Town of Putnam

Site Plan Review Law

Revised 2026

ARTICLE I INTRODUCTORY PROVISIONS

1.010 Enactment.

The Town Board of the Town of Putnam, Washington County, New York, does hereby adopt the Town of Putnam Site Plan Review Law pursuant to the authority and provisions of Section 10 of the Municipal Home Rule Law and section 274-a of NYS Town Law.

This Local Law shall supersede, supplant and replace any prior or other Site Plan Review Law adopted by the Putnam Town Board.

1.020 Short title.

This local law shall be known as the "Town of Putnam Site Plan Review Law of 2026." The Town of Putnam is hereinafter referred to as the "Town."

1.030 Intent and purpose.

Through the Site Plan Review procedures and established standards for site development, it is the intent of this local law to provide an organized set of regulations and procedures for construction and land development that will promote the health, safety and general welfare of the Town. The guidelines and development standards set out herein are further intended to provide property owners with strategies for proposed development that will improve the quality and character of individual and neighboring lots; the Town in general and preserve high quality environmental conditions. The Town's goal to preserve through appropriate development a safe, clean, wholesome, attractive environment is declared to be of importance to the health and safety of the inhabitants of the Town and, in addition, such an environment is deemed essential to the maintenance and continued development of the economy of the Town and the general welfare of its inhabitants.

It is further the intent of this local law to ensure optimum overall conservation, protection, preservation, development and use of the natural and man-related resources of the town, by regulating land use activity within the Town through review and approval of site plan proposals for land use and activities. Because of their characteristics, or the special characteristics of the area in which they are to be located, any proposed development, improvement, land use or activities require consideration of the Town Board with respect to:

A. The current and future objectives and goals of the property owner's proposed development to assure the proposed land use and activity will meet the goals, guidelines and development standards of this local law.
B. The objectives, purposes and requirements of this local law and other applicable regulations and laws.
C. The effect on the surrounding properties and general environment caused by the proposed Land Use or Activity.
D. The ability of the Town of Putnam's services and infrastructure to accommodate the growth resulting from the proposed land use or activity without undue adverse effect on the Town and its citizen and taxpayers, the Town's economic base and the natural resource assets which contribute to the quality of the environment and the character of the Town, particularly its extensive lakefront shoreline.

It is not the intent of this local law to prohibit any development, land use or activity, but to allow all land use and activities that meet the objectives, standards and guidelines set forth in this local law for the benefit of each property owner, their neighbors, overall environmental integrity and the overall Town in general.

1.040 Administration.

Pursuant to Town Law § 274-a, the Town Board of the Town of Putnam shall exercise all site plan review authority under this local law.

The Town Board may appoint or designate a Compliance Officer to:

A. Receive applications;

B. Review applications for completeness;

C. Conduct inspections;

D. Coordinate with County and State agencies;

E. Issue recommendations to the Town Board;

F. Coordinate issuance of LRCC-1 and LRCC-2 forms authorized by the Town Board; and

G. Perform such additional duties as authorized by the Town Board.

The Compliance Officer shall not possess independent authority to approve or deny applications unless specifically authorized by resolution of the Town Board.

ARTICLE II APPLICABILITY AND DEFINITIONS

2.010 Applicability of Review requirements.

This local Site Plan Review Law shall apply to all new land use activities, and certain modifications, improvements and expansions of existing land use within the Town of Putnam and shall require Town Board Site Plan Review and approval before being undertaken by any landowner or representative, except the following undertakings which shall be exempt from Town Board Site Plan Review:

Projects or undertakings that are not subject to this Site Plan Review Law:

A. The ordinary repair or maintenance or interior alterations to existing structures or uses.

B. Any exterior alterations or additions to any existing structures that will not increase the square footage of the footprint or height of the structure by more than twenty-five (25) percent.

C. Any farming, agricultural or gardening activities or uses.

D. The placement of signs under four (4) square feet per side.

E. The sale of agricultural produce and temporary structures related to the sale of agricultural produce.

F. Garage, lawn and porch sales not exceeding three (3) days in duration.

G. Accessory structures of less than 144 square feet. This exemption shall apply to two new accessory structures only. In the event that three (3) or more accessory structures are placed on any given lot, this Site Plan Review Law shall apply and the property owner or their agent shall apply to the Town Board for Site Plan Review.

In addition to the foregoing exemptions, the following activities shall also be exempt unless otherwise determined by the Town Board due to unusual site conditions, substantial environmental impacts, drainage concerns, significant shoreline impacts, traffic concerns, or public safety concerns:

H. Replacement or repair of existing septic systems approved by applicable agencies;

I. Replacement or repair of existing wells and utility lines;

J. Fences, walls and hedges;

K. Retaining walls under four (4) feet in height not involving substantial grading;

L. Temporary construction trailers and temporary construction storage;

M. Emergency repairs necessary to protect life, safety or property;

N. Replacement structures substantially similar in size, location and use; provided, however, that such exemption shall not pertain to replacement structures are more than 25% larger in size than the prior structures which they are replacing;

O. Replacement docks and boathouses substantially similar in size and location; as authorized by applicable agencies;

P. Temporary seasonal docks authorized by applicable agencies;

Q. Chimneys, patios, walkways and similar customary residential improvements;

R. Fuel tanks serving residential uses;

S. Play structures and recreational equipment serving single-family residences;

T. Installation of generators serving residential uses;

U. Small satellite dishes and antennas;

V. Flagpoles;

W. Firewood sheds and similar incidental residential storage structures;

X. Minor grading not materially altering drainage patterns;

Y. Culvert replacement and driveway maintenance;

Z. Interior changes to existing commercial structures that do not materially increase occupancy, traffic, parking demand or intensity of use;

AA. Ordinary maintenance and repair of existing roads and driveways;

BB. Minor utility installations;

CC. Ordinary repair and maintenance of marinas and shoreline facilities that do not materially enlarge existing facilities; as authorized by applicable agencies;

DD. Tree removal not associated with substantial land disturbance;

EE. Seasonal or temporary recreational structures customarily associated with residential use;

FF. Activities specifically exempted from Site Plan Review by resolution of the Town Board; and

GG. Any other activity determined by the Town Board to constitute an ordinary residential or maintenance activity involving minimal land use impact.

HH. Properties of more than twenty (20) acres in size shall not be subject to this Site Plan Review Law with respect to the development of residential structures and accessory uses, provided that:

1. All development on such property is setback by at least fifteen (15) feet from any property line;
2. All development, usage and operations on such property are similar in nature to surrounding properties; and
3. Section 4.015 (Sign Considerations and Standards) shall continue to apply to such properties.

   agent shall apply to the Town Board for Site Plan Review.
4. Properties of more than twenty (20) acres in size shall remain subject to this Site Plan Review Law with respect to commercial uses.

Nothing in this subsection shall be construed to alter or modify or eliminate the jurisdiction of the Adirondack Park Agency or the Lake George Park Commission or the necessity of obtain a permit under the rules of such regulatory bodies.

2.015 Jurisdictional Determinations

Any person that may be uncertain about whether the requirements of this local Site Plan Review Law shall apply to any land use, development or activity shall apply in writing to the Town Board for a written, jurisdictional determination.

2.020 Effect on existing uses.

i) This law does not apply to uses and structures that are lawfully in existence as of the date of adoption of this local law, except with respect to any modification or expansion thereof that is not otherwise exempted. (See §2.010 above for exempted land use, development and activities).

ii) Any land use or activity which would otherwise be subject to this law that has been discontinued for a period of two (2) years or more shall be subject to review pursuant to the terms of this law before such use is resumed.

ii) Any use or structure shall be considered to be in existence provided the same has been substantially commenced as of the effective date of this local law and fully constructed and completed within one year from the effective date of this local law.

2.030 Agricultural Land Use Protections and Right to Farm Law.

Pursuant to Article XIV, Section 4[1] of the New York State Constitution, New York State Agriculture and Markets Law Article 25-AA, Agricultural Districts, §§ 300 – 310; Article 25-AAA, Agricultural and Farmland Protection Program, §§ 321 – 326; and Article AAAA , Farmland Viability Program, §§ 327 – 330, the Town hereby provides protections for the development of, and improvements to, agricultural lands for food production and other agricultural products. Such protections shall prevent an unreasonable restriction or regulation of farm operations in any Town enactment or administration of local planning, laws, or ordinances within established agricultural districts as defined in Section 4 of the State Law, unless it can be demonstrated that such farm operation creates or continues a threat to the environment, public health, safety or welfare. .

