ROW of existing adjacent streets and proposed streets				
18. Suggested names of proposed streets				
19. Approximate lines or proposed lots including: a. Acreage or square footage b. Individual lot numbering, including indication of non-conforming lots.				
20. Finished Floor Elevation and proposed contours				
21. Location and source of water supply and layout of proposed water supply system				
22. Location and method of sewage disposal and proposed collection system				
23. Drainage contours, pipe sizes and material, method of detention/retention				
24. Approximate lines and grades of proposed streets, sidewalks and cross sections				
25. Location of floodplain/floodway and base flood elevation.				
26. Location of State and/or federal wetlands				

Village Requirements for Subdivision Plan

27. Existing zoning, required setbacks and proposed setbacks				
28. Standard Notes				
29. Existing and proposed easements				
30. Any calculations required for traffic, drainage, water supply or sewage disposal				
31. Signatures Lines for: Planning Board Chariman Village Engineer				

Other requirements for submission:

VILLAGE OF MACEDON
PLANNING BOARD MEETINGS
AND SUBMITTAL DATES FOR 2006

Meeting Dates

January 4, 2006

February 1, 2006

March 1, 2006

April 5, 2006

May 3, 2006

June 7, 2006

July 5, 2006

August 2, 2006

September 6, 2006

October 4, 2006

November 1, 2006

December 6, 2006

Submittal Deadline Dates

December 19, 2005

January 16, 2006

February 13, 2006

March 13, 2006

April 17, 2006

May 15, 2006

June 12, 2006

July 17, 2006

August 14, 2006

September 18, 2006

October 16, 2006

November 20, 2006