



# CITY OF PLATTSBURGH

## PLANNING BOARD

### SITE PLAN APPLICATION

FOR OFFICE USE ONLY

Fee: **See Fee Schedule** Fee Paid:

\_\_\_\_ Submittal Date:

\_\_\_\_ PB #:

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|                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                      |                      |               |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------|---------------|--|
| <b>A</b>                                                                                                                                                                                                                                 | <b>Project Description:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                      |                      |               |  |
|                                                                                                                                                                                                                                          | <p><b>Describe Proposed Use(s); Ground Floor Area; Height and Number of Stories for Each Structure. (Submit Separate Narrative if More Space is Needed)</b></p> <ul style="list-style-type: none"> <li>• Residential: Include Number of Dwelling Units by Size (efficiency, one-bedroom, two-bedroom, three or more bedrooms) and number of parking spaces to be provided.</li> <li>• Nonresidential: Include Total Floor Area and Total Sales Area; Number of Vehicular Parking Spaces</li> <li>• Include Any Other Proposed Structures (e.g. Trash Enclosures, Accessory Storage, etc...)</li> </ul> |                                                      |                      |               |  |
| Tax Map Parcel number(s):                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Current Site Conditions:                             |                      |               |  |
|                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Character of Surrounding Lands:                      |                      |               |  |
| Project Location/Address:                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Anticipated Construction Time:                       |                      |               |  |
| Zoning District:                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Phased Development?                                  |                      |               |  |
| Property Description/Class:                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Estimated Construction Cost:                         |                      |               |  |
| NYSDEC Wetland Jurisdictional Determination:<br><input type="checkbox"/> Positive JD<br><input type="checkbox"/> Negative JD                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Anticipated Number of Residents/Customers/Employees: |                      |               |  |
| Total Parcel Area:                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | No. of Proposed Parking Spaces:                      |                      |               |  |
| Current Land Use:                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                      |                      |               |  |
| <p><b>❖ A representative acting on behalf of an owner must submit a notarized affidavit of representation. ❖</b><br/> <b>LLCs, Corporations, Etc... must provide evidence of authorization to act on behalf of the organization.</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                      |                      |               |  |
| <b>Applicant</b>                                                                                                                                                                                                                         | Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                      | <b>Plan Preparer</b> | Name:         |  |
|                                                                                                                                                                                                                                          | Organization:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                      |                      | Organization: |  |
|                                                                                                                                                                                                                                          | Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                      |                      | Address:      |  |
|                                                                                                                                                                                                                                          | Telephone:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                      |                      | Telephone:    |  |
|                                                                                                                                                                                                                                          | Email:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                      |                      | Email:        |  |
| <b>Property Owner (if different)</b>                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                      |                      |               |  |
| Name:                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                      | Telephone:           |               |  |
| Address:                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                      | Email:               |               |  |



