

**TOWN OF HENDERSON SITE PLAN/SPECIAL USE APPLICATION**

\_\_\_\_\_ Pre-Submission Date                      Fee is \$75.00                      \_\_\_\_\_ Final-Submission Date

Applicant Name \_\_\_\_\_ Parcel # \_\_\_\_\_

Mailing Address \_\_\_\_\_ 911 Address \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Lot Size \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell Phone \_\_\_\_\_ Circle Zoning: AR   LF   H   B   R

Is this Lot a "Conforming Lot" according to the attached Town Zoning Schedule I?    \_\_\_ Yes \_\_\_ No

Have you met the "Setbacks" according to the attached Town Zoning Schedule I?    \_\_\_ Yes \_\_\_ No

Is this land?    \_\_\_ Residential    \_\_\_ Cottage    \_\_\_ Agriculture    \_\_\_ Vacant    \_\_\_ Commercial

Please describe your request \_\_\_\_\_

County Building Permits are usually required. Do you feel you will need any State/Federal Permits? \_\_\_\_\_

Is this commercial? Will you see an increase in employees/shoppers/parking?    Yes \_\_\_\_\_ No \_\_\_\_\_

Upon approval your Site Plan will be signed by the Planning Board Chairman

\_\_\_\_\_  
Owner(s) Signature (s) and Date

-----Office Use Only-----

Received Application on \_\_\_\_\_ Hearing Date \_\_\_\_\_ Copy to Owner \_\_\_\_\_

\_\_\_ 2 Original Maps/Surveys    \_\_\_ \$75.00 Fee Check # \_\_\_\_\_    \_\_\_ SEQR

Hearing Results: Approved \_\_\_\_\_ Approved with the following restrictions: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chairperson

# INSTRUCTIONS FOR SITE PLAN REVIEW

Hearings are the First Tuesday of Each Month and all applications, accompanied by the \$75.00 Hearing Fee, must be submitted to the Clerk by noon two weeks prior to that day. The clerk will advertise your hearing, send copies of your entire application to the Planning Board Members, inform the County Planning Board when necessary, and advise you and all of your adjoining parcel neighbors of the hearing. You or a representative should be present.

## To Do

- ... complete the application and have All Owners Sign!
- ... write a check for the hearing for \$75.00 made payable to The Town of Henderson
- ... complete page "P" of SEQR, if applicable
- ... present two (2) Original Maps. One original will be kept by the Planning Board and one original will be given back to you. These must be clear, neat, maps drawn on an 8 1/2" X 11" size sheet of white paper and drawn to scale whenever possible.

The map must contain

- ... name, scale, north arrow, date, boundaries and setbacks
- ... all structures must be located on map including septic, water, buildings, walls, roads, creeks, pads, driveways, walkways etc. (we need to know that you have not exceeded the 20% lot coverage allowed)

If this is a commercial project, you must have engineer drawings and/or surveyor maps, and a pre-submission is required.

If this is a commercial project, and/or located on a county or state highway or within 500 feet of state or county property or adjacent to another town, this application might have to be forwarded to County Planning for review.

If you have any questions please call the Planning Board Clerk at 315-938-5542, Ext. 21