Additional agricultural land use protections are established in the Town's 1992 Right to Farm Law[2], which limits related lawsuits about agricultural practices and operations, promotes a "good-neighbor policy" with adjacent property owners of the potential nuisances associated with agricultural land use, and provides mediation procedures for such complaints brought forth regarding farming operations and practices.

County and State agricultural and/or farmland protection information is available on the Washington County website and the State's Department of Agriculture and Markets website[3].

The Site Plan Review process set forth in this chapter shall not be deemed an unreasonable restriction or regulation of agricultural operations.

2.040 Relationship of this law to other laws and regulations.

This local law in no way affects the provisions or requirements of any other federal, state, or local law or regulations. Where this local law is in conflict with any other such law or regulation, the more restrictive law or regulation shall apply.

2.050 Definitions

For the purpose of this chapter of Town Law, terms used herein are defined as follows:

Access, Contractual – The use of real property, the creation of an easement, the granting or a right to occupy or use real property, or the construction of a building, dock, wharf, mooring, deck or similar structure whereby the real property owner has granted lawful access to other persons or entity not in ownership of the utilized property by means of a deed or contract or other agreement.

Accessory Structure or Use - A building or use which is clearly incidental and subordinate to and merely serves the principal use of a lot or building located on a lot and is located on the same lot with such principal use or building. An accessory building may be established without a principal building.

Administrative Residential Review A streamlined review procedure intended for ordinary residential projects and customary accessory uses involving limited impacts. Projects or uses on properties which have shoreline frontage on Lake George or which fall with the Critical Environmental Area (CEA) as defined by the Lake George Park Commission are not eligible for Administrative Residential Review.

Adirondack Park Agency (or Agency) - The Adirondack Park Agency created by Section 803 of Article 27 of the executive law of the State of New York.

Agent Designation Form – Document submitted by the applicant appointing and authorizing an agent as a representative to address the Town Board on behalf of the property owner and applicant.

Agriculture/Agricultural Use - The employment or use of land, including for the primary purpose of obtaining a profit in money, for raising, harvesting, and selling crops, or feeding, including but not limited to grazing, breeding, managing, selling or producing livestock, poultry, fur-bearing animals or honeybees, or dairying and the sale of dairy products, or any other horticulture, floriculture or viticulture, aquaculture, hydroponics, silviculture, animal husbandry, or a combination thereof. It also includes the employment or use of land, including for the primary purpose of obtaining a profit, for stabling or training equines, including but not limited to providing stable space, riding lessons, training clinics, schooling and shows, and including other on-farm niche marketing promotions.

Agricultural Use Structure - Any barn, stable, shed, silo, garage, fruit and vegetable stand, pole barn or other building or structure directly and customarily associated with agricultural use.

Area, Building - The total of areas of any building or structure measured on a horizontal plane at the main grade level of the principal building and all accessory buildings, including covered porches and decks, and exclusive of uncovered porches, terraces and steps and pathways. All dimensions shall be measured between the exterior faces of walls exclusive of eaves.

Area, Land - The total area of a parcel of land measured within the property boundary lines, excluding the external streets.

Building - Any structure, manufactured on-site or brought onto the site after construction that is intended for the housing, shelter or enclosure of persons, animals, motor vehicles, boats or personal property.

Building, Height - The vertical distance measured from the average elevation of the proposed finished grade at the front of the building to the highest point of the roof, and defined as follows: *i) The Structure shall be measured from the highest point of a structure to the lowest point of original or finished grade or the base of any supporting fill, whichever is lower. ii) A structure is comprised of all attached components, including decks, porches, garages, roofs, and chimneys.) Agricultural use structures and residential radio and telephone antennas are excepted from this permitting requirement. This requirement does not apply in Industrial Use land use areas. The measurement of buildings within shoreline setback areas for replacement or expansion purposes is taken*

from the highest point of the highest roof ridgeline.

Blasting/Fracturing Plan – In the event that any project proposal shall require excavation by dynamite or other explosive materials, the applicant shall comply with all Federal, New York State, Washington County or any other applicable laws, including Town laws, rules or regulations and shall submit copies of all appropriate approvals or permits to the Putnam Town Board together with copies of the blasting company's operating insurance policies covering liability for the proposed work, together with a licensed engineer's Excavation Plan to remove rock or other materials by use of blasting, fracturing or other explosive means. The scope of the project plan must include a removal and disposition plan of all fractured or blasted material, including its storage and removal from the project site.

Building, Principal - A building in which the main, primary or principal use of the lot is conducted, including but not limited to residential, commercial, or agricultural. This includes Single Family; Multi-Family; Mobile Homes; Campers; Recreation Vehicles (RV's); Travel Trailers; Pop-Up Trailers; Motor-Home Truck Trailers; or any other structure that provides residential, commercial, or agricultural use, either permanent or temporary. Any principle building that is used for more than seven (7) contiguous overnight stays shall be considered permanent and shall be required to have a wastewater system as defined by this local law entitled "Town of Putnam Site Plan Review Law".

Camper, Recreational Vehicle (RV) – A mobile structure, including but not limited to travel or pop-up trailers, motor homes, truck campers without piped plumbing or public utility power, designed for occasional or periodic use and occupancy for camping, hunting, fishing, family recreation, or other similar purposes.

Campground, Campsite or Recreational Vehicle (RV) Park - A property providing four or more sites for the parking or placement of travel or pop-up trailers, motor homes, truck campers, the erection of tents and all buildings, appurtenances and facilities pertaining and accessory thereto.

Certificate of Occupancy - A certificate issued by the Code Enforcement Officer for the Washington County Department of Code Enforcement after final inspection of a completed approved project, when it is determined that the structure, use or other development complies with the Town of Putnam Site Plan Review Law, all other local requirements and applicable provisions of the New York State Uniform Fire Prevention and

Building Code. The Certificate of Occupancy may include notice that permits or approvals may be required by other government agencies or authorities with jurisdiction.

Clear Vison Zone - The triangular area formed at the intersection of roadways measured along the edges of the pavement for a distance of thirty-five feet (35') along each axis of the intersection, with each of thirty-five feet (35') leg connected by the hypotenuse of the triangle No signs or obstructions shall be placed in the clear vision zone.

Club, Lodge or Membership Facility – Land, or structure or a portion thereof, or premises owned and/or operated by a corporation, company, association, person or persons for a social, educational or recreational activity, or other activity or purpose but not primarily for profit, or to render a service which is customarily carried on as a business.

Class A Regional Project - A land use or development which is classified and defined as such in the Adirondack Park Agency Act § 802(13) and §810.

Class B Regional Project - A land use or development which is classified and defined as such in the Adirondack Park Agency Act §§ 802(13) and §810.

Clearcutting - Any cutting, of all or substantially all trees within the property boundary lines that measure over six (6) inches in diameter at breast height over any ten-year (10) cutting cycle.

Commercial Sand and Gravel Extraction and Removal - Any extraction or removal from the land of sand, gravel, or topsoil of more than fifty (50) cubic yards in any two-year period for purposes of:

Sale or use by persons other than the owner of the land; or Use by a municipality. Commercial Use - Any use involving the manufacture, sale or rental or distribution of goods, services or commodities, either retail or wholesale.

Compliance Officer An individual designated by the Town Board to assist in administration and enforcement of this local law.

Conservation - The protection or management of open space in a natural state, which may include but is not limited to, management practices such as supplementary clearing and replanting, stream channel maintenance and erosion control.

Critical Environmental Area- The waters of Lake George, all land lying under such waters and within 500 feet of the mean high-water mark of such waters, and wetlands located adjacent to the waters of Lake George and all land within 500 feet of such wetlands.

Development and Land Use - Any construction, placement of materials on land, or the use of land, or other activity that materially changes the use or appearance of land or a structure, the intensity of use of land, or the development of the land. This shall not include any landscaping or minor grading or ordinary repairs or maintenance, or interior alterations to existing structures or uses.

