

**Town of Santa Clara, NY 12983**

**SITE PLAN REVIEW APPLICATION**

FEE: \$210

ALL APPLICABLE FEES ARE NON-REFUNDABLE

**APPLICANT INFORMATION:**

NAME: \_\_\_\_\_

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

\_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**OWNERS INFORMATION: (if different than applicant)**

NAME: \_\_\_\_\_

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

\_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**PROJECT INFORMATION:**

Name of project: \_\_\_\_\_

Parcel Location: : \_\_\_\_\_

Parcel Tax ID: : \_\_\_\_\_

Current Use: : \_\_\_\_\_

Proposed Use: : \_\_\_\_\_

Area of proposed Structure: : \_\_\_\_\_

Area of Existing Structure: : \_\_\_\_\_

Estimated Total Project Cost: \_\_\_\_\_

Demolition Planned: \_\_\_\_\_

Other Permits: \_\_\_\_\_

Applicant's Signature: : \_\_\_\_\_ Date: \_\_\_\_\_

Date Received by the Town: : \_\_\_\_\_

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**SITE PLAN REVIEW CHECKLIST**

\*Starred items 1, 2, 3 and 22 required

- A. One copy of the site plan, to include, where applicable,
- \*1. Title of drawing, including name and address of applicant and person Responsible for preparation of such drawing;**
  - \*2. North arrows, scale and date;**
  - \*3. Boundaries and dimensions of the property plotted to scale, including identification of contiguous properties and all easements or rights-of-way and roadways;**
  4. Existing watercourses;
  5. Grading and drainage plan, showing existing and proposed contours;
  6. Location, proposed use and height of all buildings;
  7. Location, design and construction materials of all parking, circulation and truck loading areas, including means and ingress and egress;
  8. Provision for pedestrian access;
  9. Location of outdoor storage, if any;
  10. Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences;
  11. Description of the method of sewage disposal and location, design and construction materials of such facilities;
  12. Description of the method of securing water and location, design and construction materials of such facilities;
  13. Location, design and screening of solid waste facilities for commercial uses;
  14. Location of fire and other emergency zones, including the location of fire hydrants;
  15. Location, design and construction materials of all energy distribution facilities including electrical, gas or solar energy;
  16. Location, size, design and construction materials of all proposed signs, both indoor and outdoor, that are visible from adjoining properties, public highways or water ways;

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17. Location and proposed development of all buffer areas, including existing vegetation cover;
  18. Location and design of outdoor lighting facilities;
  19. Designation of the amount of building area proposed for retail sales or similar commercial activity;
  20. General landscaping plan and planting schedule;
  21. Other elements integral to the proposed development as considered necessary by the Planning Board, including identification of any State or County permits required for the project's execution.
  - \*22. Sketch of any proposed building, structure or sign, including exterior dimensions and elevations of front, side and rear views.**
- B. Such additional information as the Planning Board or enforcement officer may reasonably require to assess the proposed project, including scale drawings where necessary.
- C. Applicant may request, in writing, a waiver of any of the forgoing requirements.
- D. Accompanying data, to include the following;**
- \*1. Application form and applicable fee.**
  - \*2. Name and address of applicant and any professional consultants.**
  - \*3. Copy of the deed to the property in question.**
  4. Written and acknowledged authorization of owner if applicant is not the owner of the property in question.
- E. Applicant shall either mail a copy of the Application and all accompanying materials to each member of the Santa Clara Township Planning Board or relevant material may be scanned into a pdf file and emailed to [PlanningBoard.TSC@gmail.com](mailto:PlanningBoard.TSC@gmail.com). An acknowledgment of receipt of the email should be obtained.**

**Town of Santa Clara, NY 12983**  
**PLANNING BOARD APPOINTMENTS**

Pamela Adams  
142 Hoel Pond Road  
Saranac Lake, NY 12983

Beth Hall  
136 Moss Rock Road  
Saranac Lake, NY 12983

John LaHart  
P.O. Box14  
Lake Clear, NY 12945

Michael Ritchie  
119 Frog Lane  
Saranac Lake, NY 12983

William Young  
P.O. Box16  
Lake Clear, NY 12945