

TOWN OF STILLWATER

BUILDING, PLANNING & DEVELOPMENT DEPARTMENT
881 HUDSON AVE, STILLWATER, NY 12170
(518) 664-6148, EXT. 215



Telecommunication Tower Site Plan Application

(Special Use Permit Application required concurrently)

Planning Board

Fee: New Tower \$1500, Co-location \$1000

OFFICE USE ONLY	
Project #:	Total Fee Paid: \$
Rec'd by:	Date:

PROJECT INFORMATION			
Project Name:			
Address/Location:			
APPLICANT/REPRESENTATIVE INFORMATION			
*ALL INFORMATION IN THIS SECTION IS REQUIRED FOR A COMPLETE APPLICATION			
Name:			
Phone:		Email:	
Address:		City:	State: Zip:
Owner (if owner is different from applicant, owner authorization section must be completed and signed)			
Name:			
Phone:		Email:	
Address:		City:	State: Zip:
SITE INFORMATION			
Parcel Identification (SBL) # of all lots included:			
Number of proposed lots:		Zoning District:	
Size of existing lot(s): _____ acres, _____ acres, _____ acres, _____ acres			
Proposed Use: <input type="checkbox"/> New Tower <input type="checkbox"/> Shared Use of Existing Tall Structure <input type="checkbox"/> Replacement Tower <input type="checkbox"/> Co-location only			
Are Co-locations proposed at this time if new tower? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Total Proposed Lot Coverage (acres):			
Does the proposal meet all setback requirement within the zoning district: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Total Proposed Lot Coverage (acres):			
Total Proposed Disturbance:		Proposed Building Size: _____ SF <input type="checkbox"/> N/A	

SIGNATURES

I, the undersigned, have thoroughly read and understand the application and the list of items to be shown on the plans and documents for review and I consent to all the requirements as set forth in the application.

Signature: _____ Date _____

AUTHORIZATION TO ACT AS AGENT (OWNER AUTHORIZATION)

In the event that the owner of the property desires to have another individual act as his/her authorized representative in support of this application the following statement must be completed and signed:

I, _____, owner of the above referenced lot(s) hereby designates _____ as my agent regarding this application for review.

Signature: _____ Date _____

APPLICATION PREPARATION CHECKLIST

***Applications must be submitted along with the Application Fee and deemed complete by the department to be considered for placement on an agenda. Incomplete applications will not be accepted and will be returned to the applicant. Exclusion of any required materials will result in the delay of project review.**

COPIES: The following materials are required:

Contact the Planning Department for the number of printed copies of materials required

**Applicant
Initials**

APPLICATION FORM

NARRATIVE: Written Description of the proposal to include documentation on the proposed intent and capacity of use as well as a justification for the height of any tower and justification for any clearing required

Site Plan: Lot Size and Setback: All proposed telecommunications towers and accessory structures shall be located on a single parcel and shall be set back from abutting parcels and street lines a distance sufficient to substantially contain on site all icefall or debris from tower failure and to preserve the privacy of any adjoining residential properties.

(1) The lot size of parcels containing a tower shall be determined by the amount of land required to meet the setback requirements. If the land is to be leased, the entire area required shall be leased from a single parcel, unless the Board determines that this provision may be waived.

(2) Telecommunications towers shall comply with all existing setback requirements of the underlying zoning district or shall be located with a minimum setback from any property line equal to 1/2 of the height of the tower, whichever is greater. Accessory structures shall comply with the minimum setback requirements in the underlying zoning district.

FCC License: The applicant shall also submit a copy of its Federal Communications Commission (FCC) license.

Visual Assessment:

A complete visual environmental assessment form (visual EAF addendum)

(1) A Zone of Visibility Map shall be provided in order to determine locations where the tower may be seen.

(2) Pictorial representations of "before" and "after" views from key viewpoints, both inside and outside of the Town, including but not limited to: State highways and other major roads, State and local parks, other public lands, preserves and historic sites normally open to the public, and from any other location where the site is visible to a large number of visitors or travelers. The Planning Board shall determine the appropriate key sites at a pre-submission conference with the applicant.

(3) Assessment of alternative tower designs and color schemes, as described in § 210-75 below.	
(4) Assessment of the visual impact of the tower base, guy wires, accessory buildings and overhead utility lines from abutting properties and streets.	
SWPPP: (If Required) A Stormwater Pollution Prevention Plan in conformance with requirements with the current State Pollution Discharge and Elimination System Permit for Stormwater Discharges from Construction Activity	
LONG ENVIRONMENTAL ASSESSMENT FORM: Pursuant to the N.Y.S. State Environmental Quality Review Act (SEQRA).	
AGRICULTURAL DATA STATEMENT: (If Required) For all projects within Saratoga County Ag District 1 Available at: https://www.stillwaterny.org/building-planning-developement/planning-department/planning-board-forms-and-application/	
MAPS: Size of 22x34 inch maximum should be used when practical *Printed maps must be folded See Map requirements below	
DIGITAL COPIES: Digital copies are mandatory. Any applications submitted without digital copies shall be deemed incomplete. *Must be on USB Drive or downloadable email format	
AGENCY MATERIALS	
FIRE DEPARTMENT: One full set of materials (printed or digital) mailed directly to: Arvin Hart Fire Company PO Box 288, Stillwater, NY 12170	
USPS: A layout plan must be submitted to the appropriate Post Office for approval of the mailbox (mail receptacle) locations. Contact the post office that will be providing service for their preferred contact information	
OFFICE USE ONLY	
PUBLIC NOTICE FEE: The cost of this fee will be determined by the Planning Board based on the number of notifications required and must be submitted no later than 14 days prior to the meeting	
ENGINEER ESCROW AND LEGAL ESCROW FEES: To be determined following initial review of the application. This fee must be paid prior to placement on an agenda	
Additional copies of any and all materials MAY BE REQUESTED AT ANY TIME	

MAP/PLAN REQUIREMENTS	
MAP MUST INCLUDE:	Applicant initials
Site plan drawn to scale at one-inch equals 50 feet or larger. The site plan shall show all existing and proposed structures and improvements, including roads, buildings, tower(s), guy wire and anchors, antennas, parking and landscaping, and shall include grading plans for new facilities and roads.	
All existing and proposed boundary lines	
Size in acres of existing and proposed lots	
Include one sheet showing the overall plan	
All existing and proposed easements and Rights of Way	
Existing Zoning Districts and boundaries	

MAP/PLAN REQUIREMENTS	
Names and owners of all adjacent properties	
Street names for any existing or proposed roadways	
Federal or State regulated wetland delineations	
Location and design of all proposed site improvements including drainage, retaining walls, berms, fencing, etc.	
Topographic map with intervals of 10ft	
North arrow and site location map	
Total area of proposed disturbance	
One sheet with full site layout displayed	
Standard notes as detailed below* <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <ol style="list-style-type: none"> This property may border a farm, as defined in the Town of Stillwater Local Law #1 of the year 1997. Residents should be aware that farmers have the right to undertake farm practices which may generate dust, odor, smoke, noise and vibration. This proposal includes a total of [insert parcel area] ± acres and lies within the Town of Stillwater [insert zoning district] zoning district. Min lot size: _____ sf Min lot width @ bldg line: _____ ft Setbacks: Front: _____ ft Side: _____ ft Rear: _____ ft Parcel is identified as tax parcel [insert tax ID number], Town of Stillwater, Saratoga County, New York. The average lot size is [insert size] sq. ft. Describe any easements or other restrictions on this property </div> <p>*Standard Notes: The following notes are the minimum requirement on all plats. Additional notes may be necessary as defined in the Town Subdivision Design Standards, Section 1.12 or as requested by the Planning Board.</p>	
Approval Block as shown below: <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">TOWN OF STILLWATER PLANNING BOARD APPROVAL</p> <p>APPROVED BY RESOLUTION OF THE PLANNING BOARD OF THE TOWN OF STILLWATER, NEW YORK, ON THE _____ DAY OF _____, 20____ SUBJECT TO ALL REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION. ANY CHANGES, ERASURES, MODIFICATIONS OR REVISIONS OF THIS PLAT, AS APPROVED, SHALL VOID THIS APPROVAL SIGNED THE _____ DAY OF _____, 20____</p> <p style="text-align: center;">BY _____ PLANNING BOARD CHAIRMAN</p> </div>	Applicant initials