

TOWN OF BUTTERNUTS

Check List for Site Plan Review Application

- _____ 1. Completed notarized copy of Site Plan Review Application .

- _____ 2. Fee of \$10.00 cash or check made payable to Town of Butternuts.

- _____ 3. Tax map with sketch – including N arrow, boundaries, highways, existing buildings, natural features, driveway, well, septic, location or proposed location.

- _____ 4. Type of construction including purpose, design, materials, energy source and any other pertinent information.

Completed application packet must be received at the Town Clerk's office no less than 10 days prior to the regularly scheduled monthly meeting. The planning board meets the second Tuesday of each month at 7:00pm at the municipal building.

*****All approved site plan actions must be reviewed by Otsego County Code Office for required permits.

TOWN OF BUTTERNUTS
PLANNING BOARD
APPLICATION for SITE PLAN REVIEW

NAME of Property Owner:

DATE:

ADDRESS:

PHONE:

LOCATION OF PROPERTY:

TAX MAP NUMBER:

Check Appropriate Use(s):

_____ Dwelling _____ Accessory Structure _____ Other

Explanation of proposed land use with dimensions:

Attach all items on the check list. The site plan filing fee is \$10 – checks made payable to the Town of Butternuts.

The property owner or a duly authorized representative must attend the site plan review meeting.

I authorize _____ to represent me at the site plan review meeting.

By signing this application, I certify that I am the owner of record of the above parcel.

As the property owner, I swear the above information
Is true to the best of my knowledge.

Signed: _____

Notary Public _____

Received by Planning Board Secretary _____ Town Clerk _____ Date: _____

- *Must be received 10 days prior to the scheduled meeting date
- *Application expires one (1) year from the date of stamped approval.