

## TOWN OF BUTTERNUTS

### CHECK LIST FOR SITE PLAN REVIEW APPLICATION

- \_\_\_\_\_1. Completed notarized copy of the Site Plan Review Application.
  
- \_\_\_\_\_2. Administrative fee of \$20.00 dollars, check made out to Town of Butternuts.
  
- \_\_\_\_\_3. Tax map with sketch including: North 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 1234 State Highway 51 Gilbertsville, NY 13776, or mailed to P.O. Box 318 Gilbertsville, NY 13776. The packet MUST arrive no less than 10 (ten) days prior to the regularly scheduled monthly meeting of the Planning Board. The meetings are on the second Tuesday of each month at 7:00PM at the municipal building.

\*\*\*\*\* All approved site plan actions must be reviewed by the Otsego County Code office \*\*\*\*\*

\*\*\*\*\* Site Plan Approval is valid for 1 year from date of approval by the Planning Board \*\*\*\*\*