

APPLICATION CHECKLIST

DOCUMENTS REQUIRED FOR ALL TYPES OF APPLICATIONS

- A PDF of each document included as part of the Application, submitted via email to dkitchen@townofbethlehem.org
- Check** payable to the Town of Bethlehem to cover the fees due at time of application ... review & approval fees will be billed in accordance with the Town's Fee Schedules
- Cover Letter** that includes a list of documents being submitted as part of the application
- Project Narrative** that includes ... site information, i.e., address, zoning, surrounding area, existing / proposed use(s), number of lots, lot size(s), utilities, ingress / egress, existing structures, proposed structures, signage, parking, lighting, trash receptacles, landscaping / screening, grading / drainage, # of employees, hours of operation, deliveries, snow storage / removal, potential impacts to neighbors, environmental impacts, etc.
For Agricultural Uses / Livestock, describe coop / pen / run, etc and plan for how to protect livestock from predators
** include references to document entitled: Best Management Practices
- Application, ALL PAGES - including** a signed / notarized **Affidavit** and **Drawing Checklist**
** Owner of the property must sign the affidavit in the presence of a notary
- SEQR Environmental Assessment Form** (short or long) signed and dated – found on the NYS DEC website <https://www.dec.ny.gov/permits/90125.html>; Forms <https://dec.ny.gov/regulatory/permits-licenses/seqr>
- Deed(s)** for all parcels on which the project is located
- Photos of Existing Site** with label in lower right corner that includes site address & description of image
- Letters of Support from Site Owner / Tenants / Neighbors**, recommended
- Drawings / Surveys – PDF, Paper & CAD** – see drawing requirements at bottom of page

ADDITIONAL DOCUMENTS REQUIRED, IF APPLICABLE

- Agricultural Data Statement** - for projects in or within 500' of a property in Ag. Dist. 3 – found on the NYS A&M website https://agriculture.ny.gov/system/files/documents/2019/11/agr_data_doc.pdf
- LWRP – Waterfront Assessment Form**, if applicable for projects east of the NYS Thruway
** see Town Code, Section 80 - Attachment 1
- Mailing Labels / Peel & Stick** for Land Divisions, Subdivisions, Special Use Permits addressed** to property “Owners / Occupants” within 200’ of the boundary of the parcel on which the project is located
** Line #1 MUST be addressed to “Owner / Occupant” - DO NOT address labels to a specific person... the postal service will not deliver the mail if content is not accurate
- Reports / Studies / Certifications / Plans** - archeological, grading, geotechnical, noise, solar-GM decommissioning, stormwater, structural, traffic, visual, wetland, etc.
- Structural Analysis / letter** from a professional engineer certifying that the structural integrity of the building will not be compromised from the additional weight of solar panels for building mounted systems greater than 25 kW
- Utility Bills from Previous 12-Months** for solar systems greater than 25 kW or having the capacity to generate more than 110% of the kWh's of electricity consumed over the previous 12-months by land uses existing on the lot where the system is located

DRAWINGS – DIGITAL – for all projects except backyard chickens, bldg mounted solar, changes of use

- CAD files projected in NAD83-EF NY State Plane Coordinate System, East Zone, US Foot - EPSG Code 2260 & NAVD 88 <https://geodesy.noaa.gov/SPCS/> – prepared by LLS, PE, LA
- CAD files MUST be provided ... when the GIS coordinator requests them ... kmenia@townofbethlehem.org

DRAWINGS – PDF, PAPER & CAD

- Drawing(s) 22"x34" or 24"x36" or 36"x48" accepted per GIS Coordinator – effective 12/21/2023
- Drawing(s) 50" per inch based on NAVD88 – prepared by LLS, PE, LA
- Drawing(s) with title block in the lower right corner of each sheet that includes the application type, project name, location, sheet # 1 of xx, revision date(s)
- Drawing(s) with a blank 3 x 3" approval box next to the title block
- Drawing(s) with a blank 3.5 x 6" approval box for the Albany County Dept. of Health, if applicable
- Drawing(s) to be completed in accordance with drawing checklist found on pages 6&7 of the SP App
- Drawing(s) to be completed in accordance with the checklist in Section 128-71 of the Zoning Code
- Drawing(s) to be orientated properly for easy viewing
- Drawing(s) to be collated in sheet order, stapled together & folded into plan sets ... Sheets 1 thru ##
- Title blocks, sheet #s, and approval boxes should be visible in the lower right corner of the folded plan set
It is possible that Elevations, Renderings, & Photo Simulations will be accepted on 11x17 paper

APPLICATION MATERIALS – PDF & PAPER

- Each document should be filled out completely, labeled, signed, dated ... and notarized, if applicable
- A separate PDF of each document must be submitted via email prior to submitting paper copies**
- Paper copies of applications materials must be collated into packets for easy distribution
- Do not merge or bind the application materials together