Directional Signs - Signs for the sole purpose of indicating directions to businesses and other establishments within the Town.

Dwelling, Single-Family – A detached building containing one dwelling unit, designed for occupancy by one family.

Dwelling, Two-Family – A detached building containing two dwelling units, designed for occupancy by two families.

Dwelling, Multiple – A detached building containing three or more dwelling units, designed for occupancy by three or more families.

Enforcement Officer – An individual designated and appointed by the Putnam Town Board to apply, enforce, investigate, prosecute, and otherwise represent the Town of Putnam in matters pertaining to all local Laws, rules and regulations.

Family - One or more persons who live together as a single housekeeping unit and maintain a common household, as distinguished from a group occupying a boardinghouse, lodging house, club, fraternity or hotel. A family may consist of a single person or of two or more persons, whether or not related by blood, marriage or adoption and may also include domestic servants and gratuitous guests.

FEMA Flood Zones – Flood zones are geographic areas that the FEMA has defined according to varying levels of flood risk. These zones are depicted on a community's Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map. Each zone reflects the severity or type of flooding in the area. See: https://www.fema.gov › flood-zones

Forestry Use - Any management of standing timber, including logging of a forest, tree farm, woodland or plantation and related research and educational activities, including but not limited to the construction, alteration, or maintenance of wood roads, skidways, landings, fences and forest drainage systems.

Ground Mounted Solar Energy System: A Solar Energy System that is anchored to the ground and attached to a pole or other mounting system, detached from any other structure for the primary purpose of collecting sunlight and energy and producing electricity for either onsite or off-site consumption. (See also: Large Scale Solar Energy System).

Group Camp - Any land or facility used for seasonal housing and recreational, educational, business-related or any other use by private groups or semiprivate groups, such as boy or girl scout camp, fraternal lodge or university or college conference center.

Home Occupation - A profession, artistry or trade conducted entirely within a dwelling and carried on by the inhabitants thereof for which the occupational use is clearly incidental and secondary to the use of the residence for residential purposes, does not change the character thereof, and does not involve the employment of more than one (1) full-time person who does not reside in the residence. Additional persons may be employed off-premises.

Industrial Use - Any manufacturing, production, fabrication or assembly of goods or materials, including any on-site waste disposal area directly associated with an industrial use.

Junkyard - A lot, land or structure or part or portion thereof used for the collection, storage, assembly, disassembly, refurbishment whether for sale or not and/or the sale, redistribution, trade or any other activity of scrap or used or discarded or previously owned wastepaper, rags, automobiles, boats, motor-vehicles, scrap metal, appliances, construction materials, or other discarded material and for the collecting, dismantling, assembly,storage and salvaging of such items and materials, machinery or vehicles either operating or not in running condition, and for the use, sale, trade or other disposition of the whole or parts thereof.

Land Use Area - Those areas delineated on the official Adirondack Park Land Use and Development Plan Map adopted under Article 27 of the Executive Law of the State of New York and designated thereon as "Hamlet," "Moderate Intensity Use," "Low Intensity Use," "Rural Use," "Resource Management," or "Industrial Use," and such portions of those areas located within the Town and delineated on the Adirondack Park Land Use and Development Plan Map.

Large Scale Solar Energy System: A Solar Energy System that is ground mounted and produces energy primarily for the purpose of offsite sale or consumption or production greater than one (1) Mega Watt (1 MgW)., Said use is subject to site plan review.

Lot - A portion or parcel of land considered as a unit, that may be vacant or devoted to a certain use or occupied by a building or a group of buildings that are united by a common interest or use, and the customary accessories and open spaces belonging to the same.

Lot, Coverage - That percent of a lot covered by the building or other structure area or other impervious structures or surfaces.

Lot, Through - An interior lot having frontage on two parallel or approximately parallel streets.

Lot, Width - The distance between the side lot lines measured along a line parallel to a line connecting the end points of the front lot line and running parallel to the adjacent street right-of-way.

LRCC-1 - Local Regulated Compliance Certificate 1 - Certificate issued by the Town of Putnam Town Board that certifies that all Town of Putnam regulations have been met prior to making application for a New York State Building Permit and prior to commencing the project.

LRCC-2 – Local Regulated Compliance Certificate 2 - Certificate issued by the Town of Putnam Town

Board at the completion of an approved project in order to receive a Certificate of Occupancy from Washington County Office of Fire Prevention and Building Codes.

Major Land Use: Any proposed land use, development, construction, expansion, change in use, or site improvement that is not exempt under Section 2.010 and that is not eligible for Administrative Residential Review pursuant to this Local Law. Major Land Use shall generally include commercial, industrial, institutional, multi-family, marina, campground, large-scale solar, subdivision-related development, and any project which, because of its size, intensity, location, or potential impacts upon neighboring properties, traffic, drainage, public safety, shoreline resources, or the environment, requires full Site Plan Review by the Town Board. All activities or projects on properties having shoreline frontage on Lake George or which are in the Critical Environmental Area of lake George are considered to constitute Major Land use under this law.

Manufactured Housing Unit (Manufactured Home)- A moveable or portable dwelling unit, formerly known as a mobile home, that was built prior to June 15, 1976 and designed and constructed to be towed on its own chassis, comprised of frame and wheels, connected to utilities, and designed and constructed without a permanent foundation for year-round habitation, excluding travel trailers.

Marina – Generally, any facility, whether located on the waterfront or otherwise that provides marine, watercraft, water use, boating and other related services including the renting or selling of berths or moorings for boats not registered to the property owner, his family, or renter of the dwelling on the same lot. This may include the sale of marina products and services including gas, oil, dry storage, repairs, new or used boats and other watercraft, parts, material and product sales and mechanical services, boat rentals and charters.

Marina Definitions:

Class A marina means any facility located in whole or in part within the Town which provides services or berthing places for vessels by engaging in any of the following:

(1) the sale of marine products or services, except for such sale as part of a dry land facility which does not quick launch vessels or regularly service vessels within the Town of Putnam;

(2) the sale, lease, rental or charter of vessels of any type;

(3) the operation of a boat launch;

(4) the offering of rides, instruction or water-based recreation for a fee;

(5) the operation of a quick launch facility launching boats regardless of the location where the vessels are stored; or

(6) the storage, berthing or mooring of two or more motorized vessels and/or non-motorized vessels 18 feet in length or more not registered to the owner of the property, regardless of remuneration or profit, except:

(i) the use of residential or association docks, wharfs or moorings by the owner of the facility, the owner's family or the owner's gratuitous guest, or such use by a person as part of the single-family residential rental of a residence or a residential unit which includes the use of a dock, wharf or mooring;

(ii) docks, wharfs and moorings used as an accessory to a hotel, motel, inn, housekeeping cottage, campground or recreational vehicle park, used exclusively by registered guests;

(iii) docks, wharfs, and moorings used as an accessory used to a restaurant, used exclusively by patrons while dining at such restaurant; and

(iv) docks, wharfs and moorings used exclusively by persons engaged in the sale of fishing products

or the sale and service of SCUBA products. The exceptions provided herein shall not apply to facilities which are otherwise engaged in any of the services or activities set forth in paragraphs (1) - (5) of this subdivision.

(g) Class B marina means any dock, wharf or mooring made available for use by any person as a berthing place for one motorized vessel or one nonmotorized vessel 18 feet in length or more not registered to the owner of the property, regardless of remuneration or profit, except:

(1) the use of residential or association docks, wharfs or moorings by the owner of the facility, the owner's family or the owner's gratuitous guest, or such use by a person as part of the single-family residential rental of a residence or a residential unit which includes the use of a dock, wharf or mooring;

(2) docks, wharfs used as an accessory use to a hotel, motel, inn, housekeeping cottage, campground or recreational vehicle park, used exclusively by registered guests;

(3) docks, wharfs, and moorings used as an accessory use to a restaurant, used exclusively by patrons while dining at such restaurant; and

(4) docks, wharfs and moorings used exclusively by persons engaged in the sale of fishing products or the sale and service of SCUBA products.

(h) Commercial use or purpose means the use of lands or the waters, including structures thereon, for any purpose from which a profit or any form of remuneration is or may be derived, but shall not include the lease or rental of residential property, including all appurtenances thereto, for single private family residential purposes.

