

Date \_\_\_\_\_

TOWN OF NELSON  
**SITE PLAN/SPECIAL PERMIT**  
CHECKLIST

applicant \_\_\_\_\_ project \_\_\_\_\_ location \_\_\_\_\_

**FOR FIRST PLANNING BOARD MEETING:**

- \_\_\_\_\_ review proposal with Town Code Enforcement Officer
- \_\_\_\_\_ review Articles 2 & 3 and Exhibit E of the Town Land Use and Development Law
- \_\_\_\_\_ pay application fees
- \_\_\_\_\_ submit 9 copies of the following documents to the Town Clerk (by the last Thursday of the month) :
  - \_\_\_\_\_ photograph(s) of the property ( if lakefront, include view from lake)
  - \_\_\_\_\_ application form completed and signed
  - \_\_\_\_\_ location of property on Town map
  - \_\_\_\_\_ short form Environmental Assessment Form
  - \_\_\_\_\_ preliminary architectural plans/renderings for new structures, or modifications
  - \_\_\_\_\_ sketch plan (on copy of tax map) showing:
    - \_\_\_\_\_ general location and dimensions of existing structures with distances to property lines
    - \_\_\_\_\_ proposed new structure/structure modifications with preliminary dimensions, and distances to property lines
    - \_\_\_\_\_ general location of existing/proposed well and septic system
    - \_\_\_\_\_ general location of natural features ( wetlands, streams, ponds, woods, etc)
    - \_\_\_\_\_ easements\ Right of Ways
    - \_\_\_\_\_ general location of ingress/egress, fencing, parking, landscaping, lighting, and any other non-structural aspects of project
- \_\_\_\_\_ attend Planning Board meeting (second Tuesday of each month at 7:00 pm)

Date \_\_\_\_\_

TOWN OF NELSON  
SITE PLAN/SPECIAL PERMIT  
CHECKLIST (CONT.)

applicant \_\_\_\_\_ project \_\_\_\_\_ location \_\_\_\_\_

**AFTER THE FIRST PB MEETING:**

Following the initial appearance before the planning board, the following items are required as part of the Town Site Plan/Special Permit process, (as outlined in Articles 2 and 3 of the Town of Nelson Land Use and development Law):

\_\_\_ public hearing scheduled and held at Planning Board meeting (second Tuesday of each month at 7:p.m.)

\_\_\_ notification letter sent by applicant to all adjacent properties prior to public hearing

\_\_\_ 9 copies of a site plan plan (either 11"x17", or 24" x 36" prepared by a licenced Land Surveyor or Professional Engineer), submitted to the Town Clerk by the last Thursday of the month.

As outlined in Section 314, the plan will include the following (where applicable):

\_\_\_ 1"=2000' location plan

\_\_\_ metes and bounds of all property lines, size of property in acres

\_\_\_ plan scale at 1"=20' or greater with existing and proposed 1' contours, and spot elevations

\_\_\_ easements/R.O.W.s, with widths

\_\_\_ adjacent properties with owner's names

\_\_\_ existing and proposed structures and accessory structures with dimensions and distances to property lines

\_\_\_ location of existing and proposed wells and septic systems

\_\_\_ Town Zoning designation(s) of property and tax map number(s)

\_\_\_ deep hole and percolation test locations and results for new septic system

\_\_\_ well and septic design data for new systems

\_\_\_ existing and proposed utilities

\_\_\_ accurate location of any State or Federally designated flood plains, streams, or wetlands

\_\_\_ owner/developer's name(s) and signatures

(over)

## SP CHECKLIST (CONT)

### Plan (cont):

- approval/signature boxes for Planning Board and County Health Dept.
- location of storm water management facilities
- existing and proposed landscaping, lighting, parking, fencing, traffic circulation, walks, signs, waste management features
- buffers, set backs, and screening
- PE/LS stamp

### In addition, the following items may be required as part of the application process:

- architectural plans and elevations prepared by a licenced architect
- drainage, erosion and sedimentation control, design plans prepared by a licenced engineer
- review fees for Town Engineer
- approval of proposed driveway locations from County, Town, or State
- Storm water management report/ SWPPP and NOI with NYDEC
- Deed(s) of original property
- review by Madison County Planning
- approval of variances from Town ZBA
- approval of Madison County Health Dept.
- DEC, USACE approval for wetland/stream disturbance
- NY Ag & Markets approval within Agricultural District
- performance bond
- operating plan\narrative
- traffic report
- archeology report
- visual impact analysis
- Long Form EAF or Environmental Impact Statement

