

**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 ( ) \_\_\_\_\_

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

\_\_\_\_\_  
NAME/ADDRESS

\_\_\_\_\_  
NAME/ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
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 7.3)**

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 five hundred feet (500'), or the scale of the existing tax map for the parcel, showing the locations and dimensions of all existing and

proposed land use activities, buildings, structures, parking areas, access signs (with descriptions), existing and proposed vegetation, existing and proposed site drainage, NYSDEC-designated wetlands, the 100-year flood plan, 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 five hundred (500) 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 7.4):**

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 5.14 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. The applicable fee as established from time to time by the Town Board; and
- \_\_\_ 33. 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.
- \_\_\_ 34. Other elements integral to the proposed site plan development as considered necessary by the Planning Board. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- \_\_\_ 35. 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	_____	_____	_____

\_\_\_36. 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

\_\_\_ 37. Construction deposit required (3%)

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

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

\_\_\_\_\_  
Applicant (signature) Date  
Required if checked \_\_\_\_\_

\_\_\_\_\_  
Town Planning and Engineering Assistant Date

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