

**TOWN OF PLATTSBURGH
ZONING ORDINANCE ARTICLE VII
APPLICATION FOR SITE PLAN APPROVAL**

For sketch plans complete A & B and return to the Town of Plattsburgh Planning & Zoning Office 21 days prior to schedule Planning Board Meeting at which the sketch site plan is to be reviewed.

DATE _____

1. Name of proposed development: _____

2. APPLICANT: _____ 3. PLANS PREPARED BY: _____

NAME/PRINT

NAME/PRINT

ADDRESS

ADDRESS

Telephone () _____

Telephone () _____

Fax () _____

Fax () _____

Tax Map parcel no.: _____

Owner (if different/more than one owner, provide information for each):

NAME/ADDRESS

NAME/ADDRESS

NAME/ADDRESS

NAME/ADDRESS

NAME/ADDRESS

NAME/ADDRESS

Telephone () _____

Telephone () _____

5. Pre-Sketch Plan Conference:

Meeting - Date _____

Time _____

With _____

6. Application received by: _____

Date _____

APPLICANT SIGNATURE

OWNER/LEGAL REPRESENTATIVE OF OWNER

A. Sketch Plan (Article VII, Section 7.4)

1. A statement describing the proposed land use activity relative to the current zoning district use and area requirements.
2. A sketch, drawn to a scale of one (1) inch equals two hundred feet (200'), or the scale of the existing tax map for that parcel, showing the locations and dimensions of all existing and proposed land use activities, buildings, structures, parking areas, *all proposed signs*, access signs (with descriptions), existing and proposed vegetation, existing and proposed site drainage, NYSDEC-designated wetlands, the 100-year

floodplain, public and private utilities, and other planned features; anticipated changes in the existing topography and natural features; and, where applicable, measures and features to comply with wetland, flood hazard and flood insurance regulations;

3. An area map showing the parcel under consideration, all properties, subdivisions, streets, rights-of-way, easements and other pertinent features within two hundred (200) feet of the boundaries of the parcel, and;
4. A topographic or contour map at one (1) inch equals two hundred (200) foot scale minimum to show site topography.

B. ADDITIONAL SKETCH INFORMATION:

Total site area (square feet or acres) _____

Anticipated construction time _____ Start _____ Completion _____

Will development be Phased ____yes ____no. If YES, indicate schedule _____

Current land use of site (agriculture, commercial, undeveloped, vacant, etc.): _____

Current condition of site (buildings, brush, developed, vacant, etc.): _____

Character of surrounding lands (suburban, agriculture, wetlands, etc.): _____

Anticipated increase in number of residents, shoppers, employees, etc. (as applicable):

Describe proposed use, including primary and secondary uses; ground floor area; height; and number of stories for each building:

_____ for residential buildings include total floor area and total sales (efficiency, one-bedroom, three or more bedrooms).

_____ for nonresidential buildings, include the total floor area and total sales area; number of automobile and truck loading spaces.

_____ other proposal structures.

Project Narrative Description (Use separate sheet if needed): _____

C. Application for Detailed Site Plan Approval (Article VII, Section 7.5):

An application for detailed site plan approval shall be made in writing and shall be accompanied by a detailed site plan and report prepared by a licensed land surveyor and/or professional engineer along with required site plan fees. The application, including the detailed site plan and fees, shall be submitted to the Secretary of the Planning Board a minimum of twenty-one (21) consecutive days before 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. If the Applicant and Planning Board discussed the project at a S.P.C., the required information shall be drawn from the following checklist together with other elements as determined necessary by the planning Board at said S.P.C.

All plans and Specifications shall be drawn to a scale of one (1) inch equal of one (1) inch equals fifty (50) feet unless otherwise required by the Planning Board at the S.P.C.

- ___ 1. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;
- ___ 2. North arrow, graphic and numeric scale and date (initial plan date and provisions for plan revision dates);
- ___ 3. Metes and bounds dimensions of the property prepared by a New York State Licensed Land Surveyor;
- ___ 4. All existing and proposed structures, features, and land use activities;
- ___ 5. Parcels immediately adjacent to the subject parcel, prepared by a New York State Licensed Land Surveyor, and, for each parcel, the owner's name and address with current deed date and recording data;
- ___ 6. Existing watercourses, flood hazard areas, flood insurance zones, and New York State designated and Army Corps of Engineers wetland areas, prepared by a Licensed Land Surveyor;
- ___ 7. Grading and drainage plan, showing existing and proposed contours at a maximum of two (2) foot contour interval (USGS - NGVD datum for contour information on the detailed site plan shall be taken from existing USGS - NGVD Vertical Control monuments with their bench mark reference designated on the site plan). Planimetric and topographic information shall extend a minimum of fifty feet (50') beyond the property boundary;
- ___ 8. Comparison of proposed project's NGVD elevations with elevations designated on the public sanitary system. Results thereof shall appear on the detailed site plan. (this applies only when a proposed site plan project is within 2,000 feet of an existing public sanitary sewer collection or treatment facility.);
- ___ 9. Exterior dimensions of all existing and proposed structures, with distances between all structures and distances between all structures and property lines properly dimensioned;
- ___ 10. Type of construction materials and exterior color(s), height (eave and peak) and other exterior features for all existing and proposed structures, properly dimensioned;
- ___ 11. Elevations of all views for all existing and proposed structures;
- ___ 12. Location, design and type of construction of all existing and proposed parking, truck loading areas, vehicular access and egress, with profile elevations and cross-section details provided at fifty (50) foot intervals;

