

PART I

1. Sketch Plan Conference (SPC)

§ 300-75 A Site Plan Review applications require that specific drawings & documentation be submitted with the application. The applicant can request a SPC with the Planning Commission regarding these drawings & documentation.

a. Has a SPC application already been submitted & reviewed by the Planning Commission? Yes No

No: Are you submitting all of the specific drawings & documentation with this application? Yes No

If no, this application will also be used for the SPC.

2. Environmental Assessment Review (SEQR)

§ 300-75 B (7) (a) Site Plan Review applications require that an Environmental Assessment Review also be completed.

a. Has a SEQR form already been submitted & reviewed by the Planning Commission? Yes No

3. Describe all existing uses of this property:

Vacant Land

Residential: _____ Dwelling units

Commercial: _____

Other: _____

4. Reason for review:

Addition to existing building: _____ Square feet

Construct new building: _____ Square feet _____ Dwelling units

Please see the attached list

Demolition: _____

Parking waiver: Seeking parking reduction - 66 spaces are required but only 56 are being proposed

Increasing impervious surface coverage: _____ Square feet

Change of use: Residential: _____ Dwelling units

Commercial: _____

Public assembly: _____

Other: _____

Other: _____

PART II: Additional Documentation Required § 300-74 & 300-75

All documentation must include the property address.

- Estimated project construction schedule.
- Supply a map showing the property & all properties within a radius of 200 feet to the exterior boundaries thereof.

PART III: Plans & Drawings Required § 300-75

All drawings must include the property address, the title of the drawing, the date the drawing was made, & the name of the person who made the drawing. All drawings must meet the following criteria: (a) If hand-drawn, drawings must be done with a straight edge & to scale. The scale must be written on the drawing. (b) Multiple drawings cannot be on the same page. (c) Drawings cannot be on paper that is smaller than 8½" x 11". (d) See additional requirements below.

1. Site Plan:

a. Additional drawing criteria:

- 1) A North arrow.
- 2) A scale of 1" = 50', with 2' contours showing the topography of the lot & areas within 50' of the lot.

b. One (1) drawing of the entire property:

- 1) Boundaries of the property & adjoining properties within 200' plotted to scale.
- 2) Existing watercourses & freshwater wetlands, as identified by the New York State Department of Environmental Conservation & the United States Army Corps of Engineers.
- 3) Locations & widths of all ingress, egress & circulatory drives & access points to existing roads & highways; locations of all parking &/or truck loading areas.
- 4) Locations & dimensions for pedestrian & bicycle access, along with existing & proposed circulation patterns & stops for local/regional transit service.
- 5) Locations for outdoor storage, including refuse, if any.
- 6) Locations & dimensions of all existing or proposed site improvements, including drains, culverts, retaining walls, sidewalks, & fences.
- 7) Locations of all proposed site & building mounted signs.
- 8) The location & amount of building area proposed for various uses of the site, including all points of ingress & egress.
- 9) The location, width, & purpose of all existing & proposed easements, setbacks, reservations & areas dedicated to public use on the site(s) & property(ies).
- 10) Location of vehicle, equipment, & material staging areas, storage & stockpile areas, & other areas to be utilized & disturbed during construction, including the location of portable restroom facilities.
- 11) Proposed routes & access points for construction traffic.

2. Grading Plan:

a. One (1) drawing of the entire property:

- 1) A grading plan showing existing & proposed contours, including spot elevations along structures & site improvements where appropriate to determine the flow of surface runoff. The inclusion of arrows denoting surface flow direction is also preferred where appropriate.
- 2) Line(s) denoting limits of disturbance, clearing, grubbing, & grading as appropriate. Protective fencing for areas & vegetation to be preserved & undisturbed throughout construction shall also be shown.
- 3) Documents & plans pursuant to the requirements of the New York State Pollution Discharge Elimination System (SPDES), including a completed Storm Water Pollution Prevention Plan (SWPPP) for Zoning Board review.
- 4) Construction management plan & an inspection schedule as required by the Code Enforcement Officer.

3. Utilities Plan:

a. One (1) drawing of the entire property:

- 1) The locations & size of water, sanitary sewer & storm sewer lines & appurtenances & connections to utility services, including all invert & grate elevations. Where possible, the inclusion of arrows denoting the flow of storm & sanitary sewers is preferred.
- 2) Locations of fire & other emergency zones, including the location of fire hydrants & building sprinkler system connection points.
- 3) Locations of all fuel & energy exploration, generation, transmission, distribution & storage facilities, including but not limited to electricity, natural gas, propane, motor vehicle fuels, & wind, solar & geothermal energy systems
- 4) Locations of outdoor lighting facilities, including the locations of poles, bollards, & building mounted fixtures. Where appropriate & upon request, a photometric plan shall also be prepared & submitted for review & approval by the Zoning Board & Code Enforcement Officer.
- 5) Locations of telephone, cable & other telecommunications devices & facilities.

4. Building Plans:

a. One (1) drawing of the entire property:

- 1) Floor plans showing the location of all building ingress & egress points.
- 2) Elevation plans denoting the type of construction & construction materials, & exterior dimensions of all building elements & facades. Building elevations shall include structures on adjoining lots to indicate the scale & massing of the proposed structure in relation to the area.

5. Detail Plans:

a. One (1) drawing of the entire property:

- 1) The design dimensions & type of construction of all driveways, parking areas &/or loading areas.
- 2) The design & construction materials of all proposed site improvements, including drains, culverts, retaining walls, & fences.
- 3) The design & construction materials to be used for all water & sewer lines & appurtenances.
- 4) The design of all fire hydrants.
- 5) The design & construction materials of all fuel & energy exploration, generation, transmission, distribution, & storage facilities.
- 6) The design dimensions, type of construction materials, including illumination, of all proposed signs.
- 7) The design & construction, including dimensions, of outdoor lighting facilities & the area of illumination on subject & adjacent properties.

6. Landscape Plans:
- a. One (1) drawing of the entire property:
- 1) The location & dimensions of proposed buffers, screening & fence areas specifying materials & vegetation; include existing vegetative cover & proposed areas of lawn & groundcover.
 - 2) A general landscaping plan & planting schedule specifying types & size of vegetation. The size of vegetation at installation & upon maturity shall be noted on the plans.
7. Color Renderings

FOR CODE ENFORCEMENT OFFICE USE ONLY

Documentation submitted:

- | | |
|---|---|
| <input type="checkbox"/> Application fee | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Estimated project construction schedule | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Environmental Assessment Form (SEQR) | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Map showing properties that surround this property | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Site plan drawing | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Grading plan | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Utilities plan | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Building plans | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Detail plans | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Landscape plans, | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Color renderings | <input type="checkbox"/> Waived by Commission |

Zoning District: R-1 R-2 R-3 R-4 MU-1 MU-2 C/I U POS PUD

Meeting Date: _____ Approved Denied Expired Withdrawn by Applicant

Notes: _____

