

**PLANNING BOARD**

GENERAL SITE PLAN CHECKLIST & REVIEW

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Site Plan No.: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Published Notice on: \_\_\_\_\_  
Notice to County Sent on: \_\_\_\_\_  
Hearing Held on: \_\_\_\_\_

Property location: \_\_\_\_\_

**SITE PLAN CHECKLIST**

- Yes  No  N/A    1. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;
- Yes  No  N/A    2. North arrow, scale and date;
- Yes  No  N/A    3. Boundaries of the property plotted to scale;
- Yes  No  N/A    4. Existing watercourses;
- Yes  No  N/A    5. Grading and drainage plan, showing existing and proposed contours;
- Yes  No  N/A    6. Location, design, type of construction, proposed use and exterior dimensions of all buildings;
- Yes  No  N/A    7. Location, design and type of construction of all parking and truck loading areas, showing access and egress;
- Yes  No  N/A    8. Provision for pedestrian access;
- Yes  No  N/A    9. Location of outdoor storage, if any;
- Yes  No  N/A    10. Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences;
- Yes  No  N/A    11. Description of the method of sewage disposal and location, design and construction materials of such facilities;
- Yes  No  N/A    12. Description of the method of securing public water and

- location, design and construction materials of such facilities;
- Yes  No  N/A 13. Location of fire and other emergency zones, including the location of fire hydrants;
- Yes  No  N/A 14. Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;
- Yes  No  N/A 15. Location, size and design and type of construction of all proposed signs;
- Yes  No  N/A 16. Location and proposed development of all buffer areas, including existing vegetative cover;
- Yes  No  N/A 17. Location and design of outdoor lighting facilities;
- Yes  No  N/A 18. Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
- Yes  No  N/A 19. General landscaping plan and planting schedule;
- Yes  No  N/A 20. An estimated project construction schedule;
- Yes  No  N/A 21. Record of application for and approval status of all necessary permits from state and county officials.
- Yes  No  N/A 22. Identification of any state or county permits town required for the project's execution; and
- Yes  No  N/A 23. Other elements integral to the proposed development as considered necessary by the Planning Board.

### REVIEW OF SITE PLAN

The Planning Board's review of the site plan shall include, as appropriate, but is not limited to, the following general considerations:

- Yes  No  N/A 1. Location, arrangement, size, design and general site compatibility of buildings, lighting and signs.
- Yes  No  N/A 2. Adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths,

pavement surfaces, dividers and traffic controls.

Yes  No  N/A

3. Location, arrangement, appearance and sufficiency of off-street parking and loading.

Yes  No  N/A

4. Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.

Yes  No  N/A

5. Adequacy of stormwater and drainage facilities.

Yes  No  N/A

6. Adequacy of water supply and sewage disposal facilities.

Yes  No  N/A

7. Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise buffer between the applicant's and adjoining lands, including the maximum retention of existing vegetation.

Yes  No  N/A

8. Adequacy of fire lanes and other emergency zones and the provision of fire hydrants.

Yes  No  N/A

9. Special attention to the adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.

Yes  No  N/A

10. Overall impact on the neighborhood including compatibility of design consideration.

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### RECOMMENDATIONS OF PLANNING BOARD BASED ON THE ABOVE SITE PLAN REVIEW:

The Planning Board, after taking into consideration their review of the site plan documents, recommends to the Town Board that:

The proposed project should be approved.

The proposed project should be disapproved

Reasons:

\_\_\_\_\_

\_\_\_\_\_

**CONDITIONS:**

The Planning Board finds that the following conditions are necessary in order to minimize adverse impacts upon the neighborhood or community, for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Condition No. 1: \_\_\_\_\_

Adverse Impact to be Minimized: \_\_\_\_\_  
\_\_\_\_\_

Condition No. 2: \_\_\_\_\_

Adverse Impact to be Minimized: \_\_\_\_\_  
\_\_\_\_\_

Condition No. 3: \_\_\_\_\_

Adverse Impact to be Minimized: \_\_\_\_\_  
\_\_\_\_\_

Condition No. 4: \_\_\_\_\_

Adverse Impact to be Minimized: \_\_\_\_\_  
\_\_\_\_\_

Condition No. 5: \_\_\_\_\_

Adverse Impact to be Minimized: \_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chairman, Planning Board

○○○○○○ RECORD OF VOTE ○○○○○○

|         | Member Name: | <u>Aye</u>               | <u>Nay</u>               |
|---------|--------------|--------------------------|--------------------------|
| Chair:  | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| Member: | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| Member: | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| Member: | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| Member: | _____        | <input type="checkbox"/> | <input type="checkbox"/> |