

VILLAGE OF CLAYTON
PLANNING BOARD/ZONING BOARD OF APPEALS
APPLICATION FOR SITE PLAN REVIEW

For Official Use Only

Application #: _____

Date of Application: _____

Application Fee Received: _____

Date of Public Hearing: _____

Zoning District: _____

Tax Map #: _____ Block #: _____ Lot #: _____

A: Statement of Ownership and Interest:

The applicant(s) _____ is/are the owner(s) of
property situated at the following address:

B: Request for Site Plan Review:

Applicant(s) request(s) a Site Plan Review for the use of the property for
_____ as

Provided by the Village of Clayton Zoning local law; and in support of the application hereby
submits the following:

**PLEASE PROVIDE A DETAILED DRAWING TO
SCALE IDENTIFYING THE FOLLOWING FEATURES:**

- ☐ A SKETCH (Concept Drawing) of the property, showing existing features including
contours, buildings, structures, pavement, trees, streets, utility easements, right-of-way,
land use and adjacent property owners.

Comments: _____

- ☐ Site plan showing proposed building locations and land use areas.

Comments: _____

- ☐ Landscaping sketches including design, grading and proposed planting and buffering as
required by this Ordinance.

Comments: _____

- ☐ Proposed traffic circulation and/or boat access, parking and loading spaces, docking and pedestrian walkways.

Comments: _____

- ☐ Sketches and drawings for buildings to be constructed.

Comments: _____

- ☐ Sketches, including outline of planned street improvements, drainage and sewage disposal systems and public utility extensions.

Comments: _____

**PLEASE PROVIDE THE FOLLOWING SUPPLEMENTAL
INFORMATION AS AN ATTACHMENT:**

- ☐ Preliminary feasibility studies of and anticipated problems which might arise due to the proposed development (as required by the Joint Planning Board)

- ☐ Proposed construction sequence and anticipated time schedule for completion of each phase of building, paving and landscaping.

- ☐ Description of the proposed uses, including hours of operation, number of employees, anticipated volume of business, and type and volume of traffic expected to be generated.

- ☐ SEQR Environmental Assessment Form – short or full form as specified by 6 NYCRR Park 617, State Environmental Quality Review Act.

Any other information or data that the Village Planning Board or Zoning Board of Appeals shall deem necessary to its understanding and assessment of the site plan proposal. The Planning Board may require a survey of the property complying with most of the items stated in the items above for applications after the initial concept drawings are presented at the pre-application meeting.

C: Substantiation for Request:

Applicant (s) allege (s) that the proposed Site Plan Use:

1. Would be in harmony with the character of the neighborhood because

2. Would not be detrimental to the property of other persons in the neighborhood because _____

D: Special Features:

In additions to meeting the standards prescribed by the Zoning Ordinance, the applicant (s) agree (s) to provide _____

_____ in order
that the public convenience, welfare and safety will be further served.

E: Site Inspections:

Applicant agrees that members of the Joint/Village Zoning Board of Appeals/Planning Board may inspect the property site of the applications by appointment or at other times as agreed to by the applicant and the Boards.

Please list preferred days/times: _____

Notification to owner is required (Y/N) _____

Please note: Notifications to be coordinated through the Village of Clayton Zoning Officer

Dated: _____ Phone #: _____

Applicant's Name: _____ (please print)

Mailing Address: _____

Applicant's Signature: _____