# 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

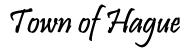
#### **General Information**

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 (\$70.00). 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 1<sup>st</sup> 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 Date Date
When project is completed you must return to the Zoning Office for a Compliance Certificate before applying for a Occupancy Permit with the County.
Signature of applicant Date Date Date
To Be Completed by Zoning Enforcement Officer
Application # SP Date Received// Required Fee (\$70.00) paid
Accepted by Zoning Enforcement Officer Date : Date :
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//