

## SITE PLAN CHECKLIST

<b>Project Name:</b>		<b>Site Address:</b>	
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<b>Applicant:</b>			
Name:		Contact Person:	
Mailing Address:		Phone Number:	
City/State/Zip:		E-mail:	

<b>Exempted Uses:</b>			
Is this project exempt under Article B, Section 2?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If "yes", under which paragraph (a thru j) is the exemption being granted?

<b>Sketch Plan Conference:</b>					
Date Held:		Consistent with Comprehensive Plan:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Reason(s) project is not consistent with Comprehensive Plan:					

<b>Application Paperwork:</b>			
Site Plan Application received – date:		Application Fee Paid - date:	
Escrow Account established – date:		Initial Escrow Amount:	

<b>Waiver of Review:</b>			
Has the applicant requested a waiver of review under Article D, Section 4?		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If "yes", has the applicant completed page 6 of the application?		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Was the waiver granted?:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Reason(s) for decision:

Less Intensive Review			
Has the applicant requested a “less intensive review” under Article D, Section 7?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
If “yes”, has the applicant completed pages 4 through 6 of the application?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
If “yes”, was the waiver granted:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Public hearing waived? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Reason(s) for Decision:			

Submissions to the Board:				
Mark each item as either “waived” or “submitted”. Waived items should be consistent with pages 4 through 6 of the application. Submitted items are “approved” after they are reviewed and found to be consistent and in compliance with the review criteria contained in Article E.				
#	Waived	Submitted	Approved	Item
a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title of Site Plan including the name and address of the Applicant and person responsible for preparing the site plan drawing.
b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow, scale and date
c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of the property plotted to scale.
d	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, size and existing use of buildings on premises, if any.
e	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and ownership identification and address for all adjacent lands as shown on the latest tax records.
f	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, Name and width of all existing public streets, easements and other reservations of land or areas dedicated to public use within 500 feet of the applicant's property.
g	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, width and identification of all existing and proposed rights-of-way, easements, setbacks, reservations and areas dedicated to public use on or adjoining the property
h	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading and drainage plans showing existing and proposed contours and water courses within and extending 50 feet beyond the applicant's property. Include basic SWPPP (soil erosion and sediment control plan) if required pursuant to DEC regulations.
i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, design, type of construction and exterior dimensions of all proposed buildings and structures.
j	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification of total gross floor area, proposed division of building(s) into units of separate occupancy and hours of operation for non residential proposals.
k	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, design, type of construction and area of all parking and truck loading areas. Include number of parking spaces. Show access and egress.
l	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show provisions for pedestrian access including public and private sidewalks, if applicable.
m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show location of outdoor storage and solid waste disposal. Location and description of any hazardous materials to be used or stored on site.
n	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls, fences, detention ponds (etc)
o	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of the method of sewage disposal and the location of such facilities, including the location of the collection system.

#	Waived	Submitted	Approved	Item
p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of the method of securing water, location of such facilities, design and construction materials, approximate water quantity