

VILLAGE OF LAKE GEORGE, NEW YORK

SITE PLAN APPLICATION



P. O. BOX 791
Lake George, NY 12845
518-668-5771 FAX: 518-668-3735

MAYOR
Ray Perry

PLANNING AND ZONING CLERK
Debonnay Meyers
Email: planning@lgvillage.org
518-668-5771 x30

TRUSTEES

Joseph Mastrodomenico Jose Filomeno
Alyson Miller Michael Menter

CODE ENFORCEMENT OFFICER
James Anagnos

ZONING ADMINISTRATOR
Dan Barusch
Email: dbarusch@townoflakegeorge.gov
518-668-5722 x5

SITE PLAN REVIEW APPLICATION

BEFORE COMPLETING THIS APPLICATION PLEASE BE SURE TO CONTACT THE VILLAGE CODE ENFORCEMENT OFFICER OR ASSISTANT ZONING ADMINISTRATOR ADVISING OF YOUR INTENT.


WE MUST RECEIVE A COMPLETE APPLICATION AND THE FOLLOWING MATERIAL.

PLEASE SUBMIT 10 COPIES OF ALL PLANS, PICTURES, ETC.

ALL REQUIRED PLANS MUST BE SUBMITTED AS COMPLETE/FINAL PLANS.

YOUR APPLICATION WILL NOT BE PROCESSED IF THE PLANS ARE NOT COMPLETE /FINAL AND THE REQUIRED NUMBER OF PLANS ARE NOT RECEIVED.

AFTER PLANNING BOARD APPROVAL, THE FOLLOWING STEPS ARE REQUIRED. THIS PROCESS MAY TAKE UP TO TWO WEEKS. THE VILLAGE ZONING OFFICE WILL NOTIFY YOU WHEN THE PLANS, BUILDING PERMIT APPLICATION AND CERTIFICATE OF COMPLIANCE CAN BE PICKED UP.

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- **ONCE SITE PLAN REVIEW IS COMPLETE AN ADDITIONAL 3 SETS OF PLANS MUST BE SUBMITTED.**
 - TWO SETS OF THE PLANS SHOULD BE 24" X 36" IN SIZE.
 - ONE SET OF PLANS SHOULD BE 11" X 17" IN SIZE.
 - THESE 3 SETS OF PLANS MUST BE STAMPED BY AN ENGINEER IF APPROPRIATE.
 - THE PLANS MUST BE FINAL AND COMPLETE BASED ON THE PLANNING BOARD'S APPROVAL. IF THE PLANS DIFFER FROM WHAT WAS APPROVED BY THE PLANNING BOARD YOU WILL BE REQUIRED TO START THE SITE PLAN REVIEW PROCESS AGAIN.
 - THE VILLAGE ZONING OFFICE WILL REVIEW THESE PLANS FOR COMPLETENESS AND ACCURACY BASED ON WHAT WAS ORIGINALLY SUBMITTED AND APPROVED.
 - THE VILLAGE ZONING OFFICE WILL STAMP THE 2 LARGER SET OF PLANS. THESE PLANS WILL BE DELIVERED BY YOU TO THE WARREN COUNTY BUILDING CODE & FIRE PREVENTION OFFICE.
 - YOU MUST COMPLETE A WARREN COUNTY BUILDING PERMIT APPLICATION.
 - THE ZONING OFFICE WILL ISSUE A CERTIFICATE OF COMPLIANCE.
 - THE FEE FOR PROCESSING THE WARREN COUNTY BUILDING PERMIT APPLICATION, THE CERTIFICATE OF COMPLIANCE AND FINAL REVIEW OF PLANS IS \$25.
 - THE WARREN COUNTY BUILDING CODE & FIRE PREVENTION OFFICE WILL ISSUE THE REQUIRED PERMITS. YOU MUST BRING TWO SETS OF STAMPED (BY THE VILLAGE OFFICE) PLANS, THE BUILDING PERMIT APPLICATION AND CERTIFICATE OF COMPLIANCE TO WARREN COUNTY BUILDING CODE & FIRE PREVENTION OFFICE IN ORDER TO BEGIN THE PROCESS FOR OBTAINING YOUR REQUIRED PERMITS.