(i) Commercial dock, wharf or mooring means a dock, wharf or mooring which is:

(1) used as or is an accessory use to a commercial use;

(2) a Class A marina; or

(3) a Class B marina. The use of any portion of an association or residential dock, wharf or mooring as a commercial dock, wharf or mooring shall render the entire structure or complex commercial.

Mean High Water Mark - The average annual high-water level of a body of water.

LGPC Water Mark Definitions:

Mean high-water mark means 320.2 feet above mean sea level.

Mean low-water mark means 317.74 feet above mean sea level.

Lake Champlain Mean High Water Mark means

99.8 feet above mean sea level.

Motor Vehicle Service Station - A lot or parcel occupied or used for motor vehicle repairs and/or for the sale of oil, diesel or other motor fuel, lubricants, tires, and accessories for motor vehicles, including facilities for greasing, washing, cleaning, polishing or otherwise servicing vehicles, but not including painting or major repair thereof.

Manufactured Home - A manufactured home was built on or after June 15, 1976, and bears a seal signifying conformance to the design and construction requirements of the Department of the Department of Department of Housing and Urban Development **(HUD)**, *Manufactured Home Construction and Safety Standards*.

Manufactured homes are regulated by Article 21-B Manufactured Homes and Part 1210 Manufactured Home Regulations.

Modular Home - A modular home is a factory-manufactured dwelling unit conforming to applicable provisions of the New York State Uniform Fire Prevention and Building Code (Uniform Code) and bearing insignia of approval issued by the Secretary of State of New York State. Modular homes are regulated by Part 1209 Regulations and Fees for Factory Manufactured Buildings.

Municipal Wastewater Treatment System: *Municipal Wastewater Treatment System* means any plant or facility owned or maintained by any county, city, village, town, district, or by any State department, agency or authority, or by any sewer company, corporation, person or group of persons, or by any industry or institution, which subjects wastewater to a process for removing or altering the objectionable constituents of wastewater for the purpose of meeting the requirements of its State Pollutant Discharge Elimination System Permit (SPDES) and making it less offensive or dangerous.

Non-conforming Lot - Any lot that lawfully pre-exists and is of record on the effective date of this chapter which does not meet the minimum lot area and/or or lot width or depth requirements established under the Adirondack Park Agency Act by Article 27 of the New York State Executive Law.

Non-conforming Structure - Any structure which is lawfully in existence on the effective date of this chapter, but which is not in conformance with the dimensional regulations established under the Adirondack Park Agency Act by Article 27 of the New York State Executive Law.

Nursing or Convalescent Home - A building or building complex other than a hospital where persons, as patients, are lodged and furnished with meals and nursing care for hire.

Open Space - Land left in a natural state for conservation and agricultural purposes or land landscaped for scenic purposes. Open space may be utilized for active or passive recreation, or devoted to the preservation of distinctive architectural, historic, geologic or botanic sites. The term shall not include land that is paved, used for the storage, parking or circulation of automobiles, or occupied by any structure. Open space may be included as a portion of one or more large lots or may be contained in a separate open space lot.

Park, Manufactured Housing - Any plot of land which has been planned, or improved, for the placement of manufactured housing units (a structure that is transportable in one or more sections and was built after June 15, 1976 on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation) and upon which two or more units are located.

Parking Area/Space - An off-street space available for the parking of one motor vehicle and having an area of not less than 200 square feet, exclusive of passageways and driveways thereto.

Performance Bond: A performance bond is a surety bond issued by an insurance company or a bank to guarantee satisfactory completion of a project by a contractor. A performance bond is required at the discretion of the Town Board for certain projects or portion of projects to assure completion and maintenance in accordance with the project plan approval.

Permit - Written authorization issued by the Putnam Town Board or the Putnam Enforcement Officer for the establishment of any land use or structure in conformance with this Site Plan Review Law.

Person - Any individual, corporation, partnership, association, trustee, the state and all political subdivisions of the state or any agency or instrumentality thereof.

Public Notice - Notice of a scheduled public hearing published in the official Town newspaper at least once and at least ten (10) days prior to the date of such hearing.

Recreational Use or Facilities - Outdoor recreational facilities or land to accommodate outdoor recreational activities including but not limited to baseball, softball, soccer, football or other athletic fields, water sports, golf courses, parks, seasonal campgrounds, trails, or other similar open air recreational centered facilities that do not utilize mechanical or noise generating equipment (such as motorcycles, ATVs, etc.). A broader variety of recreational uses may be permitted subject to the Town's review.

Roof-Mounted Solar Energy System: A solar panel system located on the roof of any legally permitted building or structure for the purpose of producing electricity for onsite or offsite consumption.

Setback - The shortest horizontal separation in distance from the property line to the closest building line of the structure (including or excluding eaves, porches, or decks.

Shoreline - The mean high-water mark at which land adjoins the waters of lakes, ponds, rivers and streams within the town.

Shoreline Building Setback - The shortest horizontal separation in distance from the mean high-water mark to the closest building line of the structure.

Site Plan - A site plan is an architectural plan, landscape architecture document, and a detailed engineering drawing of proposed development and improvements to a given lot.

Sign - Any sign, billboard, free-standing sign, portable free-standing sign, wall sign, window sign, hanging, painted sign, illuminated sign and temporary sign. Such sign shall include any announcement, declaration, demonstration, device, display illustration, or insignia used to advertise or promote the interest of any business or commercial enterprise when the same is placed either on the premises on which the business is conducted or off site, so that it is clearly visible to the public from an out-of-door position. The term "sign" shall include any advertising or promotional display placed upon or attached to a vehicle, trailer, farm implement, boat, construction equipment, or other movable object when such object is parked, stored, or located upon property primarily for the purpose of displaying the advertising or promotional message rather than for its customary transportation or operational use. A vehicle, trailer, farm implement, boat, or similar movable object bearing advertising or promotional material that remains substantially stationary on the same property for more than ten (10) consecutive days, or for more than sixty (60) days in any calendar year, shall be presumed to be functioning as a sign rather than as a vehicle or piece of equipment. Such presumption may be rebutted by demonstrating that the vehicle or equipment is actively and regularly used for its customary transportation or operational purpose

Site Plan Review Certificate – A Site Plan Review Certificate is a document issued by the Putnam Town Board indicating that an applicant has successfully completed the Site Plan Review process and is authorized to proceed with the project proposal as approved by the Putnam Town Board. No work on non-exempt land use or development shall commence on the subject premises without first obtaining a Site Plan Review Certificate.

Ski Center - Any trail or slope for alpine skiing and/or cross-country skiing, including lifts, terminals, base lodges, warming huts, sheds, garages and maintenance facilities, parking lots, and other buildings and structures directly and customarily related thereto.

Solid Waste - Refuse, garbage and other discarded items not intended for salvage or resale, e.g., kitchen waste, recyclables, broken furniture, etc.

Stormwater Plan - A report prepared a New York State licensed engineer on behalf of a project sponsor/applicant which includes analysis of a site's pre- and post- development stormwater runoff relative to environmental characteristics, potential impacts of the development on water resources and the effectiveness

and acceptability of the proposed stormwater management system to determine the types of stormwater prevention measures required for the proposed development.

All Stormwater Plans for any Land Use and Development that are subject to review under this Site Plan Review Law shall at a minimum meet the standards and regulatory requirements of 6 NYCRR 646-4, Stormwater Management and New York Environmental Conservation Law §43-0112 .

Structure - Anything constructed or erected, the use of which requires location on or in the ground or attachment to something having location on or in the ground, other than public utility poles, wires and related equipment, including but not limited to buildings, decks, fences, sheds, storage buildings, stairs, ramps, patios, access ramps.

Subdivision - The division of any parcel of land into two (2) or more lots, plots, sites or other division of land, with or without streets, for purposes of immediate or future sale, lease or development. Such division shall include re-subdivision of plats already filed in the office of the Washington County Clerk if such plats are entirely or partially undeveloped.

Temporary - Not permanent.

Tourist Home or Accommodation - A dwelling in which overnight accommodations are provided or offered for transient guests for compensation, but such use is secondary to the occupancy of the dwelling by a family.

Tourist Attraction - Any man-made or natural place of interest open to the public and for which an admittance fee is usually charged, including, but not limited to, animal farms, amusement parks, replicas of real or fictional places, things or people and natural geological formations.

