

Town of Mayfield Planning Department
PO Box 308, 28 North Main Street Mayfield, NY 12117
Phone, 518-661-5414 Ext 23, Fax 518-661-5400, Email codes@mayfieldny.org

Planning Board Review Applications: (Please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> One or Two Family | <input type="checkbox"/> Site Plan Review |
| <input type="checkbox"/> Home Occupation Review | <input type="checkbox"/> Special Use Permit |

General Information:

Owner of Record: _____ Date: _____

Tax Parcel ID # _____ - _____ - _____ Phone: (Eve) _____

Location: (Street address) _____ Phone: (Days) _____

Mailing Address: _____

Applicants Name: (If different) _____ Phone _____

Zoning Classification: _____ Current Land Use: _____

Project Information:

Plans Prepared By: _____ Address: _____

Phone: _____ Project Name: (If Any) _____

Project Area (Sq. Ft. or Acres) _____

Anticipated Construction Time: _____

Proposed use of Site: _____

Is this property located in the Adirondack Park? ☐ yes ☐ no

Has a Jurisdictional Inquiry Form been filed with the A.P.A? ☐ yes ☐ no

Fee Schedule:

One or Two Family Dwelling-\$50.00

Home Occupation-\$50.00

Commercial Site Plan Review-\$250.00

Special Use Permit-\$250.00

Engineering and Legal fees incurred by the Town in reviewing the project may be charged back to the applicant.

Required Information:

Property Deed

A copy of the property deed must be submitted with each application.

All surveys, maps and plans shall be prepared by and stamped with the seal and contact information of a State of New York surveyor or professional engineer.

For information regarding submittals special use permits and site plan review, please refer to the checklist below and the Town of Mayfield Zoning Law.

Number of copies required unless otherwise discussed - 10 copies of the plans are required to be submitted.

Applicant's Signature _____ Date _____

Site Plan Review Application Submission Checklist

All Site Plans, to be reviewed by the Town of Mayfield Planning Board, must be prepared by a licensed engineer, architect or land surveyor.

Based on the nature and magnitude of an action requiring a site plan review from the Town of Mayfield Planning Board, the following information shall be included on a site plan drawing where applicable:

| | |
|--|---|
| | 1. The title of the drawing, including the name and address of the applicant and person responsible for preparing said plan. |
| | 2. Both existing and final contours shall be shown. Unless otherwise allowed by the Planning Board, the plan shall be at a scale of 1 inch equals 50 feet, with two-foot contours showing the topography of the parcel within 100 feet of the area under review. |
| | 3. North arrow, scale and date. |
| | 4. The boundaries of the property plotted to scale. Current zoning classification of property, including exact zoning boundary if in more than 1 district. |
| | 5. Existing watercourses and wetlands. |
| | 6. A grading and drainage plan, type of construction, proposed use and exterior dimensions of all buildings. |
| | 7. The location, design, type of construction, proposed use and exterior dimensions of all buildings. |
| | 8. The location and widths of driveways on the site and access to existing roads and highways. Location to nearest intersection of public roads to be provided. Location, design and type of construction of all parking and/or truck loading areas, including access and egress. |
| | 9. The location and dimensions for pedestrian access. |
| | 10. The location for outdoor storage, if any. |
| | 11. The location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences. |
| | 12. The location and size of water and sewer lines and appurtenances. Any means of water supply or sewage disposal should be described, including location, design and construction materials, and shall comply with all requirements of the New York State Department of Health and New York State Department of Environmental Conservation. |
| | 13. The location of fire and other emergency zones including the location of fire hydrants. |
| | 14. The location, design and construction materials of all energy distribution facilities, including electrical, gas and alternate energy. |
| | 15. The location, size, design and type of construction of all proposed signs. |
| | 16. The location and proposed development of all buffer areas, including existing vegetative cover. |

| | |
|--|--|
| | 17. The location and design of outdoor lighting facilities. |
| | 18. The location and amount of building area proposed for retail sales or similar commercial activity. |
| | 19. The general landscaping plan and planting schedule. |
| | 20. An estimated project construction schedule. |
| | 21. State Environmental Quality Review information and completed forms as may be required. |
| | 22. The location, width and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use within the adjoining property. |
| | 23. A description of all existing deed restrictions or covenants applying to the property. |
| | 24. Any other elements integral to the proposed development as deemed necessary by the Planning Board, including identification of any state or county permits required for the project's execution and the existence of any covenants governing the land. |
| | 25. A location map, to be prominently provided on first sheet of plans. |
| | 26. A signature line, to be provided for the chairman of the Planning Board. |