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Fees for Site Plan Review

\$100.00 for Residential.

\$250.00 for Commercial / Multi-family.

\$500.00 for after-the-fact.

THIS SECTION WILL BE COMPLETED BY THE LAKE GEORGE VILLAGE ADMINISTRATION OFFICE.

TAX MAP NO.		ZONE:	
PERMIT NO.		FEE:	
		DATE PAID:	
SKETCH PLAN REVIEW REQUIRED?		CHECK NO. OR CASH	
SPECIAL USE APPLICATION REQUIRED?			
VARIANCE APPLICATION REQUIRED?			
SEQR FORM [] LONG FORM [] SHORT FORM [] TYPE II – SEQR NOT REQUIRED			

- ❖ IF A SPECIAL USE APPLICATION IS ALSO REQUIRED THE FEE IS ONLY \$250 ONE FEE FOR BOTH APPLICATIONS.
 - ❖ DOES THE SCOPE OF THIS PROJECT REQUIRE APPROVAL FROM THE WATER DEPT., SANITATION DEPT., FIRE DEPT. AND EMERGENCY SQUAD? [] YES [] NO
- IF YES, PLEASE PROVIDE – THIS INFORMATION MUST BE PROVIDED PRIOR TO SITE PLAN REVIEW.

APPLICANT TO COMPLETE THE FOLLOWING

APPLICANT NAME:		MAILING ADDRESS:	
WHAT IS THE ADDRESS THAT THIS APPLICATION APPLIES TO?			
APPLICANT HOME PHONE:		BUSINESS PHONE:	
	INCLUDE AREA CODE		INCLUDE AREA CODE
EMAIL:		CELL PHONE:	
			INCLUDE AREA CODE
OWNER NAME IF DIFFERENT FROM APPLICANT:			
OWNER MAILING ADDRESS:		PHONE:	

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PROFESSIONAL REPRESENTING APPLICANT:			
MAILING ADDRESS:			
PHONE:	INCLUDE AREA CODE	FAX:	

IS THIS A MODIFICATION TO A PREVIOUSLY APPROVED SITE PLAN APPLICATION/PERMIT? [] YES [] NO	IF YES, PROVIDE PREVIOUS SITE PLAN APPLICATION NUMBER OR DATE. PROVIDE: PREVIOUS PLANS, NEW PLANS AND DESCRIBE THE CHANGES YOU ARE REQUESTING.
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IS THE BUILDING CURRENTLY VACANT?	[] YES – HOW LONG? [] NO
--	-----------------------------------

WHAT WAS THE LAST APPROVED USE AT THE LOCATION?
--

IS ANY PORTION OF THE PROPERTY CURRENTLY USED OR WILL BE USED FOR RENTAL PURPOSES? [] YES [] NO IF YES, PLEASE EXPLAIN:

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NEW USE ☐ CHANGE TO EXISTING USE ☐ ADDITIONAL USE TO THE EXISTING USE ☐
NO CHANGE TO USE ☐

WILL THERE BE ANY CONSTRUCTION TO ACCOMMODATE THE USE?

