

SITE PLAN REQUIRED INFORMATION

REQUIRED INFORMATION FOR SITE PLANS

An application for site plan approval shall be made in writing and shall be accompanied by a detailed site plan prepared by a professional engineer, land surveyor, or architect.

Maps, as required, shall be drawn to a scale of not less than one (1) inch equals fifty (50) feet and shall include a North arrow and legend.

The application, including the detailed site plan and fees shall be submitted to the Secretary of the Planning Board by the submittal date as the Planning and Zoning calendar illustrates, prior to the scheduled Planning Board meeting at which the detailed site plan is to be reviewed.

Said detailed site plan application packet shall contain all information as designated on the following checklist:

- ☐ Parcel Jurisdictional Determination by completing the NYS DEC Wetland Jurisdictional Determination form available at:
<https://dec.ny.gov/nature/waterbodies/wetlands/freshwater-wetlands-program/freshwater-wetland-jurisdictional-determination>
- ☐ Location map delineating the location of the site with reference to surrounding areas (lot sizes and current use of lots) and existing street intersections within 200 feet. Identify all zoning district boundaries with 200 feet.
- ☐ Boundary survey map of property prepared by licensed land surveyor with all distances and bearings or angles shown.
- ☐ Existing and proposed easements and deed restrictions.
- ☐ Indicate all porches, decks, drives and walks and show the location of all required offstreet parking. (All curb cuts for new construction are to be by owner with depressed curbs provided).
- ☐ Required zoning setback lines, lines of existing streets, lots and easements, restrictions and right of way.
- ☐ Location of existing building on 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.
- ☐ Location of significant natural features, such as rock outcrops, watercourses, ponds, marshes, wood areas, depressions and flood lines.
- ☐ Show all City water and sewer facilities and elevations in street and indicate service laterals and estimated invert elevations.
- ☐ Grading: Show existing and proposed grade by either contours or; spot elevations at building corners and other locations with swales or drainage patterns clearly indicated. Elevations shall be referenced to USGSNGVD vertical datum with benchmark locations indicated.
- ☐ Location of all storm drainage structures (existing and proposed) with elevations of rim, invert, pipe size, grade and directions of flow.

- ☐ Schematic building floor plans indicating use of all spaces. Show proposed floor elevations of new structures (main floor, cellar and garage). For repetitive housing units, providing typical floor plans is acceptable providing the number and location of alternate floor plans is indicated.
- ☐ Elevation plans of all existing and proposed or remodeled buildings indicating type of finish materials to be used.
- ☐ Tabulation of parking calculations showing floor area and use or number of housing units with appropriate zoning factor for required number of spaces and spaces actually provided.
- ☐ Location and dimension of offstreet parking and/or loading areas.
Indicate handicapparking spaces where such spaces must be provided.
- ☐ Proposed location and size of driveways, curb cuts, fire lanes and/or turnarounds, and any proposed traffic controls for vehicular ingress and egress.
- ☐ Proposed location of walkways and other areas for safe pedestrian access and circulation.
- ☐ Location, dimension and details of all proposed signs.
- ☐ Existing and proposed screening, landscaping and plantings (indicate number, type, size and planting schedule for proposed plantings).
- ☐ Tabulation of zoning area and bulk requirements. Indicate existing, proposed and required.
- ☐ Specifications or details of all proposed site improvements (paving, walks, curbing, drainage structures, manholes, hydrants, parking barriers, fencing, retaining walls, etc.).
- ☐ Existing and proposed utility lines (water, yard hydrants, sanitary sewer, storm sewer, electric – including properly dimensioned profiles, elevations, cross sections and location of any utility poles and pad mount transformers).
- ☐ Existing and proposed outdoor lighting. Indicate size and type of fixture, mounting and aiming height, intensity of illumination and time of proposed outdoor lighting.
- ☐ Location and type of refuse storage facilities.
- ☐ Proposed building materials and architectural treatments.
- ☐ Identification of each land use activity.