

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

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Town Clerk, Extn. 201

Administration, Extn. 202

Code Enforcement, Extn. 205

**APPLICATION FOR PLANNING BOARD REVIEW**

(Please print or type. See page 3 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*

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## OFFICIAL USE ONLY

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Application Fee: \_\_\_\_\_  Paid  
*Initials*

## 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*

## **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 in the WGCS Operations Facility at 706 S. Decatur 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*)
- 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 a public hearing has been held.

The County Planning Commission meets the 2<sup>nd</sup> 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 Danielle Hautaniemi, Director of Planning and Community Development. Her phone is 607-535-7161, and the fax is 607-535-6813.

# Town of Dix

## Fee Schedule

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

Residential Site Plan or Conditional/Accessory Use Review	\$25.00
Commercial Site Plan or Conditional/Accessory Use Review	\$100.00
Simple Subdivision, 2 lots	\$25.00
Minor Subdivision, 3 to 5 lots	\$100.00
Major Subdivision, 5 or more lots	\$300.00
Public Hearing (per occasion)	\$20.00

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### **OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Fee Total: \_\_\_\_\_  Paid  
*Initials*

## Resolution

Approved

Denied because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved with the condition that: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
*For the Board*