Town Hall – 304 Seventh Street, Watkins Glen, NY 14891 Telephone: (607) 535-7973 Fax: (607) 535-2590

Town Clerk, Extn. 201

Administration, Extn. 202

Code Enforcement, Extn. 205

APPLICATION FOR PLANNING BOARD REVIEW

	for instructions. Submit the completed application with fee payment to the Dix Code e paid before the application will be considered.)					
☐ Site Plan Review ☐ Subdivision Review (number of proposed lots)						
☐ Special Use Permit	☐ Site Plan Amendment (date of original review)					
<u>Project Identification</u> (compl	ete all that apply)					
Address:	Tax Map ID:					
Zone District:	SEQR Type: Type 1 Type 2 Unlisted					
Project Name:						
Current Use of Property:						
Description of Project:						
Applicant:	Email:					
Address:						
Contact Person:	Home Phone:					
Bus. Phone:	Cell Phone:					
Owner (if different):	Email:					
	Home Phone:					
Bus. Phone:	Cell Phone:					
→ Did the owner own the p	roperty prior to January 26, 2007? 🔲 Yes 🔲 No					
Engineer:	Email:					
City/State:	Phone:					
Architect:	Email:					
City/State:	Phone:					
Surveyor:	Email:					
City/State:	Phone:					

<u>Utilities</u>						
	☐ Public ☐ Public	☐ Private ☐ Private				
<u>Certification</u>						
		_				f my knowledge. I ntees approval of
	Signature		□ Owner	☐ Agent	☐ Tenant	☐ Contractor
Printed Name		Date				
Own	ner's Signature					
Printed Name		Da	te			
Date Received: _		_ By:				
□ Survey m □ Area map □ Contour n □ Grading a □ Elevation □ Landscap □ Driveway □ Parking a □ Location □ Accessory □ Signage r □ Lighting v □ Anticipat □ Water, se □ Storm wa	(showing s map and erosion drawings ing rs/service d reas and ha cones of dumpster y structures equirement with illumin ed sound pr wer, and ga	rives ndicap parking and screening (sheds, fuel ta s ation details essure levels s connections	g			

Fee Schedule

(*Fees must be paid before the application will be considered.* Make the check payable to *Town of Dix.*) Residential Site Plan or Conditional/Accessory Use Review \$25.00 Commercial Site Plan or Conditional/Accessory Use Review \$100.00 Simple Subdivision, 2 lots \$25.00 Minor Subdivision, 3 to 5 lots \$100.00 Major Subdivision, 5 or more lots \$300.00 \$20.00 Public Hearing (per occasion) **OFFICIAL USE ONLY** Applicant: _____ Tax Map ID: _____ Fee Total: ______ By: _____ By: _____ Fee Total: _____ By: ___ Resolution □ Approved Approved with the condition that: ☐ Denied because: _____ _____ Date: _____ For the Board

Applying for a Planning Board Review

Residential and commercial development projects will require the submission of a detailed plan to the Town of Dix Planning Board (see the Permit Review Flow Diagram). The application responses should be complete and typed or printed neatly. The *owner* <u>must</u> sign the application where designated on page 2 when land subdivision is being proposed.

Unless otherwise stated, the Planning Board meets on the fourth Tuesday of the month at 7 PM at the Dix Town Hall at 304 Seventh St., Watkins Glen. At least one week before the Planning Board meets, the applicant should submit at least 6 copies of both the completed Planning Board review application and all pertinent documentation including:

- SEQR form (available through the Dix website)
- Written statement describing the purpose of the new structure(s) (include in *Project Description*; provide additional page, if necessary)
- Site plan showing building(s) with dimensions, road access, utility hookups, lot lines, easements, ponds/streams, setback measurements, lighting details, sound pressure levels, signage requirements, etc. as applicable
- Elevation drawings describing the location and orientation of the proposed structure(s)
- Other maps, drawings, and details identified under the checklist on page 2.

The Planning Board Review Process

The copies of the completed application and required supplemental documentation should be submitted to the Code Enforcement Officer at the Dix Town Hall on Seventh St. He will forward it to the Planning Board. Often following the Planning Board's review is an advisory review by the Schuyler County Planning Commission. When that is the case, 19 additional copies of all documents 11" x 17" and under will be necessary. Only 2 copies of larger drawings and maps are required. The Dix Planning Board decision becomes final after the County's review has been completed and reviewed by the Board, and after a public hearing has been held.

The County Planning Commission meets the 2nd Thursday of each month, 7 PM at the Schuyler County Human Services Complex, Room 120, at 323 Owego St., Montour Falls, NY 14865. Meetings are open to the public. Mail should be directed to Rocky Kambo, Director of Planning and Community Development. His phone is 607-535-7161, and the fax is 607-535-6813.