

**TOWN OF KIRKWOOD**  
**BUILDING AND CODE ENFORCEMENT DEPT.**

TELEPHONE: (607) 775-4313      MAILING ADDRESS: 70 CRESCENT DR.      LOCATION: 41 FRANCIS ST.      FAX: (607) 775-9924      E-MAIL: [bldgcode@townofkirkwood.org](mailto:bldgcode@townofkirkwood.org)  
KIRKWOOD, NY 13795

**PLANNING BOARD**

We welcome your interest in obtaining information for a Planning Board Site Plan Review in the Town of Kirkwood.

Please refer to the Town of Kirkwood Codes as follows (copies attached):

Town of Kirkwood  
Zoning Local Laws

Article V

Supplementary Standards

- Section 502 - Site Plan Review
- Section 502.1 - Submission of Site Plan
- Section 502.2 - Site Plan Action

Article XIV

Administration

Section 1407 - Application Fees (Make check payable to the Town of Kirkwood).

A. Site Plan Review

1. \$100.00 involving a new structure or new use, plus \$50.00 publication fee for legal notice in town newspapers.
2. \$50.00 involving an existing structure or existing use, plus \$50.00 publication fee for legal notice in the official town newspaper under subsections A(1) and (2) shall be \$50.00, unless otherwise provided by the Town Building Inspector.

Application for Site Plan Development (Site Plan Review) is attached. Requirements for a Site plan are listed on pages 1 and 2 of the application. Code Official will check off each item and will submit the application to the Planning Board when it is complete.

A Letter of Intent is needed from you describing your company's daily operations. Please include details such as hours of operation, how many people your company will employ, etc.

A copy of your Lease Agreement is required if you are not the owner of the property.

If you have any questions, please contact me at 775-4313.

***Chad Moran***

Chad Moran  
Building Inspector and Code Enforcement Officer

CM/SP

Attachments

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**PLANNING BOARD**  
**SITE DEVELOPMENT APPLICATION**

(Internal Use Only)

Planning Board meeting date: \_\_\_\_\_  
Planning Board #: \_\_\_\_\_  
Application Fee \$: \_\_\_\_\_ Cash/Check#: \_\_\_\_\_ Dated: \_\_\_\_\_  
Publication Fee \$: \_\_\_\_\_ Cash/Check#: \_\_\_\_\_ Dated: \_\_\_\_\_  
Receipt # \_\_\_\_\_ Dated: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Property Owner/Name/Address/Telephone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tax Map #: \_\_\_\_\_

Name of proposed development: \_\_\_\_\_

Telephone #: \_\_\_\_\_

(For Code Dept. Official)  
Date received/Initial

\_\_\_\_\_ Building Permit denied # \_\_\_\_\_ date \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ Site Plan Application with Section 809 Certification  
and Publication document, dated and signed. \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ Environmental Assessment Form with Section 809 Certifi-  
cation and Publication Expense document, dated and  
signed (Short \_\_\_\_\_ Long \_\_\_\_\_). \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ 239 Review Submission Form necessary? YES \_\_\_ NO \_\_\_ \_\_\_\_\_ / \_\_\_\_\_

Prior to issuance of a building permit, a signed plan for such lot or tract at a scale of 1"=50' or a scale less to the inch, prepared by a New York State licensed architect or engineer (unless, in view of the specific nature of that application, preparation by such a professional is expressly waived by the Planning Board) including thereon the following information shall be submitted to the Town Planning Board for approval:

\_\_\_\_\_ Preliminary New York State architectural or engineered stamped plans and specifications including elevations showing the use, location and dimensions of proposed building and also showing type of construction and finish color. Floor plan with room use identification. \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ A site plan showing the location of buildings, location and dimensions of driveways, driveway intersections with streets, parking areas with lines and maneuvering areas, open spaces, property lines and specifications. \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ A storm drainage and grading plan with analysis showing no increase in runoff of proposed handling of surface water runoff and erosion control including specifications and finished contours. \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ A plan showing utilities and utility easements including method of sewage disposal in detail. If a private disposal system is used, plans for the system shall bear the stamped approval of the Broome County Health Department. \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ Plans for all signs to be erected including dimensions, elevations and sign locations. \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ A landscape plan, prepared by a professional landscape architect or other competent person employed by a commercial garden center, showing landscaping to be installed and maintained in front, side and rear yards as developed, including shade trees, deciduous shrubs, evergreens, defined areas of well-kept grassed areas and ground cover. All such landscaping, grassed areas and ground cover areas shall be maintained in a healthy growing condition at all times. \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ Plan of lighting of any interior roadway, driveway, parking area and off-street loading area. \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ In all cases where the Planning Board shall deem it advisable to determine whether or not the facility will be in conformation with the applicable performance standards or other provisions of this ordinance, the Planning Board shall require adequate testing procedures and shall utilize expert assistance at the expense of the applicant. \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ Does the applicant meet the parking requirements per Our zoning schedule? \_\_\_\_\_/\_\_\_\_\_

## SITE DEVELOPMENT APPLICATION

(To be completed by applicant)

Fifteen (15) copies of plans, maps, bound material, color brochures, and any extra pertinent information must be supplied by applicant and be received by the Building Code Officer at LEAST 35 days prior to the scheduled Planning Board meeting. The Planning Board meets the second Monday of each month.

Applicant's Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Plans Prepared by (name): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner of Property (name, if different): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

(If more than one owner, provide information for each.)

Location of site: \_\_\_\_\_

Ownership intentions, (purchase options, proposed uses of site, etc.)  
\_\_\_\_\_

Current zoning classification: \_\_\_\_\_

State and Federal permits needed (list type and appropriate department):  
\_\_\_\_\_  
\_\_\_\_\_

Total area of site (feet or acres): \_\_\_\_\_

Anticipated construction time: \_\_\_\_\_

Will development be staged? \_\_\_\_\_

Current land use of site (agriculture, commercial, undeveloped, etc.):  
\_\_\_\_\_

Current condition of site (buildings, brush, etc.):  
\_\_\_\_\_

Character of surrounding lands (suburban, agriculture, wetlands, etc.):  
\_\_\_\_\_

Estimated cost of proposed improvement: \$ \_\_\_\_\_ - \_\_\_\_\_

Anticipated increase in number of residents, shoppers, employees, etc.: \_\_\_\_\_



Application Fees:

Zoning Local Law

Article XIV

Administration

Section 1407 - Application Fees

A. Site Plan Review:

1. **\$100.00 involving a new structure or new use**, plus cost of publication of legal notice in official town newspaper.
2. **\$50.00 involving an existing structure or existing use**, plus cost of publication of legal notice in official town newspaper.
3. The publication cost for legal notice in the official town newspaper under subsection A (1) and (2) shall be \$50.00, unless otherwise provided by the Town Building Inspector (Added 11/3/14).

The forgoing certification as well as the contents of this entire application is hereby subscribed by the applicant and is hereby affirmed by the applicant as true under the penalties of perjury.

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

Applicant **Print** Name: \_\_\_\_\_

Applicant **Sign** Name: \_\_\_\_\_