

Town of Hague

Application for Planning Board Site Plan Review As Requires by Code of the Town of Hague, Chapter 160 – Zoning

Zoning Enforcement Office
Town of Hague
PO Box 509
Hague, NY 12836
(518) 543-6161

General Information

A Site Plan Review is required whenever the proposed use is determined to be a Type I or Type II as listed in Article VI of the Zoning Code, for development within 100 feet of the shoreline or as may be required elsewhere in chapter 160 of the Code.

Applicants are encouraged to discuss the proposed project with the Zoning Enforcement Officer prior to submitting applications. A preliminary site plan conference may be held at the advice of the Zoning Enforcement Officer. The intent of this conference is to enable the applicant to inform the Planning Board of the proposed work prior to the preparation of a detailed plan and for the Planning Board to advise the applicant of potential problems and to determine specific information required on the site plan.

Instructions

1. This application must be completely filled in by typewriter or ink and submitted to the above address with the appropriate fee (\$150.00). Checks should be made out to Town of Hague. Complete applications must be received 14 days in advance of the monthly Planning Board meeting in order to be on the agenda at that meeting. Incomplete applications will not be considered. Planning Board meetings are normally held at 7:00 pm on the 1st Thursday of each month at The Hague Community Center.
2. This application must be accompanied by:
 - a. Completed Application for Land Use Development Zoning Compliance Certificate (including fee)
 - b. Seven additional copies of house plan and plot plans as required above. Reduced size drawings will be accepted.
3. When the proposed development is within 500 feet of a State or County highway, the proposed development will be reviewed by the Warren County Planning Board. Any comments received from that Board will be considered during the Site Review
4. Following the submission of the information required for a complete application, the applicant, owner and/or representative must attend the Planning Board meeting at which the proposal is to be discussed.
5. Following the Planning Board Meeting, a site visit will be conducted by members of the Planning Board and the Zoning Enforcement Officer. The applicant and/or owner or representative must be present during the site visit.
6. The Site Plan Review process usually requires 2 meetings. Final decision on the application will be rendered at the final Planning Board meeting following the site visit and receipt of any additional information requested by the Planning Board.

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Applicant Information

Tax Map # Sec. _____ Block _____ Lot _____ Zoning District: Hague _____ APA _____

Name of Applicant _____ Mailing Address _____

Name and address of owner of different than above _____

Address of proposed project _____

Type of Site Plan Review: Type I _____ Type II _____

Type of Application: New _____ Addition _____ Modification _____ Change of Use _____ Other _____

Description of project or proposed use: _____

Signature of applicant _____ Date _____ Signature of owner _____ Date _____

To Be Completed by Zoning Enforcement Officer

Application # SP _____ - _____ Date Received ____/____/____ Required Fee (\$50.00) paid _____

Accepted by Zoning Enforcement Officer _____ Date : ____/____/____
(Signature)

Comments by ZEO (if any) _____

Agency referrals (Date sent if applicable) WCPC _____ LGPC _____ APA _____

Date of Site Review Meeting ____/____/____ Public Hearing Required? _____ Date Held ____/____/____

Action by Planning Board: Approved _____ Approved with conditions _____ Denied _____ Other _____

Condition/Comments _____

Final action by Planning Board contained in Minutes of Planning Board Meeting dated ____/____/____