

## SITE PLAN REVIEW CHECKLIST

The following information should be included in the materials submitted with the site plan review application unless the Planning Board determines that a specific item or items are not necessary for a complete understanding of the project. The Planning Board may require additional information it determines necessary for a meaningful review of the application, based on the nature of the project or site. **Failure to provide all the required and/or requested information may prolong the approval process and be subject to resubmittal fees.**

- 1) \_\_\_\_ A completed Zoning Permit application reviewed by the Zoning Official; and
- 2) \_\_\_\_ A map, with north arrow and scale, identifying the subject site in relation to adjoining public roads and the neighborhood in which it is located; and
- 3) A scaled map (or maps) of the site, with north arrow. The map(s) shall be at a scale approved by the Zoning Official and shall be adequate to show required site features and proposed structures. The map(s) shall show existing conditions, prior to demolition of any existing structures and any grading. The map(s) shall show:
  - a. \_\_\_\_ The boundaries of the site.
  - b. \_\_\_\_ Any easements or record or known prescriptive easements.
  - c. \_\_\_\_ Topography with contours shown at intervals of not more than five feet.
  - d. \_\_\_\_ Vegetation type and location.
  - e. \_\_\_\_ Soil type and properties.
  - f. \_\_\_\_ One-hundred-year floodplain, high groundwater areas, known springs and seep areas, ponds, wetlands, and streams.
  - g. \_\_\_\_ All existing roads, fences, and drainage facilities.
  - h. \_\_\_\_ Location of public utility facilities and easements; and
- 4) Proposed Site Plan, on one or more scaled maps, with a north arrow. The map(s) shall be at a scale approved by the Planning Board and shall be adequate to show required site features and proposed structures. The site plan shall show:
  - a. \_\_\_\_ Location of all proposed buildings and structures
  - b. \_\_\_\_ Location off all site improvements, such as plazas, tennis courts, pools, and similar facilities
  - c. \_\_\_\_ Driveways, parking areas, new and existing roads and other circulation features, including access to existing public roads.
  - d. \_\_\_\_ Proposed location of new (or existing) utility serves or relocated utility services, including easements, if necessary.
  - e. \_\_\_\_ Proposed drainage facilities.
  - f. \_\_\_\_ Location of sewage disposal and water supply systems. A description and explanation of the systems should be included, if necessary; and
- 5) \_\_\_\_ Landscaping Plan, including planting schedule.

- 6) \_\_\_\_\_ Floor plans and elevations of proposed buildings and structures, showing all architectural features, including colors and materials; for larger projects the Planning Board may require renderings showing the proposed project in relationship to adjacent properties; and
- 7) \_\_\_\_\_ Lighting Plan, including the location and design of outdoor lighting; and
- 8) \_\_\_\_\_ Signage Plan, including the location, design, color, materials, and size of all signs; and
- 9) \_\_\_\_\_ Stormwater Management Plan (If required, a Stormwater Pollution Prevention Plan prepared in accordance with NYSDEC regulations shall be adequate to meet this requirement); and
- 10) \_\_\_\_\_ Grading Plan showing existing and finished contours and grades, the location of any slopes of five (5) percent or greater, and proposed erosion control measures; and
- 11) \_\_\_\_\_ If the proposed project is in or near a floodplain, an application in accordance with applicable Flood Damage Prevention Regulations shall be submitted (Village LL 1-1994 or Town LL 1-1995); and
- 12) \_\_\_\_\_ Details of temporary and permanent erosion control measures; and
- 13) \_\_\_\_\_ If necessary, designations of proposed ownership areas shown on the site plan as being part of a condominium unit, common area or dedicated open space; and
- 14) A written statement, which shall contain the following information:
  - a. \_\_\_\_\_ The tax number of the parcel or parcels on which the project will occur, and the name of the owner or record for those parcels.
  - b. \_\_\_\_\_ A general description of the project, including the nature of the use and anticipated hours of operation.
  - c. \_\_\_\_\_ If a multi-family dwelling is proposed, a description of the proposed ownership: condominium, rental, time-share ownership, etc., and a description of the proposed property management structure.
  - d. \_\_\_\_\_ A list of any encumbrances, covenants, easements on the property. These also should be shown on the site plan.
  - e. \_\_\_\_\_ A development schedule indicated phased development, if any, and the estimated completion date for the project; and
- 15) \_\_\_\_\_ If the applicant is not the owner of the property, the applicant shall submit a statement from the property owner that gives his/her permission for the application to be submitted; and
- 16) \_\_\_\_\_ Environmental Assessment Form, with Part 1 completed and signed by the applicant; and
- 17) \_\_\_\_\_ All required fees; and