☐ -YES - BE SURE TO ANSWER "TYPE OF CONSTRUCTION" AND DESCRIBE IN "PROJECT DESCRIPTION"
☐ NO

IS THE SITE NEAR A STREAM BED? YES <input type="checkbox"/> NO <input type="checkbox"/>	IS THE SITE NEAR ANY WETLANDS? YES <input type="checkbox"/> NO <input type="checkbox"/>	IS THE SITE ON THE LAKE FRONT? YES <input type="checkbox"/> NO <input type="checkbox"/>	IF YES, CONTACT THE ADIRONDACK PARK AGENCY TO DETERMINE THEIR INVOLVEMENT. THE APA SHOULD PROVIDE A LETTER SETTING FORTH THEIR INVOLVEMENT AND WHAT IS NEEDED FOR THIS PROJECT TO CONTINUE. IF THERE IS NO APA INVOLVEMENT, PLEASE OBTAIN A NONJURISDICTIONAL LETTER. (518) 891 4050
TYPE OF CONSTRUCTION	<input type="checkbox"/> NEW <input type="checkbox"/> REMODELING AN EXISTING STRUCTURE <input type="checkbox"/> FAÇADE CHANGE - (IF NOT A CHANGE IN USE THEN COMPLETE THE PROJECT DESCRIPTION SECTION AND THE SECTION ENTITLED FAÇADE CHANGE.) <input type="checkbox"/> DECK - OUTDOOR AREA <input type="checkbox"/> OTHER - DESCRIBE IN THE PROJECT DESCRIPTION SECTION.		
PROJECT DESCRIPTION USE ADDITIONAL PAPER IF NEEDED.	DESCRIBE THE PROJECT/USE (in detail), INCLUDING DIMENSIONS. SUBMIT BEFORE AND AFTER RENDITIONS OF THE PROJECT.		
ESTIMATED COST OF THE PROJECT:			

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PLOT PLAN – SETBACKS – LOT COVERAGE **SEE DIMENSIONAL TABLE ON LAST PAGE**

A.. DO YOUR PLANS INCLUDE PLOT LOCATION OF NEW CONSTRUCTION OR LOCATION OF STRUCTURE TO BE REMODELED?	<input type="checkbox"/> YES <input type="checkbox"/> NO – EXPLAIN
B. DO YOUR PLANS SHOW THAT SETBACK REQUIREMENTS ARE MET?	<input type="checkbox"/> YES <input type="checkbox"/> NO – EXPLAIN
C.. DO YOUR PLANS SHOW THAT MAXIMUM LOT COVERAGE IS NOT EXCEEDED?	<input type="checkbox"/> YES <input type="checkbox"/> NO – EXPLAIN

STORMWATER MANAGEMENT

STORMWATER MANAGEMENT CHAPTER §220 (ARTICLE IX)

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE A DETAILED PLOT PLAN SHOWING THE LOCATION AND DIMENSIONS OF ALL EXISTING AND PROPOSED STRUCTURES AND IMPERVIOUS SURFACES, WATERCOURSES, WATER BODIES, WETLANDS, WELLS, SEPTIC SYSTEMS AND STORMWATER CONTROL MEASURES ON THE SITE AND WITHIN 100 FEET OF THE SITE, AND A LOCATION MAP OF THE SITE.

ACCORDING THE VILLAGE CODE §220-58 IDENTIFY THIS PROJECT AS:

MINOR ☐ MAJOR ☐ EXEMPT ☐ IF EXEMPT PLEASE EXPLAIN WHY YOU BELIEVE THIS PROJECT IS EXEMPT FROM STORMWATER REQUIREMENTS.

ATTACHED TO THIS APPLICATION SHOULD BE ALL THE CALCULATIONS AND INFORMATION AS REQUIRED BY THE *STORMWATER MANAGEMENT CHAPTER 220 (ARTICLE IX)*

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NOTE N/A - IF THE SECTION DOES NOT APPLY.

INFORMATION TO BE INCLUDED	CHECK HERE IF INCLUDED. IF NOT, NOTE REASON. USE REVERSE SIDE IF MORE SPACE NEEDED.
TITLE OF DRAWING, INCLUDING NAME AND ADDRESS OF APPLICANT AND PERSON RESPONSIBLE FOR PREPARATION OF SUCH DRAWING.	
BOUNDARIES OF THE PROPERTY, PLOTTED TO SCALE INCLUDING, NORTH ARROW, SCALE AND DATE.	
IDENTIFICATION OF VIEW TO THE LAKE FROM PUBLIC STREETS.	
EXISTING WATERCOURSES AND WETLANDS.	
GRADING AND DRAINAGE PLAN, SHOWING EXISTING AND PROPOSED CONTOURS.	
LOCATION, DESIGN AND TYPE OF CONSTRUCTION, PROPOSED USE AND EXTERIOR DIMENSIONS OF ALL BUILDINGS.	
PROVISION FOR PEDESTRIAN ACCESS.	
LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF ALL EXISTING OR PROPOSED SITE IMPROVEMENTS, INCLUDING DRAINS, CULVERTS, RETAINING WALLS AND FENCES.	
DESCRIPTION OF THE METHOD OF SEWAGE DISPOSAL AND LOCATION.	
DESCRIPTION OF THE METHOD OF SECURING PUBLIC WATER AND LOCATION DESIGN AND CONSTRUCTION MATERIALS OF SUCH FACILITIES.	
LOCATION OF FIRE AND OTHER EMERGENCY ZONES, INCLUDING THE LOCATION OF FIRE HYDRANTS.	

