

## Site Plan Data Checklist:

### Sketch Plan: [§158-24 A. and B.]

- \_\_\_\_\_1. Ten (10) copies each of a statement describing the project, sketch plan, and topographic map (USGS) showing the location of the property in relation to the surrounding area need to be submitted to the Planning Board (PB) Chairman **twelve (12) days prior** to the regularly scheduled meeting which is the 1<sup>st</sup> Thursday of each month at 7:00 pm.
- \_\_\_\_\_2. The applicant needs to attend the PB meeting to discuss the sketch plan. The PB will then review the proposed project. They will determine if the sketch plan meets the regulations and where it deems it necessary, will make specific recommendations to be incorporated by the applicant in the next submission to the PB. An environmental assessment form (EAF) needs to be completed at this time for submission with the preliminary site plan application.

### Preliminary Site Plan Must Contain the Following Information: [§158-24 C.]

- \_\_\_\_\_3. Name and address of applicant and owner, if different, and of the person responsible for preparation of such drawings.
- \_\_\_\_\_4. Date, North point, written and graphic scale.
- \_\_\_\_\_5. Boundaries of the area plotted to scale, including distances, bearings and areas.
- \_\_\_\_\_6. Location and ownership of all adjacent lands as shown on the latest tax records.
- \_\_\_\_\_7. Location, name and existing width of adjacent streets.
- \_\_\_\_\_8. Location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use or adjoining the property.
- \_\_\_\_\_9. Complete outline of existing or proposed deed restrictions or covenants applying to the property
- \_\_\_\_\_10. Existing hydrologic features together with grading and drainage plan showing existing and proposed contours at five-foot intervals.
- \_\_\_\_\_11. Location, proposed use and height and dimensions of all buildings
- \_\_\_\_\_12. Location, design, construction materials of all parking and truck loading areas with access and egress drives thereto.
- \_\_\_\_\_13. Provision for pedestrian access, including public and private sidewalks.
- \_\_\_\_\_14. Location of outdoor storage, if any.
- \_\_\_\_\_15. Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.
- \_\_\_\_\_16. Description of the method of sewage disposal and the location, design and construction materials of such facilities.
- \_\_\_\_\_17. Description of the method of securing public water and location, design and construction materials of such facilities.

- \_\_\_\_\_18. Location of fire lanes and other emergency zones, including the location of fire hydrants.
- \_\_\_\_\_19. Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy.
- \_\_\_\_\_20. Location, size, design and construction materials of all proposed signs.
- \_\_\_\_\_21. Location and proposed development of all buffer areas, including indication of existing and proposed vegetative cover.
- \_\_\_\_\_22. Location and design of outdoor lighting facilities.
- \_\_\_\_\_23. Designation of the amount of gross floor area and gross leasable area proposed for retail sales and services, office and other similar commercial or industrial activities.
- \_\_\_\_\_24. Number and distribution by type of all proposed dwelling units.
- \_\_\_\_\_25. General landscaping plan and planting schedule.
- \_\_\_\_\_26. A draft environmental impact statement (EIS), where required.
- \_\_\_\_\_27. Other elements integral to the proposed development as considered necessary by the Planning Board, including identification of any federal, state or county permits required for the project's execution.

**Materials to be submitted by applicant: [§158-25]**

- \_\_\_\_\_28. Vicinity map. This map at a scale of 2,000 feet to the inch or larger shall show the relationship of the proposal to existing community facilities that may affect or serve it such as streets, shopping areas, schools, employment centers, etc. It shall show all properties, subdivisions, streets and easements within 300 feet of the proposal. Such a sketch may be superimposed on a USGS map of the area.
- \_\_\_\_\_29. Topographic map. This shall be drawn at a scale of 100 feet to the inch or larger and shall show existing topography at a contour interval of not more than five feet. This map shall also show the location of pertinent natural features that may influence the design of the proposed use such as watercourses, swamps, wetlands, rock outcrops, wooded area, areas subject to flooding, etc.
- \_\_\_\_\_30. Site development plan. This map of the property on which the proposal is to be situated shall be drawn at a scale of 100 feet to one inch or larger and shall show the location of all automobile parking and all parking for commercial vehicles while loading and unloading, the location and width of all driveways, exits and entrances, the location of all existing or proposed site improvements, including drains, culverts, retaining walls and fences; provide a description and show the location of sewage disposal facilities, water facilities, show location and size of all signs, the location of proposed buffer areas, and the design of lighting facilities, and such other facilities as indicated in the preliminary site plan checklist.

- \_\_\_\_\_31. Elevations and/or sections. The site plan shall be accompanied by preliminary elevations and/or sections at the same or larger scale as required for the site plan, drawn in sufficient detail to delineate clearly the bulk and height of all buildings and other permanent structures included in the proposal.
- \_\_\_\_\_32. Engineering plans. Preliminary engineering plans, including street improvements, drainage system and public or private utility systems, and other such supporting data as may be necessary.

