

Site Plan Review Checklist

As determined at the Sketch Plan Conference, the Preliminary Site Plan must include **all** of the following:

	Required	Provided	
1	<input type="checkbox"/>	<input type="checkbox"/>	Title of drawing, including name and address of applicant and person responsible for preparation of such drawing.
2	<input type="checkbox"/>	<input type="checkbox"/>	North arrow, graphic scale and date.
3	<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of the property, plotted to scale.
4	<input type="checkbox"/>	<input type="checkbox"/>	The location of existing property lines, easements, structures, subdivisions, streets, driveways, permanent open space and natural features (subject to other state or federal regulations which may restrict development) within 200 feet of the proposed site or at the discretion of the Planning Board.
5	<input type="checkbox"/>	<input type="checkbox"/>	Grading and drainage plan, showing existing and proposed contours. The drainage plan shall also clearly explain the methodology used to project storm water quantities and the resultant peak flow conditions.
6	<input type="checkbox"/>	<input type="checkbox"/>	Location, proposed use, and height of all existing and proposed buildings.
7	<input type="checkbox"/>	<input type="checkbox"/>	Summary of the amount of square footage devoted to each use requiring off-street parking or loading.
8	<input type="checkbox"/>	<input type="checkbox"/>	Number, location, design, and construction materials of all parking and loading areas, showing access and egress. Location of reserved parking areas as required by the off-street parking regulations of Article VIII. All proposed site improvements, such as driveway cuts, located within County or State Rights-of-Way must seek the appropriate highway work permit approval from the appropriate State or County agency.
9	<input type="checkbox"/>	<input type="checkbox"/>	Provision for pedestrian access.
10	<input type="checkbox"/>	<input type="checkbox"/>	Location, dimensions and vehicle capacity of drive-in facilities and related queuing lanes.
11	<input type="checkbox"/>	<input type="checkbox"/>	Building elevation(s) showing building massing, window and door spacing and treatments and other architectural features; and indication of building materials suitable to evaluate architectural compatibility.
12	<input type="checkbox"/>	<input type="checkbox"/>	Location, purpose and holder of all proposed easements or dedications for utilities, recreation, conservation or other purpose.
13	<input type="checkbox"/>	<input type="checkbox"/>	Location, size, and type of material for any proposed outdoor storage.
14	<input type="checkbox"/>	<input type="checkbox"/>	Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.
15	<input type="checkbox"/>	<input type="checkbox"/>	Description of the type and quantity of sewage expected; the method of sewage disposal and the location, design and construction materials of such facilities.
16	<input type="checkbox"/>	<input type="checkbox"/>	Description of the type and quantity of water supply needed; the method of securing water supply, and the location, design and construction materials of such facilities.
17	<input type="checkbox"/>	<input type="checkbox"/>	Location of fire and other emergency zones, including the location of fire hydrants.
18	<input type="checkbox"/>	<input type="checkbox"/>	Location, size, design and construction materials of all proposed signs.

Site Plan Review Checklist Continued

Required	Provided	
19	<input type="checkbox"/>	<input type="checkbox"/> Location of proposed buffer areas, including existing vegetative cover.
20	<input type="checkbox"/>	<input type="checkbox"/> Location, design and construction material of all energy-distribution facilities, including electrical, gas, wind power, solar energy and other public utility facilities, such as cable or phone service.
21	<input type="checkbox"/>	<input type="checkbox"/> Location, type, height, brightness and control of outdoor lighting facilities. A photometric study may be required.
22	<input type="checkbox"/>	<input type="checkbox"/> Identification of permanent open space or other amenities provided.
23	<input type="checkbox"/>	<input type="checkbox"/> A table summarizing all dimensional requirements for the principal structure (as provided in Section 5.01) and any accessory structures (as provided in Subsection 4.06, 1) as well as all dimensions for all structures proposed, each building footprint, total size in square feet and number of stories; the number of dwelling units and the amount of square feet devoted to each use type; size, in square feet or acres, of access, parking and circulation areas and the number of loading, queuing and parking spaces; size in square feet of landscaped and natural open space; and size in square feet and text of all signs.
24	<input type="checkbox"/>	<input type="checkbox"/> A landscaping plan and planting schedule in accordance with Article IX.
25	<input type="checkbox"/>	<input type="checkbox"/> Other elements integral to the proposed development as considered necessary by the Planning Board, to include showing railroads or any other type of transportation facilities not specified.
26	<input type="checkbox"/>	<input type="checkbox"/> All forms and information pursuant to New York State Environmental Quality Review Act (SEQRA).
27	<input type="checkbox"/>	<input type="checkbox"/> An agricultural data statement if the proposed use is located on or within 500 feet of a farm operation in a Cayuga County agricultural district.
28	<input type="checkbox"/>	<input type="checkbox"/> For all developments disturbing more than one acre, New York State Department of Environmental Conservation (NYSDEC) requires that Municipalities receive a copy of the Storm Water Pollution Prevention Plan (SWPPP) prior to plan approval. The owner is required to comply with the NYSDEC's "SPEDES General Permit for Storm Water Discharge from Construction Activity" Permit #G-P-02-01 (or as may be revised).