



Informational Brochure Site Plan Review Town of Bolton

The Town of Bolton Landing Informational Brochure series has been developed to provide the public with information on land use regulations commonly affecting activities undertaken by the public and administered by this office. It is *not* intended to be a complete statement of all applicable regulations and individuals are encouraged to contact the office for complete permitting requirements.

What is Site Plan Review?

The Town of Bolton Zoning Ordinance was developed and adopted with the intent to address many development concerns that might arise. In order to allow for the proper integration of uses throughout the town, the Ordinance necessitates a comprehensive examination, by Site Plan Review.

Who decides the outcome of Site Plan Review?

The Planning Board is a Board made up of 7 citizen volunteers, appointed by the Town Board for terms of 4 years, with statutory authority to decide these matters.

Why would my project require a Site Plan Review?

Generally;

For projects involving construction on a previously undeveloped site, in certain zones, review would be required.

For projects that increase or expand a previously existing use or propose to add 10 or more new parking spaces, review would be required.

For all major and some minor stormwater applications, review would be required.

The Zoning Administrator will identify the need for Site Plan Review, if necessary, after reviewing your proposed project.

How do I apply to the Planning Board for my Site Plan Review?

Typically, you present your proposal to the Zoning Administrator who reviews and determines whether your plans meet the requirements of the ordinance or whether a Site Plan Review is necessary. If your project requires a Site Plan Review, the Zoning Administrator will notify you and inform you of the reasons why the review is necessary. Alternatively, an applicant may anticipate the need for Site Plan Review by way of a pre-application meeting or fact finding mission or by other means. In this case, the Zoning Administrator can help identify what issues may be of concern. Site Plan Review application forms are available at the Town Zoning Office, or on the Town of Bolton website.

www.town.bolton.ny.us

How much will it cost and how long will it take?

Fees for Site Plan Review are \$45.00

The Planning Board meets once a month, usually on the 2nd or 3rd Thursday of the month. Many projects can be decided after one meeting, while more complex projects may require several meetings.

Informational Brochure

Do my neighbors have to like my project for me to be approved?

The Planning Board is the only voting body when determining the outcome of a Site Plan Review. While public comment may be considered, the public at large does not vote on your application. If valid concerns are raised during the public hearing for your application, the Board will consider such comments when ruling on your proposal.

Do I need an attorney for this?

No. Having an attorney is not necessary when seeking Site Plan Review. However, in some instances, where the details of a project are complex and involved, it may be beneficial to seek professional help.

What if I disagree with the Zoning Administrator?

If you disagree with a Zoning Administrator's decision relative to your project, you may appeal such interpretation to the Zoning Board of Appeals. The procedure is similar to an application for a variance, in that the Zoning Board is the only voting body in the matter. The Board is charged with deciding whether or not the decision made by the Zoning Administrator was correct, according to the Zoning Ordinance.

What happens after the decision of the Board?

If the Planning Board approves your project, you may move forward with applying for all required permits.

If the Planning Board denies your project, permits cannot be issued. You may resubmit a request for the Board to consider, if at the

discretion of the Board, your new proposal is considered to be significantly different from the original proposal.

Whenever the Planning Board tables your application, you may submit additional information for consideration.

Can the Town help me get my Site Plan Review?

NO. Town staff can only assist you with the requirements of the Town Code and help to identify potential areas of concern to the Planning Board. We cannot represent your application to the Board. You or your representative must be present for the Board to hear your proposal.

Need More Information?

Got a question on required permits, the permit process, application requirements? Call or make an appointment to see the Zoning Administrator:
Pamela Kenyon
518 644-2893

Have a question regarding building permits or building codes, call or make an appointment with the:
Warren County
Building & Codes Department
518 761-6410
Monday – Friday 8:00 – 4:00

Visit the Town of Bolton on the web at www.town.bolton.ny.us for the Informational Brochure Series, or to access an electronic copy of the Town Code, look under the Zoning Office department. Our offices are located at 4949 Lakeshore Drive.