

Dear Applicant:

Welcome to the Site Plan Review process. The Zoning Law is in place to protect and benefit all aspects of our Village, but it can be complicated. That's why you should go over the Site Plan application with the Code Enforcement Officer. He can help point out problems you may have and offer suggestions for your consideration.

The Planning Board will do what we can to assist you. The Board has two goals: - Ensure that the plans meet the standards set forth in the Law.  
- Assist applicants in accomplishing what they want to do within the framework of the Law.

The Planning Board is comprised of people who volunteer their time to make Watkins Glen better for tomorrow.

**Planning Board Meetings:**

Meetings are held the 3rd Wednesday of each month at 7:00 p.m. at the Village Municipal Building in the Board Room. All applicants should attend as well as their Design Professionals when applicable.

**Site Plan Review Fees:**

The Site Plan must be accompanied with a non-refundable fee of \$125.00. In some cases, the Board will need special consultants on certain projects and those costs must be paid by the applicant.

**Zoning Law Book:**

These are available from the Village Clerk. There is a \$25.00 deposit required that will be refunded when the book is returned in its original condition.

**Application Processing:**

Once you have filled out the application and reviewed it with the Code Enforcement Officer, he will determine if it is suitable for filing. The following pages of this application contain Article 8 of the Village of Watkins Glen Zoning Law. Article 8 is the actual Site Plan Review and Approval language. Also included is the Application Form and Part I of the New York State Environmental Assessment Form (SEQR).

We look forward to working with you.

The Village of Watkins Glen  
Planning Board

Notice: in no way does the Site Plan Process act as a Building Permit, once the Board approves a project, a Building Permit may be issued.

VILLAGE OF WATKINS GLEN  
Village of Watkins Glen  
303 North Franklin Street  
Watkins Glen, NY 14891  
Phone (607) 535-2736 Fax 535-7621  
APPLICATION FOR SITE PLAN REVIEW

Project Name \_\_\_\_\_ Project Location \_\_\_\_\_ Zone \_\_\_\_\_

**Applicant**

Name \_\_\_\_\_ OwnerName \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: work \_\_\_\_\_ Telephone work \_\_\_\_\_

home \_\_\_\_\_ home \_\_\_\_\_

Project Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_ Will Project be Staged ? (yes) (no)

Will any Federal, State or County Agencies be Involved in this Project ? (yes) (no)  
If Yes Who and Why? (please include copies of documents i.e. – license or permit)

The State Environmental Quality Review Act (SEQRA) requires that the project identified in this Site Plan Review Application be evaluated for its environmental impact. Please complete Part I of the Short Environmental Assessment Form (617.20). This form is routinely used for general Unlisted Actions, the Planning Board may however, require a long form. If this is the case, one will be provided for you.