

Town of Dix
Town Hall – 304 Seventh Street, Watkins Glen, NY 14891
Telephone: (607) 535-7973 Fax: (607) 535-2590

Town Clerk, Extn. 201

Administration, Extn. 202

Code Enforcement, Extn. 205

APPLICATION FOR PLANNING BOARD REVIEW

(Please print or type. See page 4 for instructions. Submit the completed application with fee payment to the Dix Code Enforcement Officer. ***Fees must be paid before the application will be considered.***)

- ☐ Site Plan Review ☐ Subdivision Review (number of proposed lots) _____
☐ Special Use Permit ☐ Site Plan Amendment (date of original review) _____

Project Identification (complete all that apply)

Address: _____ Tax Map ID: _____

Zone District: _____ SEQR Type: ☐ Type 1 ☐ Type 2 ☐ Unlisted

Project Name: _____

Current Use of Property: _____

Description of Project: _____

Applicant: _____ Email: _____

Address: _____

Contact Person: _____ Home Phone: _____

Bus. Phone: _____ Cell Phone: _____

Owner (if different): _____ Email: _____

Address: _____

Contact Person: _____ Home Phone: _____

Bus. Phone: _____ Cell Phone: _____

➡ Did the owner own the property prior to January 26, 2007? ☐ Yes ☐ No

Engineer: _____ Email: _____

City/State: _____ Phone: _____

Architect: _____ Email: _____

City/State: _____ Phone: _____

Surveyor: _____ Email: _____

City/State: _____ Phone: _____

Town of Dix

Utilities

Water: ☐ Public ☐ Private
Sewer: ☐ Public ☐ Private

Certification

I hereby certify that the information provided is true and accurate to the best of my knowledge. I understand that the completion of this application neither implies nor guarantees approval of this project.

Signature ☐ Owner ☐ Agent ☐ Tenant ☐ Contractor

Printed Name _____
Date

Owner's Signature

Printed Name _____
Date

OFFICIAL USE ONLY

Date Received: _____ By: _____

Checklist

- ☐ Survey map
- ☐ Area map (showing surrounding properties)
- ☐ Contour map
- ☐ Grading and erosion control plan
- ☐ Elevation drawings
- ☐ Landscaping
- ☐ Driveways/service drives
- ☐ Parking areas and handicap parking
- ☐ Loading zones
- ☐ Location of dumpster and screening
- ☐ Accessory structures (sheds, fuel tanks, etc.)
- ☐ Signage requirements
- ☐ Lighting with illumination details
- ☐ Anticipated sound pressure levels
- ☐ Water, sewer, and gas connections
- ☐ Storm water drainage
- ☐ Highway Dept. review
- ☐ Other _____

Town of Dix

Fee Schedule

(Fees must be paid before the application will be considered. Make the check payable to Town of Dix.)

Residential Site Plan or Conditional/Accessory Use Review	\$30.00
Commercial Site Plan or Conditional/Accessory Use Review	\$200.00
Simple Subdivision, 2 lots	\$30.00
Minor Subdivision, 3 to 5 lots	\$150.00
Major Subdivision, 5 or more lots	\$350.00
Public Hearing (per occasion)	\$30.00

OFFICIAL USE ONLY

Applicant: _____ Tax Map ID: _____

Fee Total: _____ ☐ Paid Date Received: _____ By: _____
Initials

Fee Total: _____ ☐ Paid Date Received: _____ By: _____
Initials

Resolution

☐ Approved

☐ Approved with the condition that: _____

☐ Denied because: _____

By: _____ Date: _____

For the Board

Town of Dix

Applying for a Planning Board Review

Residential and commercial development projects will require the submission of a detailed plan to the Town of Dix Planning Board (see the Permit Review Flow Diagram). The application responses should be complete and typed or printed neatly. The ***owner*** must sign the application where designated on page 2 when land subdivision is being proposed.

Unless otherwise stated, the Planning Board meets on the fourth Tuesday of the month at 7 PM at the Dix Town Hall at 304 Seventh St., Watkins Glen. At least one week before the Planning Board meets, the applicant should submit at least 6 copies of both the completed Planning Board review application and all pertinent documentation including:

- SEQR form (available through the Dix website)
- Written statement describing the purpose of the new structure(s) (include in *Project Description*; provide additional page, if necessary)
- Site plan showing building(s) with dimensions, road access, utility hookups, lot lines, easements, ponds/streams, setback measurements, lighting details, sound pressure levels, signage requirements, etc. as applicable
- Elevation drawings describing the location and orientation of the proposed structure(s)
- Other maps, drawings, and details identified under the checklist on page 2.

The Planning Board Review Process

The copies of the completed application and required supplemental documentation should be submitted to the Code Enforcement Officer at the Dix Town Hall on Seventh St. He will forward it to the Planning Board. Often following the Planning Board's review is an advisory review by the Schuyler County Planning Commission. When that is the case, 19 additional copies of all documents 11" x 17" and under will be necessary. Only 2 copies of larger drawings and maps are required. The Dix Planning Board decision becomes final after the County's review has been completed and reviewed by the Board, and after a public hearing has been held.

The County Planning Commission meets the 2nd Thursday of each month, 7 PM at the Schuyler County Human Services Complex, Room 120, at 323 Owego St., Montour Falls, NY 14865. Meetings are open to the public. Mail should be directed to Rocky Kambo, Director of Planning and Community Development. His phone is 607-535-7161, and the fax is 607-535-6813.