**CITY OF PLATTSBURGH**  
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| <b>B</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Application Materials Required: (APPLICATION MATERIALS MUST BE SUBMITTED DIGITALLY)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <p><b>Applicants must first send the following documents digitally to <a href="mailto:Planning@cityofplattsburgh-ny.gov">Planning@cityofplattsburgh-ny.gov</a>.</b></p> <p><i>Upon a notice of determination by Planning staff that the application is complete, the applicant must submit <b>twelve (12) collated copies</b> of all materials to the Community Development Office.</i></p> <p> <input type="checkbox"/> Completed application    <input type="checkbox"/> Completed EAF Part 1<br/> <input type="checkbox"/> Project narrative    <input type="checkbox"/> Material samples/examples (see Section G)    <input type="checkbox"/> Site Plan (See Section D)    <input type="checkbox"/> Existing Condition Depictions (see Section F)<br/> <input type="checkbox"/> Colored architectural elevations    <input type="checkbox"/> 1 digital copy of all materials<br/>         (see Section E) (email to: <a href="mailto:Planning@cityofplattsburgh-ny.gov">Planning@cityofplattsburgh-ny.gov</a>)       </p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>C</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>SITE PLAN REQUIREMENTS: (Site Plan Must Include the Following Information)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Application Information & Location Map                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <input type="checkbox"/> Name and Address of Owner<br><input type="checkbox"/> Title of Development<br><input type="checkbox"/> Tax Map Designation and Street Address<br><input type="checkbox"/> Name, Address, & License Number of Plan Preparer<br><input type="checkbox"/> Date/Version of the Site Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> Map Delineating Location of Site with Reference To Surrounding Areas & Street Intersections Within 200 ft<br><input type="checkbox"/> North Arrow and Scale<br><input type="checkbox"/> Location of Buildings within 200 ft<br><input type="checkbox"/> Zoning District Boundaries within 200 ft<br><input type="checkbox"/> Legend                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Existing Conditions Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <input type="checkbox"/> Layout Of Proposed Buildings Or Structures<br><input type="checkbox"/> Boundaries Of The Property, Including Required Building Or Setback Lines And Lines Of Existing Streets, Lots And Easements, And Areas Dedicated To Public Use, Including Grants, Restrictions And Rights-Of-Way.<br><input type="checkbox"/> All Distances, As Measured Along Right-Of-Way Lines, Of Existing Streets Abutting The Property To The Nearest Intersection With Any Other Street.<br><input type="checkbox"/> Location Of Existing Buildings On The Site Which Shall Remain And All Other Structures Such As Walls, Fences, Culverts And Bridges. Structures To Be Removed Shall Be Indicated By Dashed Lines.                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> Existing Lot Line Dimensions In Feet And All Relevant Bearings In Tenths Of Seconds.<br><input type="checkbox"/> Location And Elevation Of All Storm Drainage Structures, Whether Publicly Or Privately Owned, With Pipe Sizes, Grades And Directions Of Flow.<br><input type="checkbox"/> Existing Contours At One-Foot Intervals Where Slopes Are 10% Or Less, And Five-Foot Intervals Where Slopes Are Greater Than 10%. Where Any Changes Are Proposed, Finished Grades Should Be Shown As Solid Lines And Existing Grades As Dashed Lines.<br><input type="checkbox"/> The Location Of Significant Natural Features, Such As Rock Outcrops, Watercourses, Ponds, Marshes, Wooded Areas, Depressions And Flood Lines. |  |

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### SITE PLAN APPLICATION

| Proposed Site Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> A survey, prepared and sealed by a licensed surveyor or engineer, showing the boundaries of the parcel and the limits of all proposed streets, recreation areas and other property to be dedicated to public use.</li> <li><input type="checkbox"/> All proposed means of vehicular ingress and egress to and from the site, including the location and size of driveways and curb cuts, and the organization of traffic channels and controls, as applicable.</li> <li><input type="checkbox"/> The location and design of any proposed off-street parking areas and/or loading areas, showing the size and location of parking bays, aisles and barriers.</li> </ul>                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li><input type="checkbox"/> All proposed easements and public and community areas, all proposed streets with profiles indicating grading and cross sections showing road-way widths, the locations and widths of sidewalks and the location and size of proposed utility lines.</li> <li><input type="checkbox"/> The proposed use or uses of land and buildings, including floor space, number of employees, housing units or any other capacity measurement, as relevant.</li> <li><input type="checkbox"/> All proposed building materials and architectural treatments.</li> <li><input type="checkbox"/> Location of all proposed waterlines, valves, hydrants, sewer lines or alternative means of water supply or sewage disposal and treatment.</li> </ul>                                                                                                                                                                                                                                                             |
| Supplemental Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Grading and drainage plan, showing existing and proposed contours, rock outcrops, depth to bedrock, soil characteristics, and watercourses;</li> <li><input type="checkbox"/> Location, design, type of construction, proposed use and exterior dimensions of all buildings;</li> <li><input type="checkbox"/> Location, design and type of construction of all parking and truck loading areas, showing access and egress;</li> <li><input type="checkbox"/> Provision for pedestrian access;</li> <li><input type="checkbox"/> Location of outdoor storage, if any;</li> <li><input type="checkbox"/> Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences;</li> <li><input type="checkbox"/> Description of the method of sewage disposal and location, design and construction materials of such facilities;</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the method of securing public water and location, design and construction materials of such facilities;</li> <li><input type="checkbox"/> Location of fire and other emergency zones, including the location of fire hydrants;</li> <li><input type="checkbox"/> Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;</li> <li><input type="checkbox"/> Location, size and design and type of construction of all proposed signs;</li> <li><input type="checkbox"/> Location and proposed development of all buffer areas, including existing vegetative cover;</li> <li><input type="checkbox"/> Location and design of outdoor lighting facilities;</li> <li><input type="checkbox"/> Identification of the location and amount of building area proposed for retail sales or similar commercial activity;</li> <li><input type="checkbox"/> General landscaping plan and planting schedule;</li> </ul> |
| <b>D</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>EXISTING CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> Photographs of Existing Conditions <b>or</b> <input type="checkbox"/> Digital Renderings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>E</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>MATERIALS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> Cut Sheets and/or Detailed Specification of Materials with colorized image<br>(eg. Brand Name, Dimensions, Colors/Finishes)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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### SITE PLAN APPLICATION



