

TOWN OF STILLWATER



ESTABLISHED 1788 – SITE OF THE TURNING POINT OF THE AMERICAN REVOLUTION

Box 700, STILLWATER, NY 12170 (518) 664-6148, FAX (518) 664-9537
BUILDING, PLANNING & DEVELOPMENT DEPARTMENT

PLANNING BOARD APPLICATION FOR CELL TOWER SITE PLAN REVIEW

Fee: New Tower-\$1000.00
Co-Location-\$500.00

Project # _____
 Fee Paid

Part I - General Information:

Project Name: _____

Address/Location: _____

Applicant:

Name: _____

Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Property Owner (if different):

Name: _____

Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Business Representative:

Name: _____ Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Site:

Number of lots proposed: _____

Parcel identification # (SBL#) of lots included: _____

Zone (Check applicable district): RR LDR RM RRD B1 B2 BP I PDD

Size of proposed lots: _____ acres, _____ acres, _____ acres, _____ acres

Type of Tower proposed: New Tower Co-location on existing structure

Tower Height from grade to highest point: _____ ft _____ inches

Type of accessory facilities to be installed: _____

Description: _____

Will the proposed action create any non-conformity with the terms and regulations of the Town of Stillwater Zoning Law or Subdivision Regulations? Yes No

Part II: Instructions for preparing plats:

The application must be completed by the Applicant and submitted to the Planning Department. To be considered at the next Planning Board meeting, the application must be submitted and deemed complete 21 days in advance of the meeting in order to be placed on an agenda and must include the following:

1. Please submit **one** (1) original and **eleven** (11) copies of the following application package

*****Failure to do so will result in an incomplete application and delays in the Town's processing of the application*****

- This application form.**
- Application Fee.** Each application should be accompanied by a fee as determined on the fee schedule.
- Written Narrative fully describing the proposal**
- Plot Plan** in accordance with the *Plan Checklist* (see Part II below)

Instructions:

Chapter 210. ZONING , Article X. Telecommunications Towers

§ 210-74. Site plan review submission requirements.

A. An applicant shall be required to submit a site plan in accordance with Article **VI**. The site plan shall show all existing and proposed structures and improvements, including roads, buildings, tower(s), guy wire and anchors, antennas, parking and landscaping, and shall include grading plans for new facilities and roads.

B. Supporting documentation. The applicant shall submit a complete short EAF, a complete visual environmental assessment form (visual EAF addendum), and documentation on the proposed intent and capacity of use as well as a justification for the height of any tower and justification for any clearing required. The applicant shall also submit a copy of its Federal Communications Commission (FCC) license.

C. Lot size and setbacks. All proposed telecommunications towers and accessory structures shall be located on a single parcel and shall be set back from abutting parcels and street lines a distance sufficient to substantially contain on site all icefall or debris from tower failure and to preserve the privacy of any adjoining residential properties.

(1) The lot size of parcels containing a tower shall be determined by the amount of land required to meet the setback requirements. If the land is to be leased, the entire area required shall be leased from a single parcel, unless the Board determines that this provision may be waived.

(2) Telecommunications towers shall comply with all existing setback requirements of the underlying zoning district or shall be located with a minimum setback from any property line equal to 1/2 of the height of the tower, whichever is greater. Accessory structures shall comply with the minimum setback requirements in the underlying zoning district.

D. Visual impact assessment. The Planning Board may require the applicant to undertake a visual impact assessment, which may include:

(1) A Zone of Visibility Map shall be provided in order to determine locations where the tower may be seen.

(2) Pictorial representations of "before" and "after" views from key viewpoints, both inside and outside of the Town, including but not limited to: State highways and other major roads, State and local parks, other public lands, preserves and historic sites normally open to the public, and from any other location

where the site is visible to a large number of visitors or travelers. The Planning Board shall determine the appropriate key sites at a presubmission conference with the applicant.

(3) Assessment of alternative tower designs and color schemes, as described in § **210-75** below.

(4) Assessment of the visual impact of the tower base, guy wires, accessory buildings and overhead utility lines from abutting properties and streets.

Standard Notes:

The following notes are the minimum requirement on all plats. Additional notes may be necessary as defined in Town Subdivision Design Standards, Section 1.12 or as requested by the Planning Board.

1. This property may border a farm, as defined in the Town of Stillwater Local Law #1 of the year 1997. Residents should be aware that farmers have the right to undertake farm practices which may generate dust, odor, smoke, noise and vibration.
2. This proposal includes a total of **[insert parcel area]** ± acres and lies within the Town of Stillwater **[insert zoning district]** zoning district.
Min lot size: _____ sf
Min lot width @ bldg line: _____ ft
Setbacks:
Front: _____ ft
Side: _____ ft
Rear: _____ ft
3. Parcel is identified as tax parcel **[insert tax ID number]**, Town of Stillwater, Saratoga County, New York.
4. The average lot size is **[insert size]** sq. ft.

Short or Full Environmental Assessment Form pursuant to the N.Y.S. State Environmental Quality Review Act (SEQRA). Whether a short or long form is required is dependent upon whether the application is classified as "Type 1" or "Unlisted". These forms are available from the Code Enforcement Officer or the Town Clerk.

The following additional items may be necessary following your initial submission:

- Public Notice Mailing Fee.** The need for a public hearing is determined by the Planning Board. The cost is based on the number of parcels within 500-feet of project site parcel boundaries. This fee must be paid to the Town no later than 14 business days prior to the scheduled public hearing and is not part of any applicant funded escrow accounts.
- Engineering / Legal escrow fees.** To be determined by the Town designated engineering firm and legal firm after preliminary review of application.
- Additional copies of initial submission listed above for SEQRA Coordination:** if the Planning Board deems the application as a Type I or Unlisted Action under SEQRA, the applicant must provide the required number of additional copies for submission of appropriate information to interested and involved agencies. Failure to do so in a timely manner may delay processing of the application. The Town may provide additional copies on the applicant's behalf; however the Town does so assuming no responsibility for completeness of this information. Furthermore, the Town will hold the applicant responsible for any associated costs for making additional copies.

Part III: Signatures:

To the best of my knowledge the information provided in this application and on the attached plans and accompanying documentation is true and accurate.

I, the undersigned, have thoroughly read and understand the application and the list of items to be shown on the plans and documents for review and I consent to all the requirements as set forth in the application.

APPLICANT/OWNER SIGNATURE*

PRINT OR TYPE NAME OF SIGNED

*** Applicant must either be the owner of the property to be developed or used, or be a party with a purchase agreement for the property. A copy of the purchase agreement must be attached.**

AUTHORIZATION TO ACT AS AGENT FOR:

In the event that the owner of the property desires to have another individual act as his/her authorized representative in support of this application the following statement must be completed and signed:

I, _____, owner of the premises located at _____

Number Street

TAX ID _____, hereby designate, _____

Section Lot Block

Printed Name of Agent

as my agent regarding this application for review.

Stillwater Approval Block:

TOWN OF STILLWATER PLANNING BOARD APPROVAL

APPROVED BY RESOLUTION OF THE PLANNING BOARD OF THE TOWN OF STILLWATER, NEW YORK, ON THE _____ DAY OF _____, 20____ SUBJECT TO ALL REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION. ANY CHANGES, ERASURES, MODIFICATIONS OR REVISIONS OF THIS PLAT, AS APPROVED, SHALL VOID THIS APPROVAL SIGNED THE _____ DAY OF _____, 20____ BY

PLANNING BOARD CHAIRMAN