

**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.