#### Applicant Acknowledgement

By signing this application, I acknowledge and agree to the following:

1. I am the property owner or have obtained the property owner's / owners' consent to the submittal of this application and the contents therein; and
2. I have carefully reviewed and prepared the application and plans in accordance with the instructions; and 3. I provided correct and accurate information in this application, including all attachments; and 4. I understand that the submittal of inaccurate or incomplete information or plans, or failure to comply with the instructions may result in processing delays and/or denial of my application; and
5. I understand that it is the responsibility of the applicant to substantiate the request through the requirements of the application, City of Plattsburgh Zoning Code and any other regulations adopted by the City of Plattsburgh; and 6. I understand that upon further evaluation, additional information/documents/reports and fees may be required; and 7. I understand that failure to submit any such required fees or information requested after submittal may result in processing delays and/or denial of my application; and
8. I understand that it is the responsibility of the applicant or property owner to notify City of Plattsburgh Planning Staff of any changes to the project, including change of ownership, which may require additional information/documents/reports and fees and may cause delay to the processing of the project; and
9. I understand that if there is a zoning violation on the property, plan review may be delayed. Any unpermitted structures or uses must either be removed or legalized as part of this application; and
10. I understand that when applicable, the environmental review associated with the submittal of this application is preliminary, and that after further evaluation, additional information, reports, studies, application and/or fees may be required; and
11. I as the property owner or property owner's authorized representative consent and expressly allow, authorize, and permit City of Plattsburgh Planning Staff to enter upon, photograph, and/or inspect all exteriors of the subject property, with or without prior notice, to process this application. No additional permission or consent to enter upon the exterior of the subject property is necessary or shall be required. I further certify and warrant that I am authorized to and, hereby do, consent and allow such inspections on behalf of each and all owners of the subject property; and
12. I understand that all materials submitted in connection with this application may become public record subject to inspection and copying by the public. I acknowledge and understand that the public may inspect and copy these materials and that some or all of the materials may be posted on the City of Plattsburgh website; and 13. I understand that denials will result in no refunds; and
14. I understand that City of Plattsburgh Planning staff and members of the City of Plattsburgh Planning Board are not permitted to assist the applicant or proponents and opponents of a project in preparing arguments for or against the project; and
15. I understand that members of the City of Plattsburgh Planning Board are not permitted to engage in ex-parte communication regarding the application and agree not to engage in ex-parte communication with said City of Plattsburgh Planning Board members; and
16. I understand that there is no guarantee – express or implied – that an approval will be granted. I understand that such an application must be carefully evaluated and after the evaluation has been conducted, or the public hearing has been held, that staff's recommendation or decision may change during the course of the review based on the information presented.

Applicant Signature:

Date:

Printed Name: