

# 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 (3<sup>rd</sup>) 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](http://dec.state.ny.us) or [horiconny.gov](http://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 3<sup>rd</sup> 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](mailto:zoningplanning@horiconny.gov)  
Website: [horiconny.com](http://horiconny.com)

Application # \_\_\_\_\_

**Conditional Use Application**  
Or  
**Site Plan Review Application**

CHECK ONE:

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.

<b>ZONES:</b> 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:

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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	Palisades Rd - Co. Rd#26
East Shore Dr. - Co. Rd #15	Valentine Pond Rd - Co. Rd #55
Horicon Ave - Co. Rd #31	Market St - Co. Rd #33
East Schroon River Rd - Co. Rd #64	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:**

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

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

617.20  
**Appendix B**  
**Short Environmental Assessment Form**

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO <input type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			





18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: _____ Date: _____		
Signature: _____		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

**PRINT**