APPLICATION  
TOWN OF NELSON PLANNING BOARD REVIEW

APPLICATION DATA

DATE: \_\_\_\_\_

TYPE OF APPLICATION:

\_\_\_\_\_ subdivision      \_\_\_\_\_ site plan      \_\_\_\_\_ special permit

PROPERTY OWNER: \_\_\_\_\_ **PHONE** \_\_\_\_\_

APPLICANT/DEVELOPER: \_\_\_\_\_ **PHONE** \_\_\_\_\_  
(If different than owner)

PROFESSIONAL ADVISORS:

Surveyor: \_\_\_\_\_ (name)  
Engineer: \_\_\_\_\_ (name)  
Attorney: \_\_\_\_\_ (name)  
Other: \_\_\_\_\_ (type) \_\_\_\_\_ (name)

EXISTING PROPERTY DATA

PROPERTY ADDRESS: \_\_\_\_\_

TAX MAP NUMBER(S) : \_\_\_\_\_

CURRENT PROPERTY SIZE: \_\_\_\_\_ (acres), (and) \_\_\_\_\_ (acres)

TOWN OF NELSON ZONING DESIGNATION: \_\_\_\_\_

ROAD FRONTAGE: \_\_\_\_\_ (feet) on \_\_\_\_\_ (road)  
(and) \_\_\_\_\_ (feet) on \_\_\_\_\_ (road )

LAKE FRONTAGE (if applicable): \_\_\_\_\_ (feet)

WAS THE EXISTING LOT(S) CREATED AFTER 1996? \_\_\_\_\_

EXISTING LAND USE: (check all that apply)

\_\_\_ wetland    \_\_\_ forest    \_\_\_ agricultural    \_\_\_ business \_\_\_\_\_ (type)    \_\_\_ vacant  
\_\_\_ residential    \_\_\_ waterfront    \_\_\_ flood plain    \_\_\_ other \_\_\_\_\_ (type)

LIST ANY NON-CONFORMING ASPECT(S) OF THE PROPERTY/BUILDINGS/LAND USE:

LIST ANY EASEMENTS OR R.O.W.'S ON THE PROPERTY \_\_\_\_\_

LIST ALL BUILDINGS PRESENT ON THE PROPERTY:

Type	Approx size (s.f.)	Use
_____	_____	_____
_____	_____	_____
_____	_____	_____

IS THERE A WELL ON THE PROPERTY? \_\_\_\_\_  
IS THERE A SEPTIC SYSTEM ON THE PROPERTY? \_\_\_\_\_  
IS THE PROPERTY IN A STATE AGRICULTURAL DISTRICT? \_\_\_\_\_

**PROPOSED ACTION FOR PLANNING BOARD REVIEW**

DESCRIBE THE PROPOSED ACTION IN WORDS:(attach additional as needed)

---

---

---

---

THE PROPOSED ACTION WILL: (check all that apply)

- \_\_\_\_ - CREATE ADDITIONAL BUILDING LOTS  
How many? \_\_\_\_\_ Smallest size of new lots) \_\_\_\_\_ (acres)  
Smallest new lot road frontage \_\_\_\_\_ (ft) Smallest new lot lake frontage \_\_\_\_\_ (ft)
  
- \_\_\_\_ - CHANGE EXISTING PROPERTY LINES  
Between parcels \_\_\_\_\_ and \_\_\_\_\_ (tax map #'s)
  
- \_\_\_\_ - CONSTRUCT A NEW STRUCTURE  
Type \_\_\_\_\_ Size \_\_\_\_\_ (s.f.) Proposed use \_\_\_\_\_
  
- \_\_\_\_ - CREATE A NEW USE FOR AN EXISTING STRUCTURE  
Existing Use \_\_\_\_\_ Size \_\_\_\_\_ (s.f.) Proposed use \_\_\_\_\_
  
- \_\_\_\_ - EXPAND AN EXISTING USE  
Type \_\_\_\_\_ % expansion \_\_\_\_\_
  
- \_\_\_\_ - CHANGE THE CURRENT LAND USE  
From \_\_\_\_\_ To \_\_\_\_\_
  
- \_\_\_\_ - COMBINE PROPERTIES  
List Properties: \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ (tax map#'s)
  
- \_\_\_\_ - EXPAND/ALTER THE EXTERIOR OF AN EXISTING STRUCTURE  
Type \_\_\_\_\_ Current size \_\_\_\_\_ (s.f.) Proposed expansion \_\_\_\_\_ (s.f.)
  
