

TOWN OF JACKSON PLANNING BOARD
SITE PLAN REVIEW FOR UTILITY SCALE SOLAR ENERGY FACILITIES
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These are general steps that apply to a site plan application for Utility Scale Solar Energy Facilities (USSEF) only. **Please read carefully.** Further questions; call Molly Dixon, Clerk of the Planning Board, (518) 677-0356 or email at jackson.nypbclerk@yahoo.com.

Sketch Plan Conference: The Planning Board shall, not less than fourteen (14) days prior to the sketch plan conference, notify the applicant which items, if any, from the site plan checklist contained in Section 405 the Planning Board deems necessary to have at the sketch plan conference, and the applicant shall endeavor to furnish those items at the sketch plan conference.

1. _____ Written statement and rough sketch showing the location and dimensions of principal and accessory structures, parking areas, access signs (with descriptions), existing and proposed vegetation, and other planned features; anticipated changes in the existing topography and natural features; and, where applicable, measures and features to comply with flood hazard and flood insurance regulations; and
2. _____ An area map showing the parcel under consideration for site plan review, and all properties, subdivisions, streets, rights of way, easements and other pertinent features within 200 feet of the boundaries of the parcel, including surface- and groundwater-related natural features and the location of the site in relation to surface and subsurface water resources and downslope surface water bodies.

Application – (10) paper copies and an electronic (digital) copy of the full application package, and a non-refundable application fee of \$10,000.00 made payable to the Town of Jackson (all due two weeks prior to Planning Board meeting). Any costs associated with reviewal of the application (i.e. engineering consultation, etc.) must also be paid at the expense of the applicant and must be paid prior to approval or denial of the application.

The application package must contain the following information:

1. _____ Site Plan Application form that includes:
 - _____ a. Contact information for the applicant, participating land owner(s), the project design professional(s) and the USSEF owner;
 - _____ b. Addresses and tax identification numbers of the affected parcel(s);
 - _____ c. Current use(s) of the parcel(s);
 - _____ d. A statement setting forth the credits and other public funding that is being applied for the construction of the USSEF and the status of obtaining the same.
2. _____ Agricultural Data Statement (if applicable).
3. _____ Project Summary – A narrative overview of the USSEF, including its nameplate capacity.
4. _____ Liens – Proof that the real property taxes on the property that will be used by the USSEF have been paid in full.

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5. ____ FEAF Part 1 – A full environmental assessment form and accompanying environmental reports.
6. ____ SWPPP – A Stormwater Pollution Prevention Plan that meets all NYSDEC guidelines.
7. ____ Site Control – A copy of the lease or purchase agreement between the USSEF owner and all participating landowners, and a copy of the interconnection agreement.
8. ____ Project Schedule – A basic written proposed schedule for construction of the facility.
9. ____ Visual Impact Evaluation – A GIS viewshed analysis of the Zone of Visual Impact (ZVI).
10. ____ Glare Analysis Study – A basic drawing that points out all areas that may experience glare for more than one hour in a 24-hour period.
11. ____ Noise Study – A sound study that includes actual on-site data for the background noise levels that is prepared following any and all noise assessment guidelines set forth by the NYSDEC. This background noise data shall be compared to any and all noise producing equipment and show proof of setback of a minimum distance as well as screening to achieve no significant increase in noise levels for neighboring properties.
12. ____ A Decommissioning Plan prepared by a licensed Professional Engineer that is signed by the design engineer (who must be a licensed NYS Professional Engineer) as well as the owner of the USSEF. Please view Section 7. A. of the Town Solar Law for more information on the Decommissioning Plan and what is required.
13. ____ Vicinity Map – Identification of the property on which the proposed solar energy system will be located.
14. ____ Site Plan Map – Site plans and drawings of the USSEF that show items from sketch plan and are signed and stamped by a NYS licensed Professional Engineer. The Plans should show the entire layout of the entire USSEF and should include:
 - a. ____ All items listed in sections 406 through 408 of Town Site Plan Review Law (LL2 – August of 2017).
 - b. ____ Existing Conditions - Topographical survey and natural, historic, or recreational areas, including regulated wetlands; water bodies; riparian buffers; populations of endangered or threatened species (federal or state), or habitat for such species; flyways; archaeological sites, cemeteries, and burial grounds; important local historic sites; existing healthy, native forests consisting of at least one acre of contiguous area; individual existing healthy trees that are at least 100 years old; other significant natural features and scenic view sheds; and existing trails or corridors, including snowmobile trails, that connect the tract to neighboring areas.
 - c. ____ Adjacent Properties – Ownership and use of adjacent parcels, and all property lines within 1,000 feet of the property lines of the proposed site, inclusive of the entire leased area or area to be purchased.
 - d. ____ Grading Plan – The clearing and grading plan shall include methods to stockpile, reduce erosion of, and reuse all topsoil from the project site.

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- e. ____ Landscaping Plan – Existing on-site vegetation shall be preserved to the maximum extent practicable. A screening and landscaping plan, prepared by a landscape architect, must show the proposed screening and buffering of all arrays, buildings and other non-array structures on the site or sites. The plan shall include the proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, and screening vegetation or structures, and the plan for ongoing vegetation management. The screening and landscaping plan shall include locations, elevations, site lines, height, plant species, and/or materials that will comprise the structures, landscaping and/or grading used to screen and/or mitigate any adverse aesthetic effects of the system.
- f. ____ Electrical Drawings – The locations of all proposed overhead and underground electric utility lines, including switchyards, substations and junction boxes, and other electrical components for the project must be shown on the site plan.
- g. ____ Setbacks – Drawings must show how the setbacks and other requirements are met for all planned locations of each solar array, access road(s), turnout location(s), substation(s), ancillary equipment, buildings, fencing, and structures.