NOTE: The Town of Mayfield Planning Board shall be solely responsible for determining if a particular piece of information must be provided on the site plan drawing. The Town of Mayfield Planning Board shall not deem an application complete until it has all of the information it feels is necessary to complete its review of a proposal. Any project with incomplete information will not be placed on the agenda for discussion.

The Planning Board requires that **all** information be submitted 14 days prior to their scheduled meeting which is normally held the Third Wednesday of each month at 6:30 PM. Any project with incomplete information will not be placed on the agenda for discussion. Applications may be submitted to the Town of Mayfield Planning Department located at 23 North School St, Mayfield (Contact Person Mike Stewart 661-5414 ext 23)

Forms:

For your convenience the following forms are available on the Towns Website mayfieldny.org and may be accessed by clicking on Boards then Planning Board then Documents:

Adirondack Park Agency – Jurisdictional Inquiry Form

Short Environmental Assessment Form

Full Environmental Assessment Form

B. Application for a special use permit.

1. Following the pre-submission conference, an application for a special use permit may be presented at the next regularly scheduled Planning Board meeting or sooner if deemed appropriate by the Planning Board. The application shall not be accepted for review unless all requirements outlined at the pre-submission conference have been met.
2. The application shall be submitted on forms prescribed by the Planning Board and be accompanied by 10 copies of a site plan (10) ten days prior to their next scheduled meeting. The site plan shall include information drawn from the following checklist and as determined necessary by the Planning Board at the pre-submission conference. The site plan shall be prepared by a licensed professional engineer, architect or land surveyor, unless this requirement is waived by the Planning Board.
3. Application checklist:
 - a) Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;
 - b) North arrow, scale and date;
 - c) Boundaries of the property plotted to scale;
 - d) Existing watercourses, wetlands and floodplains;
 - e) Grading and drainage plan, showing existing and proposed contours;
 - f) Location, proposed use and height of all buildings;
 - g) Locations, design and construction materials of all parking and truck loading areas, with access and egress drives thereto;
 - h) Provision for pedestrian access;
 - i) Location of outdoor storage, if any;
 - j) Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences;
 - k) Description of the method of sewage disposal and location of design and construction materials of such facilities;
 - l) Description of the method of securing public water and location, design and construction materials of such locations;
 - m) Location of fire and other emergency zones, including the location of fire hydrants;
 - n) Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;
 - o) Location, size and design and construction materials of all proposed signage;
 - p) Location and proposed development of all buffer areas, including indication of existing vegetative cover;
 - q) Location and design of outdoor lighting facilities;

- r) Designation of the amount of building area proposed for retail sales or similar commercial activity;
- s) General landscaping plan and planting schedule; and
- t) 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.

NOTE: The Town of Mayfield Planning Board shall be solely responsible for determining if a particular piece of information must be provided on a submitted plan drawing. The Town of Mayfield Planning Board shall not deem an application complete until it has all of the information it feels is necessary to complete its review of a proposal. Any project with incomplete information will not be placed on the agenda for discussion.

The Planning Board requires that **all** information be submitted nine (9) days prior to their scheduled meeting which is normally held the Third Wednesday of each month at 6:00 PM. Any project with incomplete information will not be placed on the agenda for discussion. Applications may be submitted to the Town of Mayfield Planning Department located at 23 North School St, Mayfield (Contact Person Mike Stewart 661-5414 ext. 23)

Forms:

For your convenience the following forms are available on the Towns Website mayfieldny.org and may be accessed by clicking on Boards then Planning Board then Documents:

Adirondack Park Agency – Jurisdictional Inquiry Form

Short Environmental Assessment Form

Full Environmental Assessment Form