PLANNING BOARD APPLICATION CHECKLIST

The following checklist has been prepared for all individuals/developers that are preparing applications to be considered by the Kingston Planning Board. Any application that is determined to be incomplete will be returned to the applicant and **WILL NOT** be placed on the agenda:

A complete submission is considered to be:

_____ Application **MUST** be signed by the owner of the property. The application must have **original signature**.

_____ **ALL QUESTIONS** should be answered and all parts of the application complete.

_____ The **SEQR** form must be completed and the applicant acknowledges that they may need to complete additional forms or provide supplemental information.

_____ **NON – REFUNDABLE FEE** – Make check payable to City Comptroller (See attached Fee Schedule). All applicants are advised that the fee submitted with a Planning Board application is non- – refundable. A statement as to how the amount of fee was calculated should be included with submission.

_____ A **COMPLETE PROJECT NARRATIVE** is required with every application. This should have detail on employment, benefit to the community, hours and days of operation, experience with the same type of business, etc… A form is provided in application paperwork.

_____ There are a minimum of **three (3) photos** required for the project. Please make these definitive to the specific project that is being reviewed by the Board. In addition, they should be identified with date, time, keyed to a map to identify location of taking and direction of photo.

_____ There must be **three (3)** original copies of all **site development plans** and **other supporting documents** submitted in original.

_____ Documents that are submitted to review must be legible, of normal size and professionally prepared.

_____ Submission of full application is no guarantee of being approved by the Planning Board and the Planning Board has the authority to require applicants to submit additional information to allow full assessment of the proposed project and will also request additional expert technical assistance as required. This cost may be required to be born by the developer.

_____ For **ALL** applications the applicant should submit copies of current deeds, as well as any other legally binding documents regarding the properties involved, i.e, - easements, ROW agreements etc…

_____ The applicant should provide a statement from the City Comptroller that all taxes on the property are current.

_____ A copy of the current Property Record Card (s) on file with the City Assessor's Office, for all parcels involved should be submitted.

_____ Completed and signed Application Checklist Form.

The applicant hereby acknowledges policies adopted by the City of Kingston Planning Board as are attached to the application package.

_____ _____

Applicant Signature Date

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Applicant Name (Please Print)