

**TOWN OF COBLESKILL – PLANNING BOARD**  
**SPECIAL USE PERMIT CHECKLIST**

Zone: \_\_\_\_\_ Tax Map#: \_\_\_\_\_

Applicants Name and Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location and Title of Project: \_\_\_\_\_

Sketch Plan Meeting Date: \_\_\_\_\_ Number of Required Copies: \_\_\_\_\_

Final Submission: \_\_\_\_\_ [minimum three (3) copies]

Date Received: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Date Site Plan Fee Received (if applicable): \_\_\_\_\_

Name and Address of Plan Preparer: \_\_\_\_\_

\*\*\*\*\*

**Plan Requirements (check when completed or NA if not-applicable)**

- |   |  |
|---|--|
| <input type="checkbox"/> Location Map   | <input type="checkbox"/> Existing and Proposed Signage           |
| <input type="checkbox"/> Name and Address of Owner  | <input type="checkbox"/> Name and Address of Preparer            |
| <input type="checkbox"/> Title of Development   | <input type="checkbox"/> Date                                    |
| <input type="checkbox"/> North Arrow  | <input type="checkbox"/> Scale (not less than 30' to the inch)   |
| <input type="checkbox"/> Names of Adjacent Property Owners  | <input type="checkbox"/> Zoning and Property Boundaries          |
| <input type="checkbox"/> Zoning District(s)   | <input type="checkbox"/> Existing and Proposed Buildings         |
| <input type="checkbox"/> Deed Restrictions  | <input type="checkbox"/> Existing and Proposed Street Access     |
| <input type="checkbox"/> Loading and Parking on/off-street Areas  | <input type="checkbox"/> Water, Sewage and Utility Lines         |
| <input type="checkbox"/> Outdoor Lighting   | <input type="checkbox"/> Proposed Screening and Landscaping      |
| <input type="checkbox"/> Drainage System  | <input type="checkbox"/> Uses not requiring a Structure          |
| <input type="checkbox"/> Topography   | <input type="checkbox"/> R.O.W., Easements and Covenants         |
| <input type="checkbox"/> Setback lines for Existing Zones   | <input type="checkbox"/> Color Photos showing 4 sides            |
| <input type="checkbox"/> Hours of Operation   | <input type="checkbox"/> Dumpster location                       |
| <input type="checkbox"/> Site Development Stages  | <input type="checkbox"/> Existing Facilities (culverts & drains) |
| <input type="checkbox"/> Existing and Proposed Public and Community Areas                                       |  |
| <input type="checkbox"/> SPEDES Permit (Stormwater Phase II Construction Permit)                                |  |
| <input type="checkbox"/> Location of significant physical features such as springs, sinkholes and rock outcrops |  |

*Additional Requirements, Conditions and/or Restrictions:*

*Planning Board Shall Take Action Within 62 days (Town Law § 274-B #6)  
 After the Mandatory Public Hearing.*

Action of Planning Board: Date: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_