Town of Horicon Planning Board

Conditional Use or Site Plan Review Instructions

Article II - Town of Horicon Zoning Law

1. Fill out and return **this application Ten (10) copies and all relevant materials to the** Town of Horicon Zoning & Planning Office two (2) weeks prior to the meeting date. Planning Board meetings are typically held on the third (3rd) Wednesday of each month at 7:00 PM at the Horicon Community Center, 6604 State Rte. 8 Brant Lake, NY. Please note meetings dates could change, please check with the Zoning/Panning Office for schedule.

2. Include Perk Test results, if applicable.

3. Include a sketch, drawing or photo(s) showing how the building(s), improvements etc. will look when completed. **Ten (10) copies.**

4. Include a plot plan of the lot, **drawn to scale,** indicating the location and the size of the lot, size and location of the improvement(s) thereon and the size and location of proposed improvement(s) to be erected thereon. **Ten (10) copies.**

5. If application is represented by someone other than the owner of record, the AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER must be completed, notarized and attached to this application. **One (1) copy**.

6. Include a Deed to parcel as proof of ownership. **One (1) copy.**

7. If Needed: Complete Environmental Assessment Form (if applicable), Part 1 ONLY.
   Ten (10) copies (Download form: dec.state.ny.us or horiconny.gov website).

8. Enclose a check for $100.00 payable to the Town of Horicon.

9. Place batter stakes at site location for inspection by Zoning Administrator (if applicable).

Applicant's Check List:

Application _____
Perc Test (if applicable) _____
Sketch, drawing, photo_____
Plot Plan_____
Authorization form (if applicable) _____
Deed_____
Environmental Assessment Form (if applicable) _____
Payment_____
Batter Stakes placed (if applicable) _____

Town of Horicon Planning Board

Conditional Use or Site Plan Review Procedure

(Please read carefully)

Step 1:

Apply to Planning Board for a **Conditional Use or Site Plan Review** - Fill out and return the appropriate application(s) with the appropriate fee(s) to the Town of Horicon Zoning and Planning Office a minimum of **two (2) weeks prior** to the regularly scheduled Planning Board meeting held on the 3th Wednesday of each month.

At this FIRST MEETING your application will be deemed complete or incomplete.

IF deemed complete: **See Step 2**

IF deemed incomplete: **Your application will be placed on the agenda at the next month's meeting under Unfinished Business.**

*It is advised that you attend **all meetings** in which your application will be discussed.*
Time-lines are involved which may lead to denial due to incomplete or incorrect information.

Step 2:

1) A Public Hearing will be scheduled for the next regularly scheduled meeting. Public Hearings are held at 7:00 PM preceding the regular meeting.

2) Adjoining owners within 500' of your parcel lines will be notified by mail and a legal notice will be placed in the Town's Official Newspaper.

***Again,** It is advised that you attend **all meetings** in which your application will be discussed.*
Time-lines are involved which may lead to denial due to incomplete or incorrect information.

A decision **can** be made at that time if the board so chooses.
The board has 62 days from the close of the public hearing to make a decision.

Step 3:

If your project is approved by the Planning Board ***You will need to contact the*** Town of Horicon Zoning Administrator to finalize your ***Zoning Compliance Certificate***. Take the signed Zoning Compliance Certificate to Warren County Building and Codes Enforcement Department at the Warren County Municipal Center Exit 20, Lake George, NY - Fill out their **Application for Building Permit.**

If/when the Warren County Building and Codes Department issues you a Building Permit you may begin your project.

Town of Horicon Planning Board

PO Box 90 Brant Lake, NY 12815
Brant Lake, NY 12815
(518) 494-4245 Fax (518) 494-5240
Email: zoningplanning@horiconny.gov
Website: horiconny.com

Application #_____

CHECK ONE:

Conditional Use Application ☐

Or

Site Plan Review Application ☐

Property Owner's Name: _____

Mailing Address: _____

Contact Number(s)/Email: _____

Contractor's/Agent/Representative's Name (if Applicable)_____

Mailing Address: _____

Contact Number(s)/Email: _____

Tax Map Number: _____ Parcel Size (acreage or sq. ft):_____

Location of Property: (911 address):_____

Zone Classification & Acres (see below): _____ If parcel is in multiple zones, indicate all zones.

