

Town of Putnam Planning Board Site Review Project Checklist

The follow checklist has been created to help you navigate the requirements for a successful Site Review application with the Town of Putnam Planning Board.

It should be noted that this is just a guideline that assists you in what has to be done for a particular topic and in no way precludes or supersedes the requirements spelled out in Putnam's Site Plan Review law or any other approving agency's requirements.

If you have any questions, please contact Paula Wilson or Bill Brown, the contact info is on the Town of Putnam website.

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1. Concept Meeting

- Applicant must submit a request for the meeting at least 10 days before a regularly scheduled Planning Board meeting which is the second Wednesday of each month
 - i. Request can be made with
 - 1. Planning Board Secretary
 - 2. Planning Board Chairman
 - 3. Contact information can be found on the Town of Putnam Website or with the Town Clerk
- Provide a sketch drawing of proposed project
 - i. showing the locations and dimensions of
 - 1. buildings
 - 2. property boundaries
 - 3. water and sewer considerations
 - 4. vehicle and pedestrian access
 - 5. any subdivision(s)
- Copy of the tax map showing the parcel under consideration
- Type of structure(s) to be placed on property
 - i. Mobile home
 - 1. Request a copy of town ordinance concerning mobile homes
 - ii. Little house
 - 1. Consult with Putnam Code Enforcement Officer prior to purchase to ensure compliance of building codes
 - iii. Modular home
 - iv. Etc.
- Will any blasting be required
 - i. Will need required County permits
- Complete Part I Short Environmental Assessment Form
- Collect application fee
- Installing a solar collection system
 - i. Complete Solar Special Use Permit
 - ii. Consult Putnam Solar Energy Law

2. Complete/Review required forms/documents

- Town of Putnam
 - i. Agent Designation form
 - ii. Site Plan Review Application
 - iii. Subdivision
 - 1. Subdivision application
- Washington County

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- i. Sewage Disposal System Application
 - ii. Demolition Permit Application
- Adirondack Park Agency
 - i. APA Jurisdictional Inquiry Form
 - ii. Review Shoreline Restrictions Supplement
 - iii. Review APA Freshwater Wetlands Supplement
 - iv. APA Requesting a Variance
 - v. Is project in a flood plain
 - vi. Subdivision
 - 1. Large Scale Residential
 - 2. Single Family or two lot subdivision
 - 3. Three to fifteen lot subdivision
- Lake George Park Commission
 - i. Do you need a Stormwater Management permit
 - 1. Minor Stormwater Management Application Checklist
 - 2. Stormwater Management Application
 - 3. Stormwater Management Application Instructions
 - ii. Docks
 - 1. Putnam Planning Board shall receive copy of dock applications only for informational purposes, jurisdictional authority lies with the town of Hague
 - 2. Putnam has approval authority only for any landside changes with docks
 - iii. Lake Front Requirements (or if property has stream dumping directly into the lake)
 - 1. Setbacks
 - 2. Excavation
 - 3. Storm Runoff
 - 4. Replacing vegetation
- Complete subdivision form if property is to be subdivided into more than one parcel.

3. Planning Board will notify abutting neighbors for their feedback

4. Produce Engineered designed plans

- Structure plan
- Grading and drainage plan and/or retaining walls
- Septic plan
- Location of water well
- Location of power
- Landscaping plan

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- i. Protecting rare plants
- ii. Not damaging or changing wetlands
- iii. Protect unique natural features, including gorges, waterfalls, and geologic formations from the encroachment of man-related development
- iv. Preserving scenic vistas
- Sufficient access for fire and emergency vehicles
 - i. Depending on length of driveway the planning board may require emergency vehicle turnaround location(s)

5. All Documents and plans are completed with approvals by affected agencies

- Schedule a final review with the Planning Board at least 10 days before a regularly scheduled meeting
 - i. Determine date for public hearing and Quality review of the project (SEQR)
 - 1. Planning Board will post a notice in local newspaper of scheduled public hearing

6. Public Hearing and Board State Quality Environmental Review (SEQR)

- Chairman opens up public hearing
 - i. All attending residents may speak on the project
- Chairman closes public hearing and opens regular meeting
- Project will then be reviewed to ensure all agencies have responded favorably
 - i. If there are modifications then applicant must complete before SEQR
- Board reviews to ensure all compliance requirements are met and documented

7. Planning Board renders decision

- Approves project as is
- Approves project with modifications
- Disapproves project
- Board approves the concept
 - i. Type 1 (minor) principal structure is single use and less than 3,000 sf and no more than 15,000 sf of land is disturbed
 - ii. Type 2 (Major)
 - iii. Septic only

8. Board Chairman signs compliance certificate (LRCC1) – project may move forward

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- The Planning Board must have copies of all approved documents before a LRCC1 is issued

9. Applicant may now apply for a building permit or Septic Permit

- Complete Washington County Building Permit Application
- Complete Washington County Septic Permit Application

10. Washington County issues Certificate of Occupancy (CO)

- Planning Board Chairman signs LRCC #2 then submitted to County for CO

When construction begins ensure that contractors are not blocking any private or public roadways and debris/equipment/etc. are not placed on adjoining properties without expressed permission from the landowners.