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LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF ALL ENERGY DISTRIBUTION FACILITIES, INCLUDING ELECTRICAL, GAS AND SOLAR ENERGY.	
LOCATION AND PROPOSED DEVELOPMENT OF ALL BUFFER AREAS, INCLUDING EXISTING VEGETATION COVER.	
THE LOCATION, HEIGHT, INTENSITY AND BULB TYPE OF ALL EXTERNAL LIGHTING FIXTURES. PROVIDE PICTURES.	
THE DIRECTION OF ILLUMINATION AND METHODS TO ELIMINATE GLARE ONTO ADJOINING PROPERTIES.	
IDENTIFICATION OF THE LOCATION AND AMOUNT OF BUILDING AREA PROPOSED FOR RETAIL SALES OR SIMILAR COMMERCIAL ACTIVITY.	
LANDSCAPING PLAN AND PLANTING SCHEDULE, SHOWING EXISTING VEGETATION.	
WHAT OTHER STATE OR COUNTY PERMITS WILL YOU BE REQUIRED TO OBTAIN IN ORDER TO EXECUTE THIS PROJECT OR THAT WILL BE NECESSARY UPON COMPLETION OF THE PROJECT?	
PROVIDE SAMPLES OF EXTERIOR FAÇADE, INCLUDING COLORS.	

<p>LOCATION, DESIGN AND TYPE OF CONSTRUCTION OF ALL PARKING AND TRUCK LOADING AREAS, SHOWING ACCESS AND EGRESS.</p> <p>Be sure to address parking spaces as required by §220-23 of the Lake George Village Code.</p>	
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<p>ESTIMATED CONSTRUCTION SCHEDULE.</p> <p>Please submit plans of the estimated construction schedule and phases.</p>
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TRASH/GREASE RECEPTACLES

DESCRIBE IN DETAIL WHERE THE OUTDOOR TRASH/GREASE RECEPTACLES BE LOCATED?

IS THE LOCATION WITHIN 25 FEET OF A PUBLIC RIGHT-OF-WAY? [] YES [] NO

CONTAINER(S) WITHIN 25 FEET OF A PUBLIC RIGHT-OF-WAY MUST BE FENCED FROM PUBLIC VIEW. (§137-7 of the Lake George Village Code.)

PLEASE DESCRIBE THE ENCLOSURE YOU WILL BE INSTALLING:

GREASE TRAP

ALL ESTABLISHMENTS INVOLVED IN FOOD PREPARATION OF ANY KIND MUST INSTALL A GREASE TRAP WHICH COMPLIES WITH CHAPTER 166 ARTICLE IV OF THE CODE OF THE VILLAGE OF LAKE GEORGE.

GREASE TRAPS MUST BE MAINTAINED BY YOU OR THE OWNER OF THE PROPERTY.

Who is responsible for maintaining the grease trap?

PLEASE SUBMIT THE SIZE, PLACEMENT AND MAINTENANCE SCHEDULE OF THE GREASE TRAP.

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DECK – OUTDOOR AREA

§ 220-39. Outdoor area for dining or drinking. [Added 5-27-2009 by L.L. No. 4-2009]

Any outdoor area utilized or intended to be utilized for the consumption of beverages or food shall have a setback according to the following: first floor, five feet from the public right-of-way; second or third floor, 10 feet from the public right-of-way. In no event may the outdoor area exceed 50% of the inside service area of the same establishment, excluding bathrooms.

What is the square footage of the outdoor area? _____

What is the square footage of the inside service area _____

[] Include plans which show that the outdoor area is no larger than 50% of the inside service area.

