



Town of Rotterdam  
Office of the Planning Commission

**SITE PLAN/SPECIAL USE PERMIT  
APPLICATION AND PROCEDURES**

*Application Fees*

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Site Plan:	Application	\$350
	Final Site Plan	\$350

Special Use Permit & Advertising Fee (IF REQUIRED): \$500 & Actual Cost  
Fee in lieu of parkland (additional lots): \$600 per dwelling unit

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**Part I  
PROCEDURES TO APPLY FOR SITE PLAN AND/OR SPECIAL USE  
PERMIT**

1. The applicant must submit twelve (12) complete sets to the Department Public Works along with an electronic set. The permitting process for an application will take an average of 45 days to complete.
  - a. An application for a site plan/special use permit (see attached);
  - b. A scaled drawing showing, in detail, the site of the proposed use in which site plan approval/special use permit is needed. The requirements for the site plan are outlined in Part II of this application form entitled TOWN OF ROTTERDAM PLANNING COMMISSION SITE PLAN CHECKLIST. In addition to the site plan, the following items must also be enclosed.
    1. Vicinity map
    2. Legal Description and deed to property (be as complete as possible)
  - c. A check with applicable fee(s) made payable to “Town of Rotterdam” and submitted with the completed Site Plan/Special Use Permit application. This fee is non-refundable.
  - d. An Environmental Assessment Form and Checklist are required to identify impacts from your proposal.
  - e. Either the applicant or the Department, depending on the type and scope of the application may request a meeting with the Department of Public Works. These meetings occur on a weekly basis.
  - f. Please note that if you are changing the use of a building or portion thereof, you may be required to make changes to the building to comply with the Uniform Building Code, Uniform Fire Code, and Americans with Disabilities Act, etc. You must apply for a Commercial/Residential Building Permit if you are changing the use of a building or modifying a structure for the Special Use Permit to determine if any modifications are required.

2. The Department of Public Works Staff will do the following:
  - a. Schedule and conduct meetings with the applicant as needed.
  - b. Mail copies of the application materials to involved/interested agencies for comments and/or requirements.
  - c. Provide the Planning Commission with written comments from DPW staff on the proposal.
  - d. Compose and publish legal notice of the public hearing for a special use permit according to the requirements of the law.
  - e. Prepare documents for review by Planning Commission members prior to the meeting/hearing in order to allow board members sufficient time to review the material and conduct site visits (if needed).
  
3. **The Planning Commission** typically meets on the first and third Tuesday of each month except in June, July and August. Please check [www.rotterdamny.org](http://www.rotterdamny.org) for a list of meetings. The application is first reviewed at a public meeting where the Planning Commission members see the application for the first time and may question the applicant and ask for additional information and/or suggest modifications to the proposal. At this public meeting, the applicant or representative shall be present to answer any questions the Planning Commission members may have relative to the proposed use. In order for the Planning Commission to take final action on a special use permit, it must do so at an advertised open record public hearing.
  
4. **Review:** The Planning Commission typically will review a project three times before making a decision. This is done in order to allocate sufficient time to review the application materials, allow interested agencies to provide comments, and conduct site visits if necessary. It also allows the applicant sufficient time to modify the site plan if necessary, and clarify/resolve any issues raised by the Planning Commission or Public Works Department. In some instances, the Planning Commission Chairman may determine that the application is relatively simple and/or the site plan is essentially complete and allow the applicant to bypass the sketch review and reduce the review period. If there are time constraints on the applicant to obtain a decision from the Planning Commission rather quickly, it is strongly suggested that all of the site plan items outlined in the Site Plan Checklist (Part II) are as complete as possible.
  
5. **Final Hearing/Meeting:** After the final open record public hearing (Special Use Permit) or meeting (Site Plan) and based upon findings of fact, the Planning Commission will determine whether the Special Use Permit and/or Site Plan is to be approved, approved with conditions, or denied.

**Part II**  
**TOWN OF ROTTERDAM**  
**PLANNING COMMISSION SITE PLAN CHECKLIST**

**The following is a list of Site Plan Requirements as outlined in § 270-132 of the Town of Rotterdam Zoning Code. All required information should be contained in the application unless specifically waived by the Planning Commission. Failure to submit will cause delay.**

**Section A**      *Preliminary plans. Application for preliminary site plan approval shall be accompanied by the following information located on the site plan. Failure to complete this information will result in a determination of “incomplete” and the application will be held in abeyance pending receipt of all required information.*