- _____ 13. Existing and proposed provision for pedestrian access and movement;
- _____ 14. Existing and proposed pedestrian and vehicular links to adjacent lots and public rights-of-way;
- _____ 15. Location of existing and proposed outdoor storage, if any, properly dimensioned;
- _____ 16. Location, design, construction materials and written specifications of all existing and proposed site improvements including drains, culverts, retaining walls, and fences;
- _____ 17. Method of sewage disposal with location, design, construction materials and within specifications of such facilities, properly dimensioned, with profiles, elevations and cross sections details provided at fifty (50) foot intervals;
- _____ 18. Method of securing water with location, design, construction materials and written specifications of such facilities, properly dimensioned with profiles, elevations and cross sections details provided at fifty (50) foot intervals;
- _____ 19. Location of existing and proposed fire and other emergency zones, including the location of fire Hydrants with fire flow test results not more that twenty-four (24) months old;
- _____ 20. Location, design, construction materials and written specifications of all energy distribution facilities, including electrical, gas and solar energy, properly dimensioned;
- _____ 21. Location, size design and type of construction of all existing and proposed signs;
- _____ 22. Location of existing and proposed buffer areas, including existing and proposed vegetative cover (refer to Section 5.15 on page 30);
- _____ 23. Location design and written specifications of all existing and proposed outdoor lighting facilities;
- _____ 24. Identification of each land use activity and the numerical amount of building area for all existing and proposed structures and land use activities within the project;
- _____ 25. Location, design and written specifications of all materials to be used in the landscaping plan and planting schedule for the proposed project;
- _____ 26. Information for landscaping and planting schedule previously approved for the site relative to approved planting and planting existing at the time of the new detailed site plan approval;
- _____ 27. An estimated project site plan improvement construction cost sheet (excluding building cost);
- _____ 28. Project schedule for all site plan improvements and proposed buildings or structures;
- _____ 29. Identification of all federal, state, county or other local permits required for the project's execution;
- _____ 30. Record of all other applications and approval status of all necessary permits from federal, state, county and local officials;

_____ 31.A Storm Water Management Report, prepares by a licensed engineer, providing, at a minimum, the following information:

- Narrative of proposed storm water management system and basis of design.
- Basis of closed storm water conveyance systems to be a ten (10) year storm event. Provide computations for flow, size and scope of each pipe section.
- Pre-development and post development runoff generation. Detention facilities shall be based upon a twenty-five (25) year post development runoff with peak discharge limited to the pre-development runoff from a ten (10) year storm event at the discharge point.

_____ 32.Erosion and Sediment Control Plan consistent with New York State Standards and Specifications; and

_____ 33. The applicable fee as established from time to time by the Town Board; and

_____ 34. Information to demonstrate that the length and width of drive-through lanes, both before and after the drive-through window or other feature is sufficient to provide enough stacking need for the vehicles entering and exiting the facility, along with adequate bypass lanes.

_____ 35. Other elements integral to the proposed site plan development as considered necessary by the Planning Board. _____

_____ 36. Identification of any permits required for the project's execution;

<u>Agency</u>	<u>Date Submitted</u>	<u>Approved</u>	<u>Denied</u>
_____ Federal	_____	_____	_____
_____ State	_____	_____	_____
_____ County	_____	_____	_____
_____ Local	_____	_____	_____
_____ Environmental	_____	_____	_____
_____ Zoning _____ Area _____ Use _____	_____	_____	_____
_____ Planning _____ Type _____	_____	_____	_____

- All fees shall be submitted along with the detail site plan.

_____ 37. Site Plan Fees:

_____ 0 to 4,999 sq. ft.....	\$100.00
_____ 5,000 to 9,999 sq. ft.	200.00
_____ 10,000 to 29,999 sq. ft.....	300.00
_____ 30,000 to 99,999 sq. ft.....	500.00
_____ >100,000 sq. ft.....	750.00

_____ 38. Construction deposit required (3% of "Schedule A" Cost Estimate Total)

- If the work outlined on **Schedule "A"** for this project is uncompleted within a time frame authorized by the subdivision and zoning regulation of the Town of Plattsburgh from the approval date of the Town Planning Board then, the Town of Plattsburgh shall assess direct cost for engineering, planning and departmental review cost and direct cost shall be assessed a

1.7 times multiplier. This cost of review shall be deducted from the 3% deposit on file with the Town of Plattsburgh and the remaining portion beyond those direct costs shall be returned to the applicant, upon written request therefore.

Total Cost from Attachment "A"	\$ _____
3% Construction Deposit	\$ _____
**Deposit Fee	\$ _____

Section 7.9 Reimbursable Costs

Costs incurred by the Planning board for consultation fees, Staff review costs, or other expenses in connection with the review of a detailed site plan application shall be charged to the Applicant.

As of September 10, 2008 the Town of Plattsburgh will require consultation fee's to be charged to the Applicant. Additional Staff review costs or other expenses maybe charged to the Applicants in accordance with section 7.9.

Town Planning Department

Date

Fee Schedule derived from:
Town of Plattsburgh Local Law No. 3 - 2006