

**VILLAGE OF VICTORY**

23 Pine Street PO Box 305

Victory Mills, NY 12884

**Phone/Fax: (518) 695 – 3808**

**PLANNING BOARD**  
**APPLICATION FOR SITE PLAN REVIEW**

1. To be completed by the Planning Board:

**CASE NUMBER:** \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Date of Pre-Submission Conference: \_\_\_\_\_

Date of Preliminary Site Plan Review: \_\_\_\_\_

Date of Final Site Plan Review: \_\_\_\_\_

**Public Hearing Date (if required):** \_\_\_\_\_

**Amount of Fee: \$300.00**

Date Paid: \_\_\_\_\_

CASH or Check #: \_\_\_\_\_

2. To be completed by Applicant/Owner:

I (We), \_\_\_\_\_

Of \_\_\_\_\_

In accordance with Village Law §7-725-b, the Village of Victory Planning Board is hereby authorized to approve Site Plan Review for the purpose as outlined. Applications shall be accompanied by the following: payment of the applicable fee, sufficient information to permit the planning board to review compliance with the general standards discussed Article 7-E-2 of this local law including the application standards in section E, a completed Environmental Assessment Short Form or Part I of the Long Form, if necessary. This application is for the following purpose:

\_\_\_\_\_  
(completely describe use)

on property identified on Village Tax Map(s) as Section/Block/Lot: \_\_\_\_\_

Said property is located on: \_\_\_\_\_ and consists of  
(name of roadway/highway)

\_\_\_\_\_ and located in the District Classification: \_\_\_\_\_

(Acres/square feet)

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3. Please attach five (5) copies of this form, for Phase I (Pre-Submission Conference - which may be used to determine the application requirements). The applicant shall provide the planning board with basic data regarding the proposal. At a minimum, the applicant shall provide: a map showing the important existing natural and manmade features in and around the site **and** a sketch plan showing the major features of the proposal.
4. Phase II shall be accompanied by the information as listed in the zoning regulations and as determined by the Planning Board. The Planning Board may require any or all of the following items as outlined under the Preliminary Site Plan Application.
5. Phase III: after receiving approval with or without modifications, of the preliminary site plan review, the applicant shall submit a final site plan to the Planning Board for approval. The final site plan shall conform substantially to the approved preliminary site plan and shall include any modifications that were required as a result of the preliminary site plan review. Upon approval of the final site plan, the Planning Board shall endorse its approval on three (3) copies of the final site plan and shall forward one (1) copy to the Code Enforcement Officer and provide two (2) copies to the Applicant.
6. If applicant is different than owner, please include the owner information and obtain a written and signed statement from the owner that you, as applicant, are authorized to proceed on the application for site plan review for your project. Please include a description of your project in that statement.
7. Include the Fee with your application.
8. Include the Environmental Assessment Short Form or Part I of the Long Form, if necessary.
9. Additional information may be requested at the Planning Board’s discretion.

**Applicant/Owner Signature:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_