

CHECKLIST AND RESULTING ACTION  
SITE PLAN REVIEW AND SPECIAL USE PERMIT  
TOWN OF SPRINGFIELD PLANNING BOARD

Proposed Development or Special Use Permit \_\_\_\_\_

Document Checklist:

- Application filled out and signed \_\_\_\_\_
- Property card and Location Map (Real Property) \_\_\_\_\_
- NYS Environmental Resource Mapper \_\_\_\_\_
- Cultural Resource Information System (CRIS) \_\_\_\_\_
- FEMA website (Development Permit Application) \_\_\_\_\_
- WEB Soil Survey \_\_\_\_\_
- SEQR Short or Long Form \_\_\_\_\_
- Abutters addresses to applicant \_\_\_\_\_
- Site Plan \_\_\_\_\_
- Public Hearing Notice to Town Clerk (Daily Star) \_\_\_\_\_
- Water Shed Committee \_\_\_\_\_

ACTION OF PLANNING BOARD

Date of Public Hearing and Meeting \_\_\_\_\_

Pertinent facts noted:

- Public Hearing \_\_\_\_\_  
\_\_\_\_\_
- Planning Board \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach notes

Approval: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_

Disapproval: \_\_\_\_\_ Reason: \_\_\_\_\_  
\_\_\_\_\_

Requires Zoning Board of Appeals Action: \_\_\_\_\_

If deferred decision sixty-two day Date: \_\_\_\_\_

Planning Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Place copy in each Action file or Application**

If Documents not marked clear (no significance) must be attached  
Same Documents are required by ZEO for a Permitted Use  
ZEO will provide applicant with a Certificate of Compliance once Planning Board approval that will also list any conditions