



SITE PLAN AND/OR SPECIAL USE PERMIT APPLICATION PROCESS

PLEASE NOTE: The following is a guide and is not intended to replace the actual provisions of the Zoning Regulations.

DO I NEED TO SUBMIT A PERMIT APPLICATION TO MAKE AN IMPROVEMENT ON MY PROPERTY? The Town of Olive Zoning Ordinance (§155-18.C) states "All uses except single family and two-family homes shall require site plan approval before the issuance of a zoning permit and no building development or site work of any sort shall be conducted prior to or shall be carried out except in conformity with such approval and its conditions." Zoning Ordinance (§155.21.C) also states "...the Planning Board shall approve, approve with conditions, or disapprove site plans and/or uses requiring special permit." Town of Olive Zoning Ordinance is found in Section 155 of the Town of Olive Code and can be viewed here: [http://www.townofolive.com/DocumentCenter/View/1000](#)

THE APPLICATION PACKAGE: The same application is used for both the Site Plan Approval and a Special Use Permit. Please indicate in Section I of the application which application you are submitting. Please include the completed checklist (page 2), Environmental Assessment Short Form, and all required components in your application package.

PRIOR TO SUBMITTING YOUR APPLICATION: Prior to submitting your application package please schedule a meeting with the Town Zoning Code Enforcement Officer or their designee to review your request, answer any questions you may have about your application, and ensure your application package includes all the required components. This meeting can be scheduled in advance by phone (845) 657-2015 or email at zoning@townofolive.com. There is no fee for this informal meeting.

SUBMITTING YOUR APPLICATION PACKAGE: The original application documents, application fee, all attachments, 2 sets of stamped envelopes addressed to area property owners, plus ten (10) copies of the complete application packet should be submitted to the Building & Zoning Department office at least two weeks (14 days) in advance of the Planning Board's Regular Monthly Meeting. PDFs of all documents should be emailed to jperry.olive@gmail.com. **APPLICATION PACKAGES WHICH DO NOT INCLUDE ALL THE REQUIRED COMPONENTS WILL NOT BE ACCEPTED FOR PLANNING BOARD REVIEW.**

APPLICATION FEE: Please see attached fee schedule for the Site Plan and/or Special Use Permit Application fees. Cash or checks are acceptable forms of payment, made payable to Town of Olive.

CONSULTANT FEES: The Planning Board reserves the right to acquire professional consultation services to review an application, at the expense of the applicant. If such services are required, appropriate funds will be requested of the applicant and placed in escrow.

TOWN PLANNING BOARD MEETING: The application package shall be referred to the Town Planning Board for its consideration at the next regularly scheduled Planning Board meeting, subject to agenda availability.

PUBLIC HEARING: The Planning Board will conduct a public hearing within 62 days of deeming an application complete¹. The date for the Public Hearing will be established and advertised at least five days in advance, by the Town. The law requires that all abutting property owners must be provided with an opportunity to attend this hearing.

PLANNING BOARD MEETINGS: Planning Board meetings are held at 7pm on the first Tuesday of every month at the Town Meeting Hall, 50 Bostock Road, Shokan, N.Y.

¹ - This time may be extended by mutual consent of the applicant and the Planning Board.



SITE PLAN AND/OR SPECIAL USE PERMIT APPLICATION CHECKLIST

- Application Fee
- Two (2) Sets of stamped envelopes addressed to property owners within 500 feet of the property, and written list of those property owners and addresses.
- Ten copies of the completed Site Plan and/or Special Use Permit Application and all attachments.
- Short Environmental Assessment Form (with answers generated by NYSDEC EAF Mapping Tool; the remainder completed by applicant).*
- Detailed narrative describing the proposed use, improvements, business operations and other details pertinent to the application.
- Location map showing all properties abutting and across the road from the site and the current use of each abutting property.
- Detailed Site Plan to-scale, showing existing conditions and proposed improvements, including, but not limited to:
 - The location, current uses and heights of all existing buildings and uses (including parking and or outdoor storage) on the site or lot.
 - The location, current uses and heights of all proposed buildings and uses (including parking and or outdoor storage) on the site or lot.
 - The location of all existing and proposed vehicular and truck parking and loading areas.
 - The location of all existing and proposed motorized and non-motorized ingress, egress, and circulation infrastructure.
 - All existing and proposed drains, culverts, retaining walls, man-made vegetated areas, fences, water supply infrastructure (with description)
 - The location, type, and size of all existing and proposed signs
 - The location, type, and size of all existing and proposed exterior lighting
 - Dimensions of all setbacks from adjacent properties.*
 - Refuse and sewage disposal infrastructure with descriptions of areas designated as flood zones, wetlands, the approximate location of sewage disposal systems and wells within 100 feet of the site (to the extent available) and any streams or water bodies within fifty feet of the site.*

* - Please include to the extent applicable.



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- The location and a description of the types of buffers to prohibit unwanted impacts on adjacent and nearby property, adjacent or on-site natural resources, views, and to mitigate other potential unwanted off-site impacts.

- Area Sketch Map ;(within 500 feet of the subject (applicant's) site that identifies*:
 - Surrounding properties and their use (for example, single family home, commercial, storage)

 - Roads

 - Significant geological and environmental features (including and not limited to streams)

* - Please include to the extent applicable.