Town of Union Planning Board

3111 East Main Street
Endwell, New York 13760

Marina A. Lane
Senior Planner

Site Plan Application Instructions

Chair
Lisa Miller
Vice-Chair
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Board Members
Colleen Bullock
Thomas Crowley
Mark Jaros
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S. McLain, Alt.

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1. Please be sure to read these instructions and the application form completely so that you understand all of the requirements. Please contact Marina Lane (607-786-2926) at the Town of Union Planning Department with any questions you may have.
2. The application must be completed in full. Incomplete application packages will not be accepted.
3. The **Initial** Site Plan Application package shall consist of the following:
   a.) One (1) original signed hard-copy application forms and one (1) PDF.
   b.) Appropriate Site Plan Application review fee (see schedule below).
   c.) One (1) printed Site Plan, no less than 11" x 17", and one (1) PDF, complying with the minimum submission requirements.
   d.) Appropriate New York State Environmental Assessment Form (EAF), one (1) original signed hard copy and one (1) PDF version.
4. In order to comply with State Law #239, digital versions (PDFs) of the Application, Site Plan, and EAF must be submitted if your property is located within five-hundred (500) feet of any of the following:

   a.) A city, town, or village boundary;
   b.) The boundary of any existing or proposed county or state park or recreation area;
   c.) The right-of-way of any existing or proposed county or state parkway, thruway, expressway, road, or highway;
   d.) The existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines;
   e.) The existing or proposed boundary of any county or state-owned land on which a public building or institution is located;
   f.) The boundary of a farm operation located in an agricultural district established under the NYS Agriculture and Market Law.

Site Plan Review Fee Schedule

Minor Site Plan review (to be determined by Planning Director) **$50**
Existing Buildings < 10,000 square feet with no new additions proposed **$100**
Existing Buildings > 10,000 square feet with no new additions proposed **$200**
New Construction (Includes all existing buildings where new additions are proposed). **Flat fee of $250 or 2.0 cents per square foot of new gross floor area, whichever is greater.**
Planned Unit Development (PUD): Residential: $500 plus $10 per unit.
Commercial/Industrial: $750 plus 2.0 cents per square foot.
Mixed Residential/Commercial: $750 plus 2.0 cents per square foot for non-residential and $10 per unit residential.