

SECOND DRIVEWAY – TECHNICAL CRITERIA

PROJECT NAME:	
APPLICANT:	DATE:

SECOND DRIVEWAY	
<input type="checkbox"/>	LAND USE APPLICATION FORM (submit original, signed form)
<input type="checkbox"/>	ELECTRONIC COPY OF LEGAL DESCRIPTION OF THE PROPERTY
<input type="checkbox"/>	APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement)
<input type="checkbox"/>	SURROUNDING AND INTERESTED PROPERTY OWNERSHIP REPORT (submit 2 copies) <input type="checkbox"/> Current list of names and addresses of surrounding property owners (within 300 feet of property). <input type="checkbox"/> Applicant's certification that list is complete and accurate.
<input type="checkbox"/>	SECOND DRIVEWAY PLAN <input type="checkbox"/> Title of project <input type="checkbox"/> North arrow, scale (not greater than 1"=100') and date of preparation <input type="checkbox"/> Names and address and phone number of property owner <input type="checkbox"/> Legal description <input type="checkbox"/> Lot size and boundary <input type="checkbox"/> Existing and proposed easements and rights-of-way, including adjoining streets and sidewalks. <input type="checkbox"/> Existing and proposed structures and their uses <input type="checkbox"/> Existing and proposed driveways of lot and driveways on adjacent properties <input type="checkbox"/> Certificate blocks for signatures of owner and Town approval
<input type="checkbox"/>	WRITTEN EXPLANATION OF REQUEST AND HOW IT COMPLIES WITH REVIEW CRITERIA

PLANNING COMMISSION RECOMMENDATION – SECOND DRIVEWAY	
APPROVED:	DATE:
DISAPPROVED:	DATE:
CONDITIONALLY APPROVED:	DATE:
COMMENTS:	
SIGNATURE OF CHAIR	

TOWN BOARD ACTION – SECOND DRIVEWAY

APPROVED:

DATE:

DISAPPROVED:

DATE:

CONDITIONALLY APPROVED:

DATE:

COMMENTS:

SIGNATURE OF MAYOR

PROJECT EVALUATION WORKSHEET FOR SECOND DRIVEWAY APPLICATIONS

PROJECT NAME:	
APPLICANT:	PROJECT LOCATION:
NAME OF REVIEWER:	DATE:

SECOND DRIVEWAY REVIEW CRITERIA	
CRITERION	HAS CRITERION BEEN MET?
<p>A. Acreage and Zoning</p> <ol style="list-style-type: none"> 1. Subject Property is more than one (1) acre in size 2. Subject Property is zoned AE or RE within the Town 	<ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 2. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<p>B. Traffic</p> <ol style="list-style-type: none"> 1. Two driveways will not negatively affect vehicular traffic on the adjoining street 2. Two driveways will not negatively affect pedestrian traffic on the adjoining sidewalk 	<ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 2. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<p>C. Conformance</p> <ol style="list-style-type: none"> 1. The configuration of the lot as it relates to the driveway conforms to other properties in the neighborhood 	<ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<p>D. Drainage</p> <ol style="list-style-type: none"> 1. The driveway will not negatively impact drainage 	<ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<p>E. Utilities</p> <ol style="list-style-type: none"> 1. There is a provision for utility services and they are accessible 	<ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: