

TOWN OF BUTTERNUTS

CHECKLIST 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, distances to boundaries, highways, existing buildings, natural features, driveway(s), 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 at P.O. Box 318, Gilbertsville, NY 13776 or dropped off at the Municipal Building at 1234 State Highway 51, Gilbertsville, NY 13776, no less than 10 days prior to the regularly scheduled monthly meeting. The Planning Board meets the second Tuesday of each month at 7:00 PM at the Municipal Building.

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

*****Site Plan Approval valid for 1 year of date issued.*****