

**Initial Mixed Economic Development District Applications Shall Include the Following:**

1. Mixed Economic Development District Application Form: completely filled out. **(3 copies)**
2. Plat: Depending on the type of approval being applied for, the Plat must adhere to the requirements set forth within the Town of Bethlehem Zoning Code or Town of Bethlehem Subdivision Regulations adopted by the Town Board on August 23, 2006. **(3 copies)** Use the Mixed Economic Development Zone checklist as a guide for your submission.
3. Fee: as indicated in the Fee Schedule adopted by the Town Board on August 23, 2006. Checks to be made payable to the Town of Bethlehem.
3. Short or Long Form Environmental Assessment Form. **(3 copies)**
4. Letter to the Supervisor: Requesting to be placed on the agenda for consideration. **(3 copies)**

After submission of the above items, staff will conduct an initial review of the materials for completeness. Upon submission of all required materials, additional copies will be requested for distribution to the Town Board and the Planning Board.

During the review it could be determined that additional information is required from the applicant. That additional information could include the following: Approvals from New York State Department of Transportation and/or Albany County Highway Department, permit or license relating to freshwater wetlands, an Environmental Impact Statement or any other such drawings, maps, documents, reports or data which the Board may require for proper consideration of the preliminary plat.

When the project is on the Town Board or Planning Board Agenda, the applicant or their representative is required to be present. The applicant is required to be present at the meeting in which the Complete Application is accepted by the Town Board and at the Public Hearing.

The application is considered complete when EITHER the Town Board has filed a Negative Declaration OR when a notice of completion of a Draft Environmental Impact Statement has been filed in accordance with the provisions of the State Environmental Quality Review Act. The Public Hearing will then be scheduled.

**TOWN OF BETHLEHEM  
TOWN BOARD  
Mixed Economic Development District Application Form**

Location of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tax Map Number of all Parcels: \_\_\_\_\_  
\_\_\_\_\_  
*(Attach a copy of the current deed and any easements affecting property)*

Name, Address and Telephone # of Applicant(s): (REQUIRED)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, Address and Telephone # of Property Owner(s): (The owner must complete the attached affidavit) (REQUIRED)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, Address and Telephone # of Responsible Person for Billing Purposes: (REQUIRED)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Name, Address and Telephone # of Professional Engineer: (IF APPLICABLE)

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Name, Address and Telephone # of Attorney: (IF APPLICABLE)

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Character of surrounding lands: \_\_\_\_\_

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Total acreage involved in project: \_\_\_\_\_

Total # of buildings and type \_\_\_\_\_

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Total contiguous acreage controlled by applicant/owner: \_\_\_\_\_

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*(This shall include lands owned by family members of the applicant, and any corporation(s), partnership(s), limited liability company(ies) or other entities in which the applicant has an interest.)*

Is acreage under option or contract to sell? \_\_\_\_\_

If so, to whom \_\_\_\_\_

Existing Zoning of the Adjoining Acreage: \_\_\_\_\_

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## MIXED ECONOMIC DEVELOPMENT ZONE CHECKLIST

Application for approval of a Mixed Economic Development District shall be made in writing to the Town Board. Application shall be made by the owner(s) of the land(s) to be included in the project or by a person or persons holding an option to purchase the lands contingent only upon approval of the application. In the event an application is made by a person or persons holding an option to purchase the lands, the application shall be accompanied by a statement signed by all owners of such land indicating concurrence with the application. All approved plans shall be binding on all owners and their successors and assigns. (See Affidavit attached to the Application)

In order for the Town Board to reach an understanding of the appropriateness of the project at the earliest opportunity, the applicant shall submit a proposed district plan of the in sufficient quantity as determined by the Town. The district plan to be complete shall consist at minimum of the following:

### PLEASE USE THIS LIST AS A CHECKLIST FOR YOUR SUBMISSION:

- A metes and bounds description of the proposed district.
- A survey of the parcel prepared and certified by a licensed land surveyor.
- A map drawn to scale showing existing conditions of the parcel including:
  - Name and address of owner of record (and applicant if different).
  - Name of person or firm preparing the map.
  - Date, north arrow and map scale.
  - Names of owners of abutting parcels.
  - Acreage of parcel and county tax map number.
  - Boundaries of the parcel plotted to scale.
  - Location and width of existing and proposed state, county, or town highways or streets and right-of-way abutting or within 200' of the parcel.
  - Location and outline of existing structures both on the parcel and within 100' of the property line.
  - Location of any existing storm or sanitary sewers, culverts, water lines, hydrants, catch basins, manholes, etc., as well as other underground or above ground utilities within or adjacent to the parcel.
  - Location of zoning boundaries.
  - Location and outline of existing water bodies, streams, marshes or wetland areas, and their respective classification as determined by the appropriate governmental regulatory body.
  - Approximate boundaries of any areas subject to flooding or storm water overflow.
  - Location and outline of existing clusters of vegetation (for a distance of 50' onto adjoining property).
  - Freestanding trees with a caliper of 18 inches or greater located within the parcel.
  - Existing contours at an interval of 5' (or less) and extending no less than 50' onto adjoining property.
  - Identification of any other significant natural feature.

A preliminary plan for development of the district, drawn approximately to scale, though it need not be to the precision of a finished engineering drawing, clearly showing the following:

\_\_ The approximate location and dimensions of proposed principal and accessory buildings on the site, their relationship to one another and to other structures in the vicinity, as well as the number of dwelling units, if proposed, by housing type and size, plus a calculation of the density, in dwelling units per acre.

\_\_ The location, scale, approximate dimensions and type of any secondary or accessory commercial, service or non-residential use proposed for the site, and its relationship to residential uses and adjoining properties.

\_\_ The approximate location, layout and dimensions of vehicular traffic circulation features of the site, including proposed roadways, internal driveways, parking and loading areas and proposed access to the site.

\_\_ The approximate location, type, layout and nature of proposed pedestrian circulation systems on the site.

\_\_ The proposed location, type, layout and approximate size of playgrounds, recreational areas, and open space proposed for the site and the general location of such facilities in respect to the proposed buildings to be erected on the site.

\_\_ The approximate height, bulk and intended use of buildings on the site, and an architectural concept plan for said buildings.

\_\_ The proposed safeguards to be provided to minimize possible detrimental effects of the proposed development on adjacent properties and the neighborhood in general, including any proposed concept plan for landscaping, tree preservation and/or for buffering to adjacent properties.

\_\_ The proposed source of water supply and how it is to be brought to the site.

\_\_ A general plan for the collection and disposal of sanitary wastes from the site.

\_\_ A general storm water management plan for the property, including provisions intended for MS4 Phase 2 Storm Water compliance pursuant to General Permit GP-02-01, and how it is to be connected to the drainage systems of adjoining land.

\_\_ A preliminary site-grading plan at intervals of 5' or less.

\_\_ Preliminary identification of areas that will be disturbed by project implementation and areas that will remain undisturbed.

\_\_ A vicinity map showing the proposed use in relation to zoning and land use within ¼ mile of the site.

\_\_ A narrative describing the proposed project including: the desirability of the proposed land use in the proposed location; the existing character, land use and zoning of the surrounding neighborhood; and the need for the project in the context of the comprehensive plan.