**Security for installation of improvements:** [§158-26]

General

In order that the Town has the assurance that the construction and installation of such improvements as storm sewer, water supply, sewage disposal, landscaping, street signs, sidewalks, parking, access facilities and street surfacing will be constructed, the Planning Board shall require that the applicant enter into one of the following agreements with the Town:

- \_\_\_\_\_33. Furnish bond executed by a surety company, licensed to do business in New York State, equal to the cost of construction of such improvements as shown on the plans and based on an estimate furnished by the applicant and approved by the Planning Board.
- \_\_\_\_\_34. Deposit a certified check in sufficient amount equal to the cost of construction of such improvements as shown on the plans and based on the above estimate.
- \_\_\_\_\_35. Provide an irrevocable letter of credit with an institution or entity suitable to the Town Board.

Conditions

- \_\_\_\_\_36. Before the final site plan is approved, the applicant shall have executed a contract with the Town, and a performance bond, letter of credit or certified check shall have been deposited covering the estimated cost of the required improvements that have been designated by the Planning Board.
- \_\_\_\_\_37. The security provided shall be to the Town and shall provide that the applicant, his heirs, successors and assigns, their agent or servants, will comply with all applicable terms, conditions, provisions and requirements of this chapter; will faithfully perform and complete the work of constructing and installing such facilities or improvements in accordance with the approved site plan.
- \_\_\_\_\_38. Any such security shall require the approval of the Town Board and the Town Attorney as to form, sufficiency, manner of execution and surety.
- \_\_\_\_\_39. Wherever a certified check or letter of credit is made, the same shall be made payable to the Town.

**Site Plan Review Standards:** [Article VI]

**§ 158-28. Access to sites.**

\_\_\_\_\_40. Access to all sites shall be consistent with the standards set forth in Policy and Standards for Entrances to State Highways, as revised, published by the State of New York Department of Transportation.

**§ 158-29. Buffer areas.**

\_\_\_\_\_41. Where a site plan proposes commercial development adjacent to residential areas, the Planning Board shall require a minimum twenty-five-foot vegetative buffer area. Plant material shall be spaced to form an opaque screen either in a single row or multiple rows with alternate spacing and shall meet the standards of § 158-30 of this article.

**§ 158-30. Landscaping.**

A. In areas of traffic movement. In areas where landscape materials are used to define paths of traffic movement, the following guidelines shall be used:

\_\_\_\_\_42. Plant materials shall consist of upright Juniper or Yew, Barberry, Firethorn, Evergreen Euonymus or equivalent approved by the Planning Board.

\_\_\_\_\_43. Plants shall be selected to achieve not more than three feet mature height. Planting height shall be 18 inches to 24 inches.

\_\_\_\_\_44. Plants shall be spaced to create a compact hedge border at time of planting.

\_\_\_\_\_45. As an alternate, street trees may be used. Trees shall be approved by the landscape consultant, 3 1/2 to four inches caliper, spaced 20 feet on center, and have branching begin at a height no less than 10 feet and no greater than 12 feet.

\_\_\_\_\_46. Planting beds shall be covered with the following material:

- a. Licorice mulch or approved equivalent at four inches minimum depth.
- b. Stone aggregate at three inches minimum depth.
- c. Where pedestrian cross traffic is evident, a paving material shall be used such as paving blocks set in sand with tight joints or Epoxy-Rok or equivalent.

B. In and around parking areas. In areas where landscape materials are used to complement parking areas, the following guidelines shall be used:

\_\_\_\_\_47. Forty-foot planting islands at the end of or within parking areas shall contain the following materials:

- a. Columnar varieties 3 1/2 inches to four inches caliper as approved by the Planning Board shall be planted 20 feet on center
- b. Trees with low growing branches, gum or moisture, seeds or pods shall be avoided.
- c. Branching of trees shall begin at a height no less than 10 feet and no greater than 12 feet.

- C. To define entrances and exists. Where landscape materials are used to define the point of entrance or exit to a commercial facility, the following guidelines shall be used:
- \_\_\_\_\_48. Plant materials shall consist of a carefully designed variety of evergreen shrubs selected from the following:
    - a. Upright Yew.
    - b. Japanese Andromeda.
    - c. Euonymus.
    - d. Laurel.
    - e. Boxwood.
    - f. Other evergreen varieties as approved by the Planning Board.
  - \_\_\_\_\_49. Design may be a natural or formal setting; however, plant height shall not interfere with required sight distance.
- D. To complement pedestrian areas. Where landscape materials are used to complement areas intended for pedestrian activity, the following guidelines shall be used:
- \_\_\_\_\_50. Pedestrian areas shall be paved with concrete or paving block set in concrete.
  - \_\_\_\_\_51. In order to minimize large areas of paving, landscape features, such as two-foot to three-foot earth mounds and planters, shall be used.
  - \_\_\_\_\_52. Plant materials shall consist of a variety of evergreen and deciduous shrubs and trees selected from the following:
 

