

Sam Messina
Town Supervisor

Michael Morelli
Director

TOWN OF BETHLEHEM
Albany County - New York
ECONOMIC DEVELOPMENT AND PLANNING
445 DELAWARE AVENUE
DELMAR, NEW YORK 12054
(518) 439-4955 x1139
Fax: (518) 439-5808
Email: TRitz@townofbethlehem.org



DEVELOPMENT PLANNING COMMITTEE
SKETCH PLAN APPLICATION

Sketch Plan and application are due a minimum of seven (7) days prior to the DPC meeting
The Stormwater Management Practice Selection Matrices Form must be submitted with a Sketch Plan Application
(see <http://www.townofbethlehem.org/pages/forms/showForms.asp#DPWEng>)

To be completed by Town of Bethlehem Staff:

1. Application submitted (date): _____
2. Sketch plan map submitted (date): _____
3. Existing Conditions/grading map submitted (date): _____
4. Application deemed complete (date): _____
5. DPC meeting (date): _____

To be completed by Applicant, Developer or Owner:

1. Project name: _____
2. Phase/section: _____
3. Tax map ID numbers involved: _____
4. Address of project: _____
5. Owner contact info: _____
6. Developer contact info: _____
7. Engineer contact info: _____
8. Surveyor contact info: _____
9. School District(s) of parcel: _____
10. Fire District(s) of parcel: _____
11. Is parcel in the sewer district?: _____
12. Is parcel in the water district?: _____
13. Existing zoning classification(s): _____
14. Proposed zoning classification(s): _____
15. Proposed use: _____

Typically, DPC meetings occur on the third Thursday of each month. During a meeting of the DPC, prospective developers present development concepts and receive feedback from the Town on a host of development related issues. The DPC discusses a variety of issues including, among other things, the following:

- consistency with the planning, zoning, building code and land use regulations.
- environmental impacts.
- compliance with stormwater regulations.
- neighborhood compatibility.
- availability and adequacy of public facilities (water mains, storm drainage, sanitary sewer, and roads).
- consideration of fire and life safety.
- potential for land conservation or park land development.
- economic and fiscal impacts.

The issues discussed during the DPC meeting are not to be viewed as a full project review. Once submitted to the Town of Bethlehem Planning Board, each project will receive a full review by the Board, appropriate Town Departments, and/or a Town Designated Engineer.