Waste Disposal Area - Any area designated for the disposal of garbage, refuse and other waste, including sanitary landfills and dumps, other than an on-site disposal area directly associated with an industrial use.

Wastewater Treatment System –

a. Residential: Any on-site wastewater treatment system designed and constructed in accordance with the requirements of 10 NYCRR, Appendix 75-A Wastewater Treatment Standards - Residential Onsite Systems (See a copy of Appendix 75-A attached hereto).
b. NYS DOH SPEDES PERMIT: A New York State Department of Environmental Conservation SPEDES permit shall be required for treatment systems with a design flow of total discharges to ground water of than 1,000 gallons or greater per day or sewage-wastewater containing industrial or other non-sewage wastes.

Watershed Management or Flood Control Project
- Any dam, impoundment, dike, rip rap or other structure, a channelization or a dredging activity designed to alter or regulate the natural flow or condition of rivers or streams or the natural level or condition of lakes or ponds.

Wetlands – Any lands and waters as defined by the New Yok State Adirondack Park Agency as defined in §802 of the Adirondack Park Agency Act or as defined by NYSDEC, any lands and waters which meet the definition provided in 24-0107, Subdivision 1, of the Freshwater Wetlands Act, (Article 24 and Title 23 of Article 71 of the Environmental Conservation Law) and have an area of at least 12.4 acres, or, if smaller, have unusual local importance as determined by the Commissioner of the New York State Department of Environmental Conservation pursuant to 24-0301, Subdivision 1, of the Act.

Any term used in this local law which is not defined hereinabove shall carry its customary meaning unless the context otherwise dictates.

Section 2.055 Setbacks

A. Property Line Setback: All structures, buildings, parking areas, driveways, and other developed areas must be at least 15 feet away from property boundary lines.

A.1 This setback requirement does not apply to property line fences which are constructed to follow surveyed and verified property lines.

A.2 This setback requirement does not apply to pre-existing structures, buildings, parking areas, driveways and other developed areas, but no such pre-existing structures, buildings, parking areas, driveways and other developed areas shall be replaced without compliance with this setback requirement.

B. Roadway Setback: All newly built structures must be set back at least 25 feet from the centerline of town roadways. Any new structure that is replacing a pre-existing structure that was not set back by 25 feet from the roadway centerline must be relocated to comply with this 25-foot setback.

Section 2.056 Classification of Projects

The Town Board may classify projects as:

A. Administrative Residential Review;

B. Major Land Use.

The Town Board may reclassify any application where unusual site conditions, shoreline concerns, environmental concerns, traffic impacts, drainage concerns or public safety concerns warrant additional review.

Section 2.060 Coordination with Other Agencies

The Town Board may coordinate review under this local law with:

A. Washington County;

B. The Adirondack Park Agency;

C. The Lake George Park Commission;

D. The New York State Department of Environmental Conservation; and

E. Any other involved or interested agency.

The Town Board may accept plans, submissions and determinations prepared for other governmental agencies in lieu of duplicate submissions under this local law.

ARTICLE III Application and Submission Requirements

3.010 General Application Requirements

Applications shall be submitted upon forms approved by the Town Board and shall contain information reasonably necessary to evaluate the proposed activity.

The Town Board may waive any submission requirement where the information is unnecessary due to the scale, nature or location of the proposed project.

3.020 Administrative Residential Review Applications

Applications for Administrative Residential Review shall generally require only:

A. Tax map parcel identification;

B. Sketch plan or survey if available;

C. Approximate setbacks;

D. Location of existing and proposed structures;

E. Septic and water information where applicable;

F. Photographs if requested by the Town Board; and

G. Such additional information as reasonably necessary.

Engineered plans shall not ordinarily be required unless reasonably necessary due to unusual site conditions, drainage concerns, blasting, steep slopes, or public safety concerns.

3.025 Major Land Use Applications

Prior to undertaking any new major land use activity except for uses specifically excepted in section 2.010 of this local law or activities eligible for Administrative Residential Review, Site Plan approval by the Town Board is required. It is recommended that all applicants for Site Plan approval utilize the recommended procedures related to the sketch plan conference as set forth in section 3.026 below.

Applicants must comply with all other procedures and requirements of this local law.

3.026 Sketch plan.

A sketch plan conference is strongly recommended as part of any proposed major land use and may be held between the Town Board and the applicant or applicant's representative or agent as named on the Town Board's Agent Designation Form, prior to the preparation and submission of a formal Site Plan. The intent of such a conference is to inform and assist any applicant about the Site Plan review process and to understand the requirements of the Town of Putnam Site Plan Review Law, and to enable the applicant to inform the Town Board of the proposal prior to the preparation of a detailed Site Plan; and for the Town Board to review the basic site design concept, advise the applicant as to potential problems and concerns and to generally determine the information to be required on the site plan. The Sketch Plan process is an opportunity for both applicants and the Town Board to fully understand any project proposal and to avoid delays by fully communicating all of the applicant's intended major land use proposals and all of the Town Board's permitting requirements. In order to accomplish these objectives, the applicant shall provide the following:

A. A statement and rough sketch of the project proposal, drawn to scale, showing the locations and dimensions of principal and accessory structures, access roads, parking areas, existing drainage patterns, existing and proposed vegetation, and other planned features, and anticipated changes in the existing topography and natural features;

B. An area map showing the parcel under consideration for Site Plan Review, and all properties, subdivisions, streets, rights-of-way, easements and other pertinent features within 200 feet of the boundaries of the parcel; and

3.30 Site Plan Application and Submission Requirements.

An application for Site Plan approval shall be made in writing to the Town Board Clerk on forms provided by the Town Board. The application shall be accompanied by information contained on the following checklist. The Town Board may waive the requirement to provide certain information where it finds the submission requirements unnecessary or not applicable to the circumstances of the project proposal, site conditions or

application. Where a sketch plan conference was conducted, the Town Board may make modifications to the submission requirements as determined through the sketch plan conference.

3.31 Site Plan for Major Use checklist/ submission requirements:

The following checklist provides guidance on the nature and extent of information that may be required.

A. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing and the date such drawing was prepared. Any revisions or modifications of any drawing submitted to the Town Board shall include the date of revision

B. Agent Designation For including the name, address, and authorization of the owner, if different from applicant.

C. Ownership intentions, such as purchase options.

D. Property boundary line plotted to scale (generally 1-inch equals 40 feet or as determined by the Town Board). Distances, angles and area should be shown.

E. North arrow, scale and date.

F. Location, widths, elevations and names of existing and proposed adjacent streets.

G. Property lines and names of owners of adjoining parcels.

H. Location, widths and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within and adjoining the property.

I. Description of all existing deed restrictions or covenants applying to the property.

J. The identification of any state or county permits required for execution of the project.

K. Other requirements which the Town Board might deem necessary, including but not limited to a licensed survey, or independent engineered report.

L. The identification of any covenants, restrictions or other encumbrances on the land.

M. Geological features, such as depth to bedrock and the location of rock outcrops.

N. Topographic features, including a map showing existing slopes at 1-foot or 2-foot contour intervals.

O. Vegetative cover, including existing wooded areas.

P. Soil characteristics, such as load bearing capacity and drainage capacity.

Q. Hydrologic features should include drainage and runoff patterns, flood hazard areas, wetlands, and depth to groundwater.

R. Existing development and infrastructure.

S. Location and dimensions of existing buildings and structures and their use.

T. Location and width of roads and paths, including site access.

U. Location, size and flow direction of sewers, water supply lines and culverts. Major electric, gas and telephone lines and appurtenances should also be shown, and location of other existing development and

uses, including parking and loading areas, fences, trees and landscaping. Date of the original map or drawing and the revised date of any subsequent map or drawing submissions.

V. Visual Impact Study as may be required by the Town Board.

W. If any project requires blasting, the applicant must submit a blasting plan defining the blast area, shot rock storage and removal, and a Certificate of Insurance must be filed with the application. (See Above: Section 2.050 Definitions, Blasting/Fracturing Plan).

