

VERONA PLANNING BOARD CHECK LIST

This check list is provided to assist the applicant in providing the relevant information the Planning Board will require to render a decision on the application. **THE PLANNING BOARD RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION BASED ON THE PROPOSAL BEING REVIEWED.**

- Completed Planning Board Application
- Survey maps including:
 - Tax ID number
 - Driveway (existing or proposed)
 - Topographical lines
 - Buildings on property (existing and proposed)
 - Road frontage and parcel area
 - Well and septic location (unless public water and / or sewer is available)
 - Zoning district
 - Approval signature line
 - Wetlands location (federal or state)
 - Lots are numbered
 - One Mylar copy for Oneida County Clerk
 - Up to 7 copies of the survey map
- Storm water retention plan
- Road type (state, county, town)
- Site distance for driveway
- Completed long or short SEQR form
- Signage (existing and proposed)
- Fencing (existing and proposed)
- Outdoor lighting (existing and proposed)

- Escrow account for Engineering Review
- Oneida County Agricultural Data Statement (including names and addresses of Ag. District property owners located within 500 feet from proposed action). This information is available from Town Assessor.
- Traffic study
- Snow removal plan
- Owner of property present
- Referrals
 - Oneida County Planning
 - Oneida County Dept. of Health
 - Oneida County Dept. of Public Works
 - NYS Dept. of Transportation
 - NYS Dept. of Environmental Conservation
 - NYS Canal Corp.
- Variances - If required, they must be approved by Zoning Board of Appeals.
- Fees paid to Clerk