

TOWN OF VESTAL PLANNING BOARD APPLICATION

Applicant Name and Address _____
Phone # _____
Fax # _____ **Email:** _____
Engineer's Name and Address _____
Phone # _____ **Fax #** _____
Email: _____
Project Name _____
Site Location _____
BCTMP # _____
Brief Description: _____

- The Town of Vestal Planning Board meets the 2nd Tuesday of each month, starting at 6 PM.
- Application and plans are needed 10 calendar days prior to the meeting, unless lot has frontage on SR434, SR26 or Vestal Road, then plans needed 32 days prior to meeting.
- Fees to attend Planning Board are:
 - Less than 1000 SF-\$100.00, between 1001 SF and 2500 SF - \$125.00, greater than 2500 SF is \$0.05/SF with maximum of \$500.00
 - Subdivisions & Land partitions: \$250 plus \$25 per lot, addendums to Subdivisions or Land partitions: \$50 plus \$25 per lot. Maximum of \$1000
 - Existing building modifications including site work: Less than 2500 SF is \$75, greater than 2500 SF is \$0.05/SF

The following items are required to be provided on the site plan, which must be submitted through a licensed NYS Engineer: - **6 sets (of which 4 go to Broome County for 239 review)**
- **Only need 2 sets if no 239 review is required.**

North arrow, scale, date	Property boundary, dimensions
Building setback dimensions	Easements on property
Zoning classification of lot	Existing & Proposed Contours
Flood area – FIRM – if required	SEQR-front page short EAF (Minimum)
Historical Site – if required	NOI (Notice of intent) - NYSDEC
Lot Coverage -% proposed	Water service location and size
Building Height	Sewer service location and size
Off-Street Parking (9.5'x20' w/24'lanes)	Drainage plan
Restaurant/100sf retail/125sf office/250sf	Fire Department Sprinkler Connection
Building elevation view	Curve Radius- vehicle
Site profile view – if slopes greater than 1 on 3	Lot Lighting
Landscaping Plans	Dumpster – full screening required

The following will be required on all new construction:

- 1) Erosion Control Plan –for disturbance of 1 acre or more, see the NYS DEC web site www.dec.state.ny.us
- 2) Detention/Retention System – SWPPP – relates to NYS DEC item #1
- 3) Knox Box required– Fire Department, see Knoxbox.com for on line application
- 4) Backflow device required– Water Department
- 5) Broome County 239 L&M will be sent out by Town, the County has 30 days to responded, which will be part of the approval requirements
- 6) Binghamton-Johnson City Treatment Plant flow application – east side of SR26
- 7) SEQR forms – short form unless told otherwise