

# Village of Cobleskill Planning Environment & Codes Office

## Site Plan Review Application Instructions

518-234-4661

These are the minimum submission requirements as set forth in Chapter 160, Code of the Village of Cobleskill, for any Site Plan Review application. The Village reserves the right to request additional information to support an application. If these minimum requirements are not met, the Village reserves the right to reject the application.

**Your application must include a \$25 money order or check payable to the Village of Cobleskill and an original and six collated copies of the following:**

1. A cover letter explaining your proposed project, including estimated project cost
2. Part 1 of the State Environmental Quality Review Environmental Assessment Form
3. An area map showing the parcel under consideration for site plan review and all properties, subdivisions, streets and easements within 200 feet of the boundaries thereof. Such area map shall be oriented to the nearest highway intersection.
4. The general slope of the parcel under consideration and a notation giving the estimated percentage of slope on the parcel.
5. Such additional information as needed for other reviews or submittals required under state, federal or local laws and regulations.
6. For projects in the MU 1, MU 2, MU 3, and C-I Zoning Districts, a completed affidavit of mailing notice stating that notice has been mailed to owners of all properties within 200 feet of the proposed use
7. The most recent survey map or a copy of the tax map, including the total acreage, of the property

### STEP 1 – Sketch Plan

1. Provide your application materials to the PEC office, 378 Mineral Springs Rd., Cobleskill, NY nine calendar days prior to the scheduled Planning Board meeting.
2. The CEO will review your application and distribute copies to the Planning Board
3. You or your representative must attend the Planning Board meeting

### STEP 2 – Preliminary Site Plan

Submission must include

1. Original and six collated copies of all the items that the Planning Board requested at your Sketch Plan Conference. NYS law requires that your Preliminary Site Plan, which is a detailed scale drawing of your project, must be prepared by an architect, a professional engineer, a land surveyor, or a landscape architect unless your project is:
  - a. A farm building to be used solely for agricultural purposes, no retail sales, or;
  - b. A residential building of 1,500 square feet or less, or;
  - c. An alteration to an existing structure that will cost ten thousand dollars (\$10,000) or less and will not affect structural safety or public safety.
2. Provide everything to the PEC office, 378 Mineral Springs Rd., Cobleskill, NY nine calendar days prior to the scheduled Planning Board meeting
3. The CEO will review your Preliminary Site Plan and distribute copies to the Planning Board
4. You or your representative must attend the Planning Board meeting

### STEP 3 – Final Site Plan

Submission must include

1. Original and six collated copies of any changes that the Planning Board called for at the Preliminary Site Plan Review, and it must also include the following:
2. Original and six collated copies of the following:
  - a. records of application for, and approval status of, all necessary permits from New York State and Schoharie County
  - b. detailed sizing and final material specification of all required improvements
  - c. estimated project construction schedule
3. Provide everything to the PEC office, 378 Mineral Springs Rd, Cobleskill, NY 12043 nine calendar days prior to the scheduled Planning Board meeting
4. The CEO will review your Final Site Plan and distribute to the Planning Board
5. You or your representative must attend the Planning Board meeting

**Village of Cobleskill Planning Environment & Codes  
378-1A Mineral Springs Rd.  
Cobleskill, New York 12043  
Telephone 518-234-4661**

Application Number \_\_\_\_\_

Received \_\_\_\_\_

**Applicant** \_\_\_\_\_

**Property Owner** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Fax/Email** \_\_\_\_\_

**Fax/Email** \_\_\_\_\_

**Project location** \_\_\_\_\_

**SBL Number** \_\_\_\_\_

**Total Estimated Project Cost \$** \_\_\_\_\_

**Zoning District** \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says that he is the applicant above named.

He is the owner, or \_\_\_\_\_, of said owner or owners, and is duly authorized to perform or have performed the said work, and to make and file this application; that all statements contained in this application package are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed therewith, and in accordance with applicable laws, ordinances, rules and regulations.

The applicant recognizes that it may be necessary for Village Staff or members of the Planning Board, the Historic District Review Commission, the Zoning Board of Appeals, and/or the Tree Committee to conduct an on-site visit of the exterior and/or interior of the property that is the subject of the application.

The applicant hereby agrees that such on-site visit(s) may be conducted as deemed necessary.

Whether a site visit is necessary for the purpose of reviewing the application shall be within the sole discretion of the Village Staff and/or Board/Commission members.

The applicant further agrees, that by submitting this application, the applicant shall hold harmless the Village of Cobleskill, the Village Staff and/or Boards/Commission and their members and agents in their official and individual capacities for any damage or injury alleged to have been caused as a result of any site visit made pursuant to this application.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Notary public signature (stamp below)