

VILLAGE OF STILLWATER

TRUSTEES:

John Basile
Timothy Campbell
Dorothy DeMarco
Judith Wood-Zeno

INCORPORATED 1816

1 SCHOOL STREET

PO BOX 507
STILLWATER, NY 12170
(518) 664-6258 FAX 664-2166
Judith Wood-Shaw, MAYOR

ATTORNEY
Dreyer Boyajian LLP
James R Peluso
CLERK-TREASURER

Sheristin Tedesco

LAND DEVELOPMENT SITE PLAN REVIEW CHECKLIST

I. PROJECT

Project Name: _____

Property Address: _____

Property Owners: _____

Zoning District: _____

Tax Map No.: Section: _____ Block: _____ Lot: _____ Log No.: _____

Section: _____ Block: _____ Lot: _____ Log No.: _____

Special Use Requested: _____

II. APPLICANT

Name: _____

Address: _____

Phone 1: _____ Phone 2: _____ Email: _____

Engineer: _____ Phone: _____ Email: _____

Attorney: _____ Phone: _____ Email: _____

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III. SITE REVIEW CHECKLIST

Date of Action

Land Development application and filing fees received	_____
Motion to hold public hearing on application (optional)	_____
Notice of hearing published in paper	_____
Notice of hearing mailed to applicant	_____
Public Hearing (optional)	_____
Village Board Report and Findings (due 90 days) or Amended Land Development application (due 30 days)	_____
Village Board Report and Findings (due 30 days)	_____
SEQRA classification <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Unlisted (no further SEQRA review for Type II actions)	_____
SEQRA Type I and Unlisted actions – EAF submitted	_____
SEQRA lead agency declaration made	_____
SEQRA notification of involved agencies	_____
Application referred to County Planning Bd. (GML §239-m)	_____
Motion to hold public hearing on SEQRA	_____
Motion to hold public hearing on Land Development Plan	_____
Notice of hearing published in paper	_____
Notice of hearing mailed to applicant	_____
County Planning Bd. response received (due 30 days)	_____
Public hearing held	_____
Resolution addressing County Planning Bd. review	_____
SEQRA determination resolution <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Conditional Negative	_____
Notice of SEQRA determination	_____

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approved approved with modification disapproved

Report filed with County Planning Bd.

Records filed with Village Clerk

Decision mailed to applicant

Development Permit Fee paid

Development Permit issued

Building Permit issued

Certificate of Occupancy issued