- \_\_\_\_ - DEMOLISH AN EXISTING STRUCTURE  
Type \_\_\_\_\_
  
- \_\_\_\_ - OTHER \_\_\_\_\_

CHECK ANY ASPECTS OF THE PROPOSED ACTION THAT WILL NOT CONFORM TO CURRENT ZONING REGULATIONS FOR THE DESIGNATED ZONE:

\_\_\_\_ land use \_\_\_\_ lot size \_\_\_\_ structure height \_\_\_\_ structure size \_\_\_\_ front setback  
\_\_\_\_ side setback \_\_\_\_ rear setback \_\_\_\_ lot coverage \_\_\_\_ lot frontage

OTHER APPROVALS/PERMITS NEEDED FOR PROPOSED ACTION \_\_\_\_\_

---

---

---

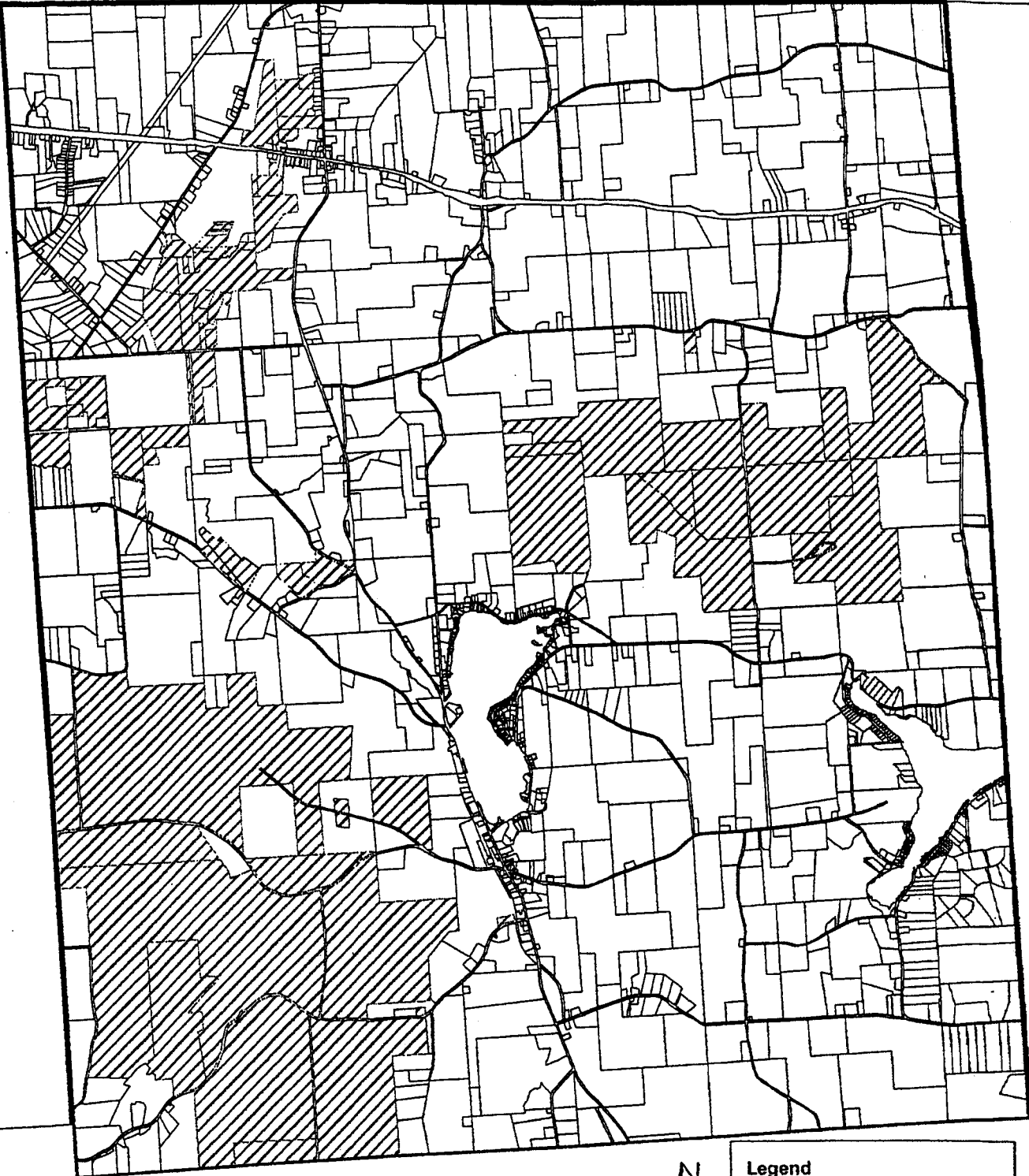
SIGNATURES (Both needed if different):

\_\_\_\_\_ owner \_\_\_\_\_ date



\_\_\_\_\_ developer \_\_\_\_\_ date

# Town of Nelson, NY

## Property Location MAP



### Legend

-  Federal/State/County/Town Lands
-  Parcels - Nov 2008

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

To: \_\_\_\_\_

Subject: \_\_\_\_\_

Please be advised that an application has been filed with the Town of Nelson Planning Board for a for a Site Plan /Special Permit Review of the above noted property. This Public Hearing has been scheduled for 7:00 p.m. on \_\_\_\_\_,200 and will be held at the Nelson Town Office Building, Nelson Road, Nelson, New York.