<ul style="list-style-type: none"> <li>a. Evergreen</li> <li>Spreading Yew</li> <li>Boxwood</li> <li>Laurel</li> <li>Euonymus</li> <li>Juniper</li> <li>Japanese Andromeda</li> <li>White Pine</li> <li>Mug Pine</li> <li>Rhododendron</li> <li>Other Varieties Approved by the PB</li> </ul>	<ul style="list-style-type: none"> <li>Deciduous</li> <li>Japanese Red Maple</li> <li>Crab Apple</li> <li>Cherry</li> <li>Dogwood</li> <li>Azalea</li> <li>Forsythia</li> <li>Lilac</li> <li>Other Varieties Approved by the PB</li> </ul>
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  - \_\_\_\_\_53. Planting beds shall be covered with a licorice mulch or approved equivalent at four inches minimum depth
- E. Screening. Where landscape materials are used for screening purposes, the following guidelines shall be used:
- \_\_\_\_\_54. When sufficient space is available, a dense screen of evergreen plant materials shall be used.

- \_\_\_\_\_55. Materials may include: White Pine, Spruce, Hemlock or Arborvitae.
- \_\_\_\_\_56. Plant materials shall be eight feet to 10 feet in height when planted and shall be spaced to form an opaque screen either in a single row or in multiple rows with alternate spacing.
- \_\_\_\_\_57. Where limited space is available, stockade or other approved fence may be used in conjunction with climbing or trellised plants.

F. Natural Areas. Where landscape materials are used primarily to beautify otherwise vacant spaces, the following guidelines shall be used:

- \_\_\_\_\_58. Planting varieties shall be the same as Subsection D(3) and (4).
- \_\_\_\_\_59. Where practical, earth forms should be used such as two-foot to three-foot landscaped mounds.
- \_\_\_\_\_60. Planting bed cover. Same as Subsection D(4), or, as an alternate, sod may be substituted.

G. To complement state and county highway rights-of-way. Where landscape materials are used to complement areas within a state and County highway right-of-way, the following guidelines shall be used.

- \_\_\_\_\_61. The area shall be covered with sod, or, as an alternative, stone aggregate at a minimum three-inch depth may be substituted
- \_\_\_\_\_62. Evergreen and/or deciduous materials shall be placed according to size approved by appropriate highway jurisdiction.

H. General Requirements:

- \_\_\_\_\_63. Plant materials shall be nursery grown (a copy of the State Certificate of Source shall be provided to the Zoning Enforcement Officer) and selected according to hardiness and ability to withstand highway salt conditions.
- \_\_\_\_\_64. Spaces to receive plant materials shall have a minimum inside width of six feet, except that where vehicle overhang is permitted, a ten-foot inside width shall be required.
- \_\_\_\_\_65. Areas that will receive continued pedestrian movement shall be paved.
- \_\_\_\_\_66. Landscape plans shall be designed by an appropriate licensed professional who shall certify as to plant hardiness, and shall provide as-built plans of the completed project. The Town landscape consultant shall supervise construction and installation of landscape materials.

**§ 158-31. Lighting systems.**

- A. General. Adequate lighting shall be provided on a site to ensure safe movement of persons and vehicles and for security purposes. Lighting standards shall be of a type approved by the Planning Board. All lighting shall be designed and arranged so as to minimize glare and reflection on adjacent properties.
- B. Design. The following design standards shall be followed on all site development plans.
  - \_\_\_\_\_67. The style of the light and light standard should be consistent with the architectural style of the maximum height of freestanding lights should not exceed 35 feet the principal building.
  - \_\_\_\_\_68. The maximum height of freestanding lights should not exceed 35 feet.
  - \_\_\_\_\_69. All lights should be shielded to restrict the maximum apex angle of the cone of illumination to 150°.
  - \_\_\_\_\_70. Where lights along the property lines will be visible to adjacent residents, the lights should be appropriately shielded.
  - \_\_\_\_\_71. Spotlight-type fixtures attached to buildings should be avoided.
  - \_\_\_\_\_72. Freestanding lights should be so located and protected to avoid being easily damaged by vehicles.
  - \_\_\_\_\_73. Lighting should be located along streets, parking areas, at intersections and where various types of circulation systems merge, intersect or split.
  - \_\_\_\_\_74. Pathways, sidewalks and trails should be lighted with low or mushroom type standards.
  - \_\_\_\_\_75. Stairways, sloping or rising paths, building entrances and exits should be illuminated.
  - \_\_\_\_\_76. Lighting should be provided where buildings are set back or offset.
  - \_\_\_\_\_77. The following intensity in foot-candles should be provided:
    - a. Parking lots: an average of 1.0 foot-candles.
    - b. Intersections: 2.0 foot-candles
    - c. Maximum at property line: 0.6 foot-candles
    - d. In residential areas: average of 0.6 foot-candles.