[] Include plans which show the outside area satisfies the following setback requirements:

First floor – Five feet (5') from the public right-of-way;

Second or Third floor – Ten feet (10') from the public right-of-way.

Will there be an outdoor bar? [] Yes [] No

If there will be an outdoor bar be sure your plans demonstrate that the outdoor bar is constructed more than twenty-five feet (25') from the public right-of-way and that it is screened from public view.

WINDOW SERVICE

NEW BUSINESS -- Any business created as a result of a property sale or new lease which sells products different from those previously sold at the same location.

NEW CONSTRUCTION -- An area built so that the sale of food or drink can be delivered through a doorway, window or any other aperture.

WINDOW SERVICE -- The sale of food or drink delivered through any window, doorway, or any other aperture.

A. Window service is not allowed except for businesses utilizing window service as OF 3-16-2009.

B. New businesses or new construction may allow for window service, providing the food or drink can be consumed at an outdoor seating area on the business property. The outdoor seating area must provide for seating for at least 24 people. (Ref. article III, Section 118)

Window service is allowed based on the criteria shown above.

Will there be window service? [] YES [] NO

If the new business or new construction will provide for window service please submit plans for the outside seating area, including sample pictures of tables/chairs.

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FAÇADE CHANGE

Before you submit your application, do you have:

- ☐ Picture attached of what the building looks like. ☐ Rendering attached of building with new façade.
☐ Samples attached of new material to be used including paint samples.

What is the extent of the façade change?

- ☐ Entire building. If not – describe which sides of the building will be affected (i.e. North, South, East, West)

☐ New facing. Describe the construction material to be used.

☐ Paint
☐ Windows/doors – explain.

☐ New lighting – If there will be new lighting fixtures installed, submit a picture of the new fixtures and a description of where they will be installed.
☐ New sign – If a new sign will be installed, a Sign Application must be completed. Please obtain that application through the Planning and Zoning Department.

PARKING LOT – USE A SEPARATE SHEET OF PAPER IF NECESSARY.

- ❖ Will you be operating a parking lot – an off-street, ground-level area where a use fee is charged?
☐ YES ☐ NO - If NO do not complete the following.
- ❖ You must submit a business license application. Have you already applied with the Village? ☐ YES ☐ NO
If no, you must have a business license prior to operating the parking lot.
- ❖ Please submit a rendition of your planning parking lot. Be sure to include the following with it:
 - Please provide your stormwater management plan for maintaining stormwater on site and using stormwater control measures designed to afford optimum protection of ground and surface waters.
 - Please provide a plot plan showing that parking will be set back at least 15 feet from the public right-of-way and include landscape barriers.
 - Please submit a plan showing that at least 20% of landscaped green space.
 - Please submit a lighting plan.
 - Please describe the hours of operation and describe how the parking lot will be manned during hours of operation.
 - Please submit a sign application.

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I, THE UNDERSIGNED APPLICANT, OWNER, LESSEE, OR PURCHASER UNDER CONTRACT FOR THE PROPERTY, OR PERSON DESIGNATED IN WRITING BY ANY OF THE AFOREMENTIONED PARTIES TO REPRESENT THE APPLICANT AS ATTORNEY OR AGENT, HERBY AUTHORIZE THE PLANNING BOARD AND VILLAGE STAFF TO ENTER THE SUBJECT PROPERTIES FOR THE PURPOSE OF REVIEWING THIS APPLICATION AS SUBMITTED AND ANY CONTINUED REVIEW AS MAY BE NECESSARY.

APPLICANT SIGNATURE:			
PRINT NAME:		DATE:	

IF APPLICANT IS SOMEONE OTHER THAN THE OWNER THEN THE OWNER MUST ALSO SIGN.

OWNER SIGNATURE:			
PRINT NAME:		DATE:	

WHEN YOUR SITE PLAN IS APPROVED BY THE LAKE GEORGE VILLAGE PLANNING BOARD (WITH OR WITHOUT CONDITIONS), THIS APPLICATION WILL SERVE AS YOUR PERMIT.

**ALL CONDITIONS REQUIRED AS PART OF THE APPROVAL PROCESS
BECOME A PART OF THIS PERMIT.**