

VILLAGE OF STILLWATER

TRUSTEES:

John Basile
Eunice Marshall
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Judith A Wood-Shaw

INCORPORATED 1816

1 SCHOOL STREET
PO BOX 507
STILLWATER, NY 12170
(518) 664-6258 FAX 664-2166
Frank Tatum, 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: _____

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Attorney: _____ Phone: _____
Email: _____

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)	_____

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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	_____
<input type="checkbox"/> approved <input type="checkbox"/> approved with modification <input type="checkbox"/> 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	_____