

# VILLAGE OF STILLWATER

TRUSTEES:

Dorothy De Marco  
James Doyle  
Patrick Nelson  
Sheila Nett

INCORPORATED 1816

1 SCHOOL STREET

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

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