ZONES: CR-20,000 sq. ft., CR-3.2 acres,
R1-20,000 sq. ft., R1-1.3 acres, R1-2 acres, R1-3.2 acres,
R1-10 acres, R1A-3.2. acres, R1A-5 acres,
R2-2 acres, R2-3.2 acres, R2-5 acres, R2-10 acres,
LC-10 acres, LC-42.6 acres,
RRD-3.2 acres, RRD-5 acres, RRD-10 acres.

Current use of property (what is present on this parcel today) list **all** structures:

_____

Specific proposed use listed in Section 5.20 of the Town of Horicon Zoning Law:

_____

_____

Describe the proposed use: (what are you proposing to accomplish with this application):

_____

_____

Description of how to find the property:

_____

1) Does the use comply with all other requirements of the ordinance including dimensional regulations of the zoning district(s)? YES

NO: Explain: _____

_____

_____

2) Would the use be in harmony with the general purpose and intent of the ordinance taking into account the location, character and size of the proposed use and the description and purpose of the district in which the use is proposed? Explain: _____

_____

_____

3) Would the proposed use create a public hazard from traffic, traffic congestion or the parking of automobiles or otherwise be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood of the proposed use or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the town? Explain: _____

_____

_____

_____

4) Does this application include an activity within a Recreational River District? YES NO
(See Section 4.50 and 8.25)

5) Does this application include:

- Junk Yards – Section 8.16
- Mobile Home Courts - Section 8.19
- Travel Trailer Camps – Section 8.38
- Motels, Hotels and Tourist Accommodations – Section 8.35
- Multiple Family Dwellings – Section 8.10
- Flood Hazard Areas – Section 8.13
- Commercial Marinas – Section 8.07
- Multiple Access Docks – Section 8.09
- Boat Storage, Commercial – Section 8.05
- Restaurant – Section 8.26

Warren County Planning Board Questions:

1) Is lot in question within **500** feet of a **County or State Road**, County or State Right of Way, County or State Park, County or State Municipal Boundary, watershed draining, or any County or State Facilities? **YES NO UNKNOWN**

County and State Roads: State Rte. 8
East Shore Dr. - Co. Rd #15
Horicon Ave - Co. Rd #31
East Schroon River Rd - Co. Rd #64
Palisades Rd - Co. Rd#26
Valentine Pond Rd - Co. Rd #55
Market St - Co. Rd #33
Watering Tub Rd - Co. Rd #53

Note: If your parcel is within above criteria, the application will be forwarded to the Warren County Planning Board for their review.

Adirondack Park Agency (APA) questions:

1) Are there wetlands on the property? **YES NO UNKNOWN**
IF YES, _____Acres/Sq. Ft.

IF UNKNOWN, have you contacted the APA to inquire if wetlands exist on parcel or requested a site review to flag possible wetlands? **YES NO**

2) Is an Adirondack Park Agency (APA) permit required? **YES NO UNKNOWN**

IF YES, have you applied for an APA permit? **YES NO**
please attach correspondence you have had with the APA.

Are additional documents presented as part of this application? **YES NO**

*** if yes, then mark all additional documents as Exhibit A, Exhibit B, etc.**

Notice is hereby given that in the event the Town of Horicon determines that technical assistance is needed to review the project, the reasonable and necessary expenses associated with such review shall be borne by the project applicant\developer.

I, We hereby authorize the Town of Horicon, it's employees and authorized agents access to the property for purpose of inspection.

_____ _____
Applicant's Signature **Date**

AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER

I, _____, the owner of record of the property described in this application hereby empower, _____ to act as my agent and representative in conducting presentations to the necessary board(s) and in deliberations with the board(s) pertaining to my application.

As my agent, He/She is empowered to act on my behalf in full. In so doing I, the owner applicant, understand that I am bound by any conditions imposed on my project and agreed to by my agent or by conditions or restrictions imposed by my agent as part of the presentation.

_____
Signature of Owner/Applicant

_____
Signature of Agent/Representative

Date _____

Date _____

NOTARY:

Date: _____

_____