X. Waivers: Where the Town Board finds that due to special circumstances of a particular site or particular project proposal that certain submission requirements may not be necessary to preserve the public health, safety and general welfare, or are inappropriate because of inadequacy or lack of connecting facilities adjacent or in proximity to the proposed project site, the Town Board may move to waive such inapplicable or unnecessary submission requirements subject to reasonable and appropriate conditions at the Town Board's discretion.

3.32 Proposed Development for Major Land Use

The purpose of the following submission requirements is to provide the Town Board with sufficient information to evaluate a proposed Major Land Use in light of the standards and objectives of this Local Law. The nature and extent of the information required shall be reasonably related to the size, complexity, location, and potential impacts of the proposed project. The Town Board may waive, modify, or supplement any submission requirement where it determines that certain information is unnecessary or, conversely, that additional information is reasonably required to evaluate the application and protect the public health, safety, welfare, and environmental resources of the Town.

A. Grading and drainage plan showing proposed topography at appropriate contour intervals. This information shall be combined with the map of existing topography. Projects involving excavation or site work that requires land disturbance shall submit a temporary erosion control plan for all areas to be disturbed. These temporary erosion control measures shall be maintained continuously until permanent control measures are in service. All lots located within the Lake George Park shall obtain a stormwater permit from the Lake George Park Commission and shall submit a copy of said permit to the Town Board.

B. In the event that a Lake George Park Commission Stormwater Permit is not required, the Town Board may require an independent engineer's stormwater report.

C. Location, proposed height and use of buildings and other structures, and the location, design and construction materials of all existing or proposed site improvements including drains, culverts and other structures such as retaining walls, fences, outdoor storage stands, air conditioning units and waste disposal units.

D. Location, design, type of construction, proposed use, and exterior dimensions of all buildings.

E. Location, proposed use, design and construction materials of improvements, such as parking, loading and outdoor storage areas.

F. Location and arrangement of site access and egress, including all paths for pedestrian and vehicular travel within the site. Information should include profiles and cross sections of roadways and sidewalks showing grades, widths and location and all proposed utility lines.

G. Location and size of water and sewer lines and appurtenances. Any means of water supply or sewage disposal other than extensions of existing systems should be described, including location, design and construction materials.

H. Location, design and construction materials of all energy distribution facilities, including electric, gas, and solar energy.

I. General landscaping plan and planting schedule, including areas of natural vegetation to remain, the treatment of buffer areas and the location and type of trees to be planted.

J. Estimated project construction schedule with possible phasing plan for large projects.

K. Additional specifications for material.

L. Performance bond, amount, completion schedule, public improvements covered, inspection and bond approval, if required.

M. Any other requirements which the Town Board might deem necessary, including but not limited to a licensed survey, and licensed engineer plans or details.

Note: All plans shall be at scale of one-inch equals 40-foot or larger scale or as determined by the Town Board showing the proposed development and their immediate environs. When development is proposed for larger lots, those areas left undeveloped may be shown on a site location map at an appropriate scale and level of detail.

3.040 Required fee.

Application fees will be established by the Town Board and may be adjusted from time to time. Please refer to the Town's current fee schedule.

3.050 Reimbursable costs.

Any Cost incurred by the Town Board for professional consultation fees, including but not limited to engineering, planning professional, legal, or other extraordinary expenses in connection with the review of a proposed Site Plan shall be charged to the applicant. The Town Board will notify the applicant in advance of retaining any professional consultation services and may request that the applicant provide funds through establishment of an escrow account.

ARTICLE IV REVIEW STANDARDS

4.05 Administrative Residential Review

Administrative Residential Review shall apply to ordinary residential construction and improvements and accessory uses including garages, additions, sheds, decks, porches, swimming pools, single-family residences, driveways, home occupations, roof-mounted solar systems and similar residential projects; provided, however, that such properties with frontage on Lake George or which are in the Critical Environmental Area of Lake George are not eligible for this form of review.

The Compliance Officer shall review the application and provide recommendations to the Town Board.

The Town Board may:

A. Approve the application;

B. Approve the application with conditions;

C. Refer the application for Major Land Use review; or

D. Deny the application.

Nothing contained herein shall be construed to eliminate, abridge or modify the necessity of an applicant to obtain all permits, approvals, inspections and certificates required by the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Construction Code, Washington County, or any other governmental agency having jurisdiction. Approval under this local law constitutes Site Plan Review approval only and shall not relieve any applicant from compliance with applicable building, fire, health, environmental or other regulatory requirements. No construction or land disturbance requiring a Building Permit shall commence until such permit has been duly issued. The Compliance Officer shall not interfere with the activities or investigations of other agencies such as Washington County Code Enforcement, the Lake George Park Commission or the Adirondack Park Agency.

For projects eligible for Administrative Residential Review, the Town Board may, upon request of the applicant, waive the personal appearance of the applicant before the Town Board.

4.010 General standards and considerations for Major Land Use Projects. The Town Board's review of the Site Plan shall include, as appropriate, but is not limited to, the following general considerations:

A. Location, arrangement, size, design and general site compatibility of buildings, structures, lighting and signs and other components of the proposed development.

B. Adequacy, arrangement and general safety of vehicular traffic access and circulation, including intersections, road widths, driveways, parking areas and pavement surfaces.

C. Location, arrangement, appearance and sufficiency of off-street parking and loading.

D. Adequacy of stormwater, and drainage facilities and all temporary erosion and sediment control plans for all areas to be disturbed during construction. All such stormwater and erosion control measures shall be designed and constructed in accordance with 6 NYCRR §646-4.

   Reference is also made to the Fund for Lake George publication “Do It Yourself Water Quality. A Land Owners Guide to Property Management That Protects Lake George” available online at https://fundforlakegeorge.org/DIYWQ

E. Adequacy of water supply and Wastewater treatment systems. All water supply structures shall be constructed in accordance with NYS Department of Health standards where applicable and all wastewater Treatment Systems shall be designed and constructed in accordance with 10 NYCRR, Appendix 75-A

F. Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise buffer between the applicant's and adjoining lands, including the maximum retention of existing vegetation. See: https://fundforlakegeorge.org/DIYWQ.

G. Adequacy of fire lanes and other emergency zones.

H. Special attention to the adequacy and impact of structures, roadways and landscaping in areas with

susceptibility to ponding, flooding and/or erosion.

I. Overall impact including visual impact and compatibility with adjacent properties or areas, town character, open space character and compatibility with existing general and shoreline development if applicable and including consideration of the compatibility of design.

J. Overall impact on adjoining or nearby property owners.

4.011 Additional Standards and Considerations The Town Board shall take into consideration the following additionalstandards and considerations in reviewing the proposed site development.

A. Does the proposed development maintain existing water quality and or prevent the deterioration of the existing water quality?

B. Is the proposed development designed to minimize the disruption of existing drainage and run-off patterns and keep any new, post-construction drainage within the project site?

C. Does the proposed project preserve quality infiltration rate and levels of groundwater?

D. Is the project designed to minimize topographic alterations, to respect and be compatible with the site's natural features and limitations; be in scale with the existing buildable area of the site, and not have an adverse visual impact when viewed from adjacent properties or from adjacent water bodies or other vistas.

E. Does the project design serve to adequately prevent accelerated soil erosion and potential for earth slippage?

F. Does the project design adequately address:

    1. Proper use and care of development in flood plains

    2. Conservation of viable agricultural soils and productive forest lands

G. Does the project design serve to adequately maintain the open space character of the project site adjacent land and surrounding areas?

H. Does the project design serve to:

    1. Maintain existing air quality

    2. Limit additions to noise levels

The project design should respect sensitive resource areas including:

A. Preserve rare plant communities

B. Minimize development which adversely affects habitats of rare or endangered wildlife species.

C. Use care in development in wetlands.

D. Protect unique natural features, including gorges, waterfalls, and geologic formations from the encroachment of man-related development.

The project design should also consider aesthetics, including:

A. Minimize adverse impact upon the existing aesthetic qualities of the project site and its environs.

B. Preserve scenic vistas.

The project design shall also consider the following:

A. Protect historic or archaeological sites.

B. Minimize adverse effect of new development upon the character of adjoining and nearby land uses.

C. Design and construct parking areas and driveways to provide safe, convenient and aesthetically pleasing access to and from public highways.

D. Consider the ability of government to provide governmental facilities and services which may be made necessary for the project.

