



TOWN OF STANFORD

TOWN OF STANFORD PLANNING BOARD
P.O. BOX 436 – Stanfordville, New York 12581
townofstanford.org
sknickerbocker@townofstanford.org
845-868-1310 ext 8
Tom Angell, Chairman – Sara Knickerbocker, Secretary

APPLICANT GUIDE

To: Applicants for Site Plan, Subdivision, and Special Use Permits

Welcome to the Planning Board. We want to help you understand the application process and have therefore prepared a list of steps to follow as you begin the review process. Each application is unique and will therefore have varying requirements and completion timeframes. Please contact us with any questions. The Planning Board looks forward to assisting you and making the process as clear, and easy to follow as possible.

STEPS TO APPROVAL

1. Contact Town of Stanford Planning Department

- Obtain application forms: Application forms are available online at townofstanford.org under “Town Services & Committees” and then “Town Forms” or hard copies are available at the Planning Board office at the Town Hall. Office hours are Tuesdays and Thursdays 8 am – 11 am.
- Review Town codes: Copies of the Town Subdivision Code and Zoning Code may be reviewed or purchased at the Town Hall. Please review the relevant sections prior to submission of documents. Contact the Planning Board if you need assistance.
- Submit completed forms to the secretary: In order to be placed on the agenda, completed forms must be received at least two weeks prior to the Planning Board meeting. The meeting schedule is available online and posted at Town Hall. Review the Submission Requirements list included in the application packet and verify that all documents, and the number of copies required, are included. Incomplete applications will not be placed on the agenda.
- Pay fees: Applications must be accompanied by the required application fees and escrow deposits (please see attached fee schedule) to be deemed complete, and therefore placed on the agenda. The purpose of the escrow deposit is to cover incurred expenses directly related to the application review process, including direct Board costs and the costs of outside professional consultants as deemed necessary by the Board.

2. Application Review Process

- Preapplication Conference: A conference is optional, but strongly encouraged. Appointments can be made through the secretary for site visits or conceptual review before the Board, as appropriate. A conference is highly desirable for major projects and complex situations. The Planning Board will attempt to clarify the requirements of the Town prior to the applicant submitting a formal application. Request for preapplication conferences should be made in writing at least two weeks prior to the next scheduled meeting.
- Moratorium Waiver: As required by Local Law #1P, all applicants for subdivision or development of land in the Town of Stanford, including subdivision, site plan, and special use

permits applications, are subject to moratorium. Request must be made to the Town Board for waiver of the moratorium law prior to any approval or SEQRA determination. The request shall be made in writing, outlining the projecting including the nature of the approval sought, access to the property, and a sketch or map of the property as it exists.

- Review by Planning Board: The Board will examine all relevant documents submitted. The Board must ensure that the project is in conformance with the Town Comprehensive Plan, applicable laws and regulations, and Town policies. The Board may ask for additional documents or studies to be submitted, and may refer the application to involved and interested agencies, Town committees, and professional consultants for comment. The Board will determine the need to refer to other Town Boards for additional permits and waivers. The applicant is expected to pursue approval in a timely manner and attend public hearings and meetings of the Board.
- SEQRA Review: The Board must follow New York State regulations under the State Environmental Quality Review Act (SEQRA) to determine the environmental significance of the project and consider possible environmental impacts. Certain actions are determined by the State to be exempt from review under SEQRA. If the action is subject to review, the Board will classify the action as a “Type I” or “Unlisted” action, and determine whether other agencies must be included in the review process. If so, the Board will refer the application to all interested or involved agencies for review and comment and will ask that they confirm the Board’s designation as “Lead Agency” for SEQRA review. The Board may require that the applicant prepare a Long Form Environmental Assessment Form. The Board may require a public hearing prior to determination. The Board will make a determination of no significant impact (a “negative declaration”), or require that an Environmental Impact Statement be prepared (a “positive declaration”). An EIS will be subject to further review, hearing, and public comment before the Board can make its findings in regard to environmental impacts. SEQRA guides are available online, at the New York State Department of Environmental Conservation’s website: www.dec.ny.gov
- Public Hearing: After the SEQRA process has been completed, the Board will schedule a public hearing on the application. The applicant will need to advertise and send notifications for the Public Hearing as outlined in the hearing notice documents and as required by the Town Codes.
- Board Approval/Denial: The Board can approve, approve with specified conditions, or deny an application. If a conditional approval is granted, the applicant will need to present the Board with final plans or other documentation that satisfy the conditions within the designated timeframe listed in the Town Code. All Board decisions are kept on file and recorded into the minutes.

3. Post Approval

- Refund of unexpended escrow funds: The applicant should make written request for return of the funds. After verifying that all services have been billed and paid for, the Board will issue a refund of unexpended escrow funds.
- Permits issued: Following satisfaction of any conditions and issuance of final approval, the applicant may proceed with obtaining necessary permits and approvals from the Building Department.
- Congratulations! Good luck with your project!