The property is located on \_\_\_\_\_ and being Tax Map No. \_\_\_\_\_. The property is owned by \_\_\_\_\_.

You are being notified as you are a property owner within 500 feet of this property named above.

All persons will be heard at said time or as soon thereafter in support or in opposition to this request. Persons may appear in person or by agent.

Very truly yours,

Town of Nelson

Exhibit "E"

Land Use and Development Regulations

Area and Distance Requirements

Section	Ordinance Requirement	WF	AR	RB	RA	NC	TC	HC	IN
219.3	Planned Unit Development - PUD (acres)	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
220.8	Area Regulations: (Minimum Acres)								
	Basic Districts - Lots	1.4	1.4	1.4	1.4	1.4	0.9	1.4	3.0
	Basic Districts - Flag Lots	2.8	2.8	2.8	2.8	2.8	1.8	2.8	6.0
	Lake & Swamp Overlay District - Lots	1.4	2.0	2.0	2.0	NA	NA	NA	NA
	Lake & Swamp Overlay District - Flag Lots	2.8	4.0	4.0	4.0	NA	NA	NA	NA
220.9	Add to lot per additional permitted dwelling unit	0.7	0.7	0.7	0.7	0.7	0.7	0.7	NA
220.10	Dimension Regulations: (Minimum Feet)								
	Lot frontage at street line								
	Non-Type 1 minor subdivision	60	60	60	60	60	60	60	60
	Type 1 minor subdivision new lot	100	200	200	200	200	200	200	200
220.11	Lot Width (at front setback line)	100	200	200	200	200	200	200	200
220.12	Front yard depth (at setback line)								
	Buildings / structures (not on state roads)	Lake - Not Decks 30 Lake - Decks *** 5 Road 10% / 25 *	50	50	50	50	100	100	100
	Buildings / structures on state roads	NA	75	75	75	75	100	100	100
	Parking area	Lake 10% ** Road 5	50	50	50	30	50	50	50
	Cluster buildings / structures	PUD	PUD	PUD	PUD	NA	NA	NA	PUD
220.12	Side yard depth (at setback line)								
	Buildings / structures	15	30	30	20	30	30	30	50
	Accessory buildings / structures	15	20	20	20	20	20	20	50
	Parking area	5	20	20	10	20	20	20	20
	Driveways	5	10	10	10	20	20	20	20
	Cluster buildings / structures	PUD	PUD	PUD	PUD	NA	NA	NA	PUD
220.12	Rear yard depth (at setback line)								
	Buildings / structures	20	50	50	20	10	20	50	50
	Accessory buildings / structures	10	20	20	10	10	20	50	50
	Parking area	10	20	20	10	10	10	20	20
	Cluster buildings / structures	PUD	PUD	PUD	PUD	NA	NA	NA	PUD
220.13	Ratio regulations:								
	Maximum depth:width	3:1	3:1	3:1	3:1	3:1	3:1	3:1	3:1
220.14	Height regulations: (maximum feet)								
	Principal facility	25	35	35	35	35	35	35	40
	Accessory facility	15	30	30	20	20	20	20	30
	Agricultural use	20	No limit			NA	NA	NA	NA
220.15	Percentage regulations: (maximum %)								
	Lot coverage (% of lot area)								
	All impervious buildings/structures	7	10	10	10	40	30	25	25
	All other impervious materials	5	5	5	10	40	20	25	25
	Total - all improvements ****	12	15	15	20	80	50	50	50
220.16	Decks (pervious, uncovered)								
	Area - % of building coverage	50	NA	NA	NA	NA	NA	NA	NA
	Height	5	NA	NA	NA	NA	NA	NA	NA

\* Minimum set back from property line shall be 10% of lot depth, or 25 feet, whichever is greater.

\*\* Minimum set back from property line shall be 10% of lot depth.

\*\*\* Deck must be pervious and uncovered

\*\*\*\* Including decks and other pervious structures