I. The project design should ensure that no on-site surface or groundwater drainage system in connection with the construction or alteration of any building, structure or natural land form shall be located or constructed in such a manner as to intensify run-off in an unacceptable manner, pollute, or cause erosion on adjoining properties. Surface water shall be appropriately drained to protect building and structures and to prevent development of stagnant ponds or pools. Surface drainage shall be conveyed to an existing system of stormwater reinfiltration areas, where available and all surface drainage shall be designed so as not to discharge onto walkways, the street, or adjacent property in such a manner as to create a nuisance or hazard.

J. A project applicant that proposes to construct, create, or install an entrance, road, drive, or similar entryway, to a State or County highway in the Town shall first obtain authorization from the proper authority having jurisdiction thereover and shall present evidence of such approval.

4.012 On-Site Wastewater Disposal Considerations and Standards

In submitting an application for Site Plan Review and approval for any building with indoor plumbing facilities, the applicant shall submit information concerning the precise location of the on-lot sewage disposal system and drainage field, the slope of the land in the area of such system and drainage fields, the distance from any lake, pond. swamp, marsh, stream, drainage ditch or culvert. and an appropriate percolation test. The size of the proposed septic, tank, the layout and design of the proposed drainage field or seepage pit and such other information as the Town Board may reasonably request. The system design shall conform to NYS Department of Health 10 NYCRR, Appendix 75A and/or the Department of Environmental Conservation SPEDES requirements. Such information shall be prepared by a licensed engineer and submitted in standard licensed engineer's form or such other form and manner as the Town Board may reasonably require.

4.013 Water Supply Considerations and Standards

A. Any individual water supply system shall be located and constructed with approved horizontal and vertical separation distances from fresh water supplies, surface waters, wetlands, buildings, property boundaries, groundwater table, bedrock and all other site conditions in accordance with 10 NYCRR, Appendix 75-A.

B. Any drilled, point-driven or dug well shall comply with those generally accepted standards of the New York State Department of Health.

4.014 Sign Considerations and Standards.

A. The following signs having a total sign area of four square feet per side (except as provided below) and being non-illuminated may be erected and maintained without a Site Plan Review and approval:

1. Signs advertising the sale or rental of the premises upon which the sign is located.
2. Signs denoting the architect, engineer or contractor where construction, repair, or renovation is in progress. Such signs shall be limited to one per property and shall be located on the property where such work is being conducted.
3. Professional and trade name plates and home business signs. Such signs may be illuminated by external light only and shall be limited to one per person or business. Any sign lighting shall be fully shielded positioned to aim the light down and shall not project away from or illuminate any area except the sign itself.
4. Signs which mark property boundaries give directions for roads or trails, prohibit trespassing, hunting fishing, off-road vehicles, or warn of hazards.
5. Signs giving the names of the residents of a dwelling or its address. Such signs may be illuminated by external light only and shall be limited to one per dwelling.
6. Temporary Signs, including banners or pennants, relating to garage, lawn or other individual item, sales, non-recurring sales, for the sale of produce grown or harvested by the property owner where the subject sign is located, or for a church bazaar, political campaign, fund drive, parade, fair, firemen's field day or other event or undertaken or conducted by a political, civic, religious, charitable, or educational organization. Such temporary signs shall be removed immediately after the termination of the activity being advertised. Such temporary signs shall not remain in place more than thirty (30) days.
7. Not more than four (4) advertising signs, not exceeding ten (10) square feet in total size, located on and parallel to the walls, windows or sides of a building or other structure of a commercial enterprise.

B. The Town Board, in reviewing a sign requiring Site Plan Review and assessing its impact upon the Town shall consider the reasonableness of the proposed sign's size, height, illumination (if any) and proximity to the edge of a highway. No signs shall be located in the clear vision zone. The Board shall also consider the type of materials and coloration of the proposed sign, as well as the number of area signs already located on the property in question.

C. The Town Board in its review of signs shall only approve signs that have minimum visual and safety effect or impact upon the Town and may approve or disapprove signs or require reasonable modifications that would still allow the proposed sign to achieve its intended purpose.

4.020 Specific standards and considerations.

The following specific standards shall apply in conjunction with the subject uses or in the designated areas.

4.021 Shoreline standards and considerations.

A. All shoreline development shall be in accordance with the applicable Lake George Park Commission and Adirondack Park Agency requirements, rules and regulations.

All development on any shoreline lot shall be in accordance with the Adirondack Shoreline Restrictions in New York State Executive Law §806. Reference is made to the Adirondack Park Agency Supplement to the Citizens Guide, available at
https://apa.ny.gov › documents › guidelines › citizensguide

B. The purpose of these restrictions is to assure that development is carried out in such a manner as to minimize interference with the natural course of such waterway, to avoid erosion of the shoreline, to minimize increased runoff of ground and surface water into the waterway, to remove only that vegetation which is necessary to the accomplishment of the project, and to generally maintain the existing aesthetic and ecological character of the shoreline.
C. Any paved or otherwise improved parking, loading or service area within one hundred (100) feet of any shoreline shall be designed and constructed so as to minimize surface runoff and the entrance of any chemical pollutants or earthen siltation into the waterway, and shall include a stormwater runoff plan designed in accordance with 6 NYCRR §646-4.

4.022 Hillside and Shoreline Development.

A All development within 5,280 feet of the mean high water mark of Lake George or Lake Champlain shall comply with Putnam Local Law No.3 of 2026.
B. On any undeveloped property of 1 acre or less in size that has direct lakefront shoreline on Lake George or Lake Champlain, no structure may be built that contains more than 2,000 square feet of living space.
C. On any developed property that has direct lakefront shoreline on Lake George or Lake Champlain, no structure may be built to replace a prior structure which increases by more than 25% the square footage of living space which had existed in the prior structure.
E. All development on property that has frontage on Lake George, or is in the Critical Environmental Area of Lake George shall be deemed to be a Major Land Use and is not eligible for Administrative Residential Review.

4.030 Town Board Review and Evaluation of the Proposed Site Plan.

In considering the approval of a proposed Site Plan, the Town Board shall take into consideration public health, safety and general welfare, comfort and convenience of the public, particularly residents of adjacent properties, and shall find that the proposed development adequately addresses and meets all the requirements, general standards, considerations and other review processes of this Site Plan Review Law. Projects that are not found to adequately address the requirements and considerations shall be denied.

ARTICLE VI PROCEDURES AND TIMEFRAMES FOR MEETINGS, SUBMISSIONS, AND DETERMINATIONS PURSUANT TO THE SITE PLAN REVIEW PROCESS.

5.010 Sketch Plan.

A. **Sketch Plan Conference.** A sketch plan conference is highly recommended for all applicants and may be held between the Town Board and the applicant prior to the preparation and submission of a formal Site Plan.

B. **Sketch Plan Conference/ Prior Notice to the Town Board.** A potential applicant for Site Plan review may

request a conference with the Town Board by requesting such conference ten (10) days prior to a regularly scheduled Town Board Meeting. The request should be filed with the secretary to the Town Board, the Town Board Chairman. Contact information is available on the Town website and/or the Town Clerk's Office. The Town Board may waive this advance notice requirement at the discretion of the Town Board or may require that the conference be held at a future date.

C. **Sketch Plan Submission Requirements.** A potential applicant for Site Plan Review should review the Site Plan Review checklist and submission requirements and provide as much of that information as is readily available at the preliminary planning stage. A concept plan showing the location of proposed buildings, access drives, property boundaries, and water and sewer considerations would facilitate progression to the Site Plan submission stage.

D. **Determination Regarding Major Proposed Land Use or Administrative Review.** The Town Board may, at its discretion, make a determination that the proposed land use is major land use, or appropriate for administrative review. The Town Board shall make such determination following conclusion of the Board that the Site Plan application requirements have been met and that the submission is complete.

5.020 Application for Site Plan Review

An applicant requesting a Site Plan Review shall submit five (5) copies of the proposed Site Plan and five (5) copies of the complete application and supporting data to the Town Board at least ten (10) days prior to the scheduled Town Board meeting date.

At the initial Town Board meeting where the Site Plan application and submission will be considered the Town Board will determine;

a. If the submission is complete or if additional information is required.

b. If the application is determined to be complete, the Town Board will determine if the proposed land use is a Major Land Use or entitled to be treated as Administrative Residential Review or an exempt project.