1. \_\_\_\_\_ A map of the applicant's entire lot, plot or parcel of land at the scale of one inch equals 40 feet, unless the Planning Board determines a different scale more appropriate, showing all properties, subdivisions, streets, watercourses and easements which pass through the property or are known to abut the applicant's property.
2. \_\_\_\_\_ The name and address of the applicant, contract vendee or owner and title of drawing.
3. \_\_\_\_\_ The North symbol, date and scale.
4. \_\_\_\_\_ The name, address, title and license number of the person or firm responsible for the preparation of the map.
5. \_\_\_\_\_ Structures and circulation: twelve (12) sets of preliminary plans, electronic copy, elevations and sections of proposed structures and roads, showing the proposed location, use and design of all buildings and structures, dimensions, square footage, including any proposed division of buildings into units of separate occupancy and location of driveways thereto, and showing the proposed location of all roads, pedestrian walkways and fire lanes.
6. \_\_\_\_\_ Landscaping: Show location, dimension, type, and condition of existing landscaping, and location, dimension and type of proposed landscaping.
7. \_\_\_\_\_ Cut and fill: extent and amount of cut and fill for all disturbed areas, including before and after profiles of typical development areas, parking lots and roads.
8. \_\_\_\_\_ Stormwater retention: provisions for on-site stormwater retention basins during and after construction, designed to handle any increased rate of runoff.
9. \_\_\_\_\_ Wells: location and test yields in gallons per minute of all proposed on-site wells.
10. \_\_\_\_\_ Drainage fields or dry wells: location and percolation test results of all proposed drainage fields or dry wells.
11. \_\_\_\_\_ Water supply and sewage disposal: description of method of water supply and sewage disposal and location of such facilities.
12. \_\_\_\_\_ Location of existing wetlands and floodplains.
13. \_\_\_\_\_ Lighting, power and communication facilities: location and design of lighting, power, fiber optic, and communication facilities.
14. \_\_\_\_\_ Signs: location, design and size of all signs.
15. \_\_\_\_\_ Site improvements: location of all existing and proposed drains, culverts, retaining walls and fences.
16. \_\_\_\_\_ Outdoor storage: location of any outdoor storage and other accessory uses.
17. \_\_\_\_\_ Uses: detailed breakdowns of all proposed floor space by type of use.
18. \_\_\_\_\_ Other industrial uses: In an industrial district, specific uses proposed, number of employees for which buildings are designed, type of power to be used for any manufacturing process and the proposed method of disposal of such wastes or by-products shall also be shown.
19. \_\_\_\_\_ State Environmental Quality Review (SEQR): No application shall be deemed complete without compliance with SEQR [www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/seafpartone.pdf](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf)

**Section B      The Planning Commission often requests these additional information items during the preliminary meeting. The applicant is typically requested to modify the site plan or explain this information in more detail at the meeting. This usually involves the expenditure of additional time and expense to the applicant.**

If these additional information items are included with the initial submittal, it may be possible to skip over the initial sketch plan review meeting and proceed directly to preliminary plan review. Answering these information items now may reduce the review time by a minimum of two (2) to four (4) weeks. The decision to allow the applicant to waive the sketch meeting shall reside with the Planning Commission Chairman after consultation with the Town of Rotterdam Department of Public Works.

1. \_\_\_\_\_ Show location of snow storage area or indicate if it will be removed off site. In addition, provide a note on the site plan that reads "Snowfall accumulations in excess of four (4) inches shall be removed from all parking areas/walkways within 48 hours."
2. \_\_\_\_\_ Provide a signature space for the Planning Commission Chairman with the following wording below the signature line      **"Chairman, Rotterdam Planning Commission:  
Date: \_\_\_\_\_"**.
3. \_\_\_\_\_ Show location and dimension of all entrances and exits to all building(s), specify which are handicap accessible, and indicate the primary exit(s) and emergency exits.
4. \_\_\_\_\_ Show location and dimension of all entrances and exits to the site, and indicate the primary entrance/exit.
5. \_\_\_\_\_ Show handicap parking space(s) and striping from the space(s) to the handicap entrance(s).
6. \_\_\_\_\_ Show location, dimension, type, and condition of all existing and proposed paved areas, parking areas with striping, and sidewalks. Indicate which exist and which are proposed.
7. \_\_\_\_\_ Show location, dimension, type, and condition of refuse/dumpster area and any existing/proposed screening.
8. \_\_\_\_\_ Show location of all external vents, propane tanks, HVAC units, and other accessory external structural features.
9. \_\_\_\_\_ Show location of drive-thru window and corresponding traffic circulation pattern(s) if applicable.
10. \_\_\_\_\_ Provide documentation from the Town of Rotterdam Water Department that a consultation has occurred and provide water meter with current reading.
11. \_\_\_\_\_ Show location of all outdoor lighting fixtures and provide a note on the face of the plan that states: "All lighting shall be shielded and/or placed in such a manner as to prevent off-site illumination"
12. \_\_\_\_\_ Show location, type, and size of existing and proposed fencing and buffer screening.
13. \_\_\_\_\_ Add note on the face of the site plan that reads "Development must meet all NYS Building and Fire Codes."
14. \_\_\_\_\_ Add note on the face of the site plan that identifies the zoning of the subject property.

\_\_\_\_\_ I have completed all of the above requested items which apply to this site plan **under Section A** and request that this application be placed on the next available Planning Commission meeting for sketch plan review.

