# TOWN OF PUTANM
# SITE PLAN REVIEW APPLICATION CHECKLIST

- ○ Project Conference if applicable.
- ○ Adirondack Park Agency Letter of Non-jurisdiction **OR** APA Permit.
- ○ Lake Geroge Park Commission Letter of Non-jurisdiction **OR** LGPC Permit, if applicable.
- ○ Department of Environmental Conservation Non-jurisdiction letter **OR** permit if applicable.
- ○ Floodplain Development Permit if applicable.
- ○ Agent Designation Form if applicable.
- ○ SEQRA form if applicable.
- ○ **Formal application to the Town of Putnam accompanied by the *application fee, at least 10 days prior to next meeting, shall include:** *the application form, *Property Deed, *formal sketch plan, *approvals from other agencies, *property map indicating the project proposed with distances from water, lakes, streams, intermittent streams, and ponds, *Set-backs, *Right-of-ways, *easements, *Septic, *well placements, *driveways and *roads are to be clearly indicated. *Agent designation form. *Addressed stamped envelopes to neighboring properties. *SEQRA form. **Two (2) copies of the completed application packet required.**

**Please note all items must be completed and included in the formal application to the Town of Putnam. Incomplete or partial applications will not be accepted.**

**Applicants Name: _____**

**Parcel number or Tax Map ID #_____**

**Sponsor Name: _____**

**Date of application: _____Date of approval: _____**

**Date LRCC#1 issued: _____**