5.030 SEQR and Notification Requirements

A. State Environmental Quality Review Act (SEQR)

All project proposals are subject to the requirements of 6 NYCRR, Part 617, the New York State Environmental Quality Review Act, and all applicants shall submit at a minimum together with the application for Site Plan Review a completed Part I Short Environmental Assessment Form.

The Town Board shall meet the requirements of 6 NYCRR, Part 617, the New York State Environmental Quality Review Act (SEQR) prior to taking any action to approve, approve with conditions or disapprove any application for Site Plan Review.

In the event that it is determined that the proposed project requires any additional review in accordance with the provisions of SEQR, then the applicant will be so advised, and the applicant shall prepare the appropriate submissions as required by SEQR.

B. Notification/Adjacent Property Owners

The Town Board will provide notice to the property owners whose land is adjacent to a Major Land Use project parcel of the pending Site Plan Review application, any scheduled public hearing for the project proposal, and of any meeting where the Town Board may issue a final decision on the project proposal, and the date that such Town Board review or decision will be on the Town Board agenda. The Notice in this section shall be made to the adjacent property owners in writing at least ten (10) days prior to the meeting and mailed by regular U.S. Postal Service.

C. Any application that is inactive by reason of the applicant's or their agent's failure to appear shall after sixty-two days be deemed invalid.

In the event that any such delay is for the purpose of obtaining additional information requested by the Town Board or that the applicant or their agent proposes to present to the Town Board, then progress on the pending application may be tolled at the request of the applicant or their agent and by mutual consent of the Town Board and the Applicant or their agent until such time that the additional information is ready to be presented.

ARTICLE VI PUBLIC HEARING AND TOWN BOARD DECISION

6.010 Public Hearing on a Major Land Use.

The Town Board may conduct a public hearing on the Site Plan if considered desirable by a majority of its members. Such hearing shall be held within sixty-two (62) days from the date on which the Town Board determined that the application for Site Plan Review to be complete. The public hearing shall be advertised in the Town's official newspaper, or if there is none, in a newspaper of general circulation in the Town at least five (5) days before the public hearing.

6.011 Town Board decision on a Major Land Use.

Unless progress on an application is tolled and tabled by agreement between the Applicant or their agent and the Town Board within sixty-two (62) days of public hearing, the Town Board shall render a decision. In its decision the Town Board may approve a project proposal; approve a project proposal with modifications, or disapprove a project proposal.

The time period in which the Town Board must render its decision can be extended by mutual consent of the applicant and the Town Board.

A. Approval. Upon approval of the Site Plan, and payment by the applicant of all fees and reimbursable costs due the Town, the Town Board shall endorse its approval on a copy of the Site Plan and shall immediately file it and a written statement of approval with the Town Clerk. A copy of the written statement of approval shall be mailed to the applicant, the Washington County Planning Board, and any other governmental agency with jurisdiction or interest.

B. Approval with modifications. The Town Board may conditionally approve the final Site Plan for a project proposal. A copy of written statement containing the modifications required by the conditional approval will be mailed to the applicant, the Washington County Planning Board, and any other governmental agency with jurisdiction or interest. After adequate demonstration to the Town Board that all conditions have been met, and payment has been made by the applicant of all fees and reimbursable costs due the Town, the Town Board shall endorse its approval on a copy of the Site Plan, shall immediately file it and provide written statement of approval to the Town Clerk. A copy of the written statement of approval shall be mailed to the applicant, the Washington County Town Board,

and any other governmental agency with jurisdiction or interest.

C. Disapproval. In rendering disapproval of any Site Plan project proposal, the Town Board shall state its reasons in writing and also record such reasons for disapproval of a Site Plan project proposal in the official Town Board minutes. Upon disapproval of the Site Plan project proposal the decision of the Town Board, together with its written reasons for the disapproval shall immediately be filed with the Town Clerk and a copy thereof mailed to the applicant by certified mail, return receipt requested, along with the Town Board's reasons for disapproval.

ARTICLE VII APPEAL OF TOWN BOARD DECISION

7.010 Appeal procedure.

Any person aggrieved by any decision of the Town Board or any Officer, Department, Board or Bureau of the Town, may apply to the supreme court for a review by proceeding under Article 78 of the Civil Practice Law and Rules. Such proceedings shall be instituted within thirty (30) days after the filing of a decision in the office of the Town Clerk.

ARTICLE VIII MISCELLANEOUS PROVISIONS

8.010 Compliance Officer.

The Town Board may appoint a Compliance Officer to carry out the duties assigned by this local law or by any additional regulations adopted pursuant to section 8.030 hereof. If appointed, the Compliance Officer shall be responsible for the overall inspection of site improvements including coordination with the Town Board and other officials and agencies, as appropriate.

Such Compliance Officer shall also have the responsibility to prosecute any and all violations of this Site Plan Review Law in any way allowed under New York State Law including use of the Courts.

8.020 Coordination of Other Agencies' Review, Approval and Required Permit(s).

The applicant shall be responsible for coordination of application review and approval with any other agency, department or entity with jurisdictional authority, in addition to the Town's Site Plan Review procedures. These may include, but are not limited to, the following entities:

A. Lake George Park Commission (LGPC),

B. Adirondack Park Agency (APA),

C. New York State Department of Environmental Conservation (NYSDEC),

D. New York State Department of Health (NYSDOH), and

E. U.S. Army Corps of Engineers (USACE)

F. FEMA

Securing a permit from these agencies does not ensure satisfaction of local requirements. The Town strongly recommends early contact and coordination of application review with the Lake George Park Commission (LGPC)

and the Adirondack Park Agency (APA), as these agencies are frequently involved. Many agencies will concurrently review a project that is scheduled to appear before the local Town Board.

The LGPC maintains jurisdiction over certain projects within the Lake George water basin, including, but not limited to, waterfront docks, marinas, moorings, and administration of a stormwater management program. Guidance regarding the LGPC jurisdictional requirements can be found on the Commission's website: www.lgpc.state.ny.us.

The APA regulates development on private lands in the Park pursuant to its jurisdictional and permitting authority. The APA offers applicants a Jurisdictional Inquiry Form (also available online) whereby the Agency will, upon receipt of a complete application, determine whether a project requires a permit or variance from the APA. The APA's Citizen's Guide[4] is a helpful resource in providing information about the permitting process, a permit checklist and other guidance. Permit applications and other information can be found on the Agency's website: www.apa.ny.gov.

8.030 Amendments.

A. The Town Board may, upon its own motion, a petition, and after public notice and hearing, amend this local law pursuant to all applicable requirements of law.

8.040 Integration of procedures.

Whenever the circumstances of proposed development require compliance with this Site Plan Review Law and with any other local law, ordinance or requirement of the town, the Town Board shall attempt to integrate, as appropriate, Site Plan Review as required by this local law with the procedural and submission requirements for such other compliance.

8.050 Enforcement.

Any person who violates any provision of the Putnam Site Plan Review Law shall, for every such violation, forfeit and pay a civil penalty of not less than $250 nor more than $10,000. When a violation of any of the provisions is continuous, each day thereof shall automatically constitute a separate and distinct violation subjecting the offender to an additional civil penalty without the necessity for any further notice, order or other action by the Code Enforcement Officer or authorized designee, including the Town Compliance Officer. The Code Enforcement Officer or authorized designee , including the Town Compliance Officer, has the authority under this chapter to commence a civil action in order to collect the civil penalty or penalties imposed pursuant to this section in the Town of Putnam Justice Court or other court of competent jurisdiction, provided that the Town Board consents to same. To the extent that this provision is inconsistent with the Town Law of the State of New York, Chapter 62 of the Consolidated Laws, Article 16, § 268, the Town Board of the Town of Putnam hereby declares its intent to supersede said section of the Town Law, pursuant to its home rule powers under the Municipal Home Rule Law, Article 2, § 10 et seq., of the Consolidated Laws of the State of New York.

8.060 Severability.

The provisions of this local law are severable.

If any article, section, paragraph or provision of this local law shall be invalid, such invalidity shall apply only to the article, section, paragraph or provision(s) adjudged invalid, and the rest of this local law shall remain valid and effective.