\_\_\_\_\_ I have completed all of the above requested items which apply to this site plan **under Section A and Section B** and request that this application be placed on the next available Planning Commission meeting for preliminary review.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

**All requested information shall be provided and must be filled out in ink or typed  
for photocopying purposes**

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## **PART III**

### **SPECIAL USE PERMIT/SITE PLAN APPLICATION General Information**

Legal Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

If applicant is not the owner, include the written owner authorization form below (See Part IV) designating the contact to serve as representative.

Owner's Designated Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Project/Proposal Site Area (Acres or sq. ft.): \_\_\_\_\_

Assessor Tax Parcel No.(s) of Proposal Site: \_\_\_\_\_

Adjacent Area Owned or Controlled (Acres or sq. ft.): \_\_\_\_\_

Assessor Tax Parcel No.(s) of Adjacent Land Owned or Controlled: \_\_\_\_\_

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Street Address of Proposed Site (if any): \_\_\_\_\_

Describe Existing Use(s) on Proposed Site (Such as buildings, well, sewer drainfield and others): \_\_\_\_\_

\_\_\_\_\_

Existing Zoning Classification: \_\_\_\_\_

School District: \_\_\_\_\_

Fire District: \_\_\_\_\_

Water Supply \_\_\_\_\_

**LEGAL INFORMATION**

Location of Proposal Site (General description by which direction and how far from roads and intersections and other community features):

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Name of public road (s) providing access: \_\_\_\_\_

Width of property fronting on public road: \_\_\_\_\_

Attach deed or legal description.

Attach a lease agreement of the proposed site (if applicable).

Purpose for the requested site plan approval (and special use permit if applicable):

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Is the proposed use to be temporary or permanent? If temporary, please explain:

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Does any City officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application? YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, a statement disclosing the name, residence, nature and extent of this interest must be filed with this application.

**FILL OUT FOR SPECIAL USE PERMIT APPROVAL ONLY (§ 270-167)**

(Failure to answer all of these questions completely may result in denial of the special use permit)

- (1) Is the establishment, maintenance or operation of the special use detrimental to or an endangerment to the public health, safety, morals, convenience or general welfare? If not, please explain:

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- (2) Is the special use injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, and does it substantially diminish and impair property values within the neighborhood? If not, please explain:

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- (3) Does the establishment of the special use impede the normal and orderly development and improvement of the surrounding property? If not, please explain:

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- (4) Have adequate utilities, access roads, drainage and/or necessary facilities been or are being provided? If yes, please explain:

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- (5) Have adequate measures been or will be taken to provide ingress or egress as to minimize traffic congestion in the public street? If yes, please explain:

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**If you have any additional comments, please attach them on a separate sheet of paper.**

**PART IV**

**LEGAL OWNER SIGNATURE**

(Signature of legal owner(s))

I, the undersigned, swear or affirm under penalty of perjury that the above responses are made truthfully and to the best of my knowledge.

I further swear or affirm that (I) (we) (am)(are) the owner(s) of record of the area proposed for the previously identified land use action

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
\*#1Signature of Owner #1

\_\_\_\_\_  
Date

**Notary**  
(For Signature #1 Above)

STATE OF NEW YORK) ss:  
COUNTY OF SCHENECTADY)

SUBSCRIBED AND SWORN to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY SEAL

\_\_\_\_\_  
Notary Signature

Notary Public in and for the State of New York  
My appointment expires: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
\*#2Signature of Owner #2

\_\_\_\_\_  
Date

**Notary**  
\*(For Signature #2 Above)

STATE OF NEW YORK) ss:  
COUNTY OF SCHENECTADY)

SUBSCRIBED AND SWORN to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY SEAL

\_\_\_\_\_  
Notary Signature

Notary Public in and for the State of New York  
My appointment expires: \_\_\_\_\_



# TOWN OF ROTTERDAM



John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306  
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org

## LETTER FROM PROPERTY OWNER GRANTING AUTHORIZATION TO ACT

A COPY OF THIS LETTER MUST BE SUBMITTED FOR EACH PROPERTY OWNER  
INVOLVED

I, \_\_\_\_\_, being duly sworn declare that I am the

(PROPERTY OWNER)

owner of the property involved in a proposed \_\_\_\_\_ application request  
before the Town of Rotterdam for property known as parcel number (s):

**Tax Parcel Number(s):** \_\_\_\_\_

I hereby grant \_\_\_\_\_ and/or their agent(s) to act on my behalf.

I further declare that all statements, answers, and information herein submitted is in all respects  
true and correct to the best of my knowledge and belief.

Signature (Authorized Representative): \_\_\_\_\_

Date: \_\_\_\_\_

### NOTARY

STATE OF NEW YORK) ss:

COUNTY OF \_\_\_\_\_)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_

NOTARY SEAL

\_\_\_\_\_  
Notary Signature

Notary Public in and for the State of New York

Residing at: \_\_\_\_\_

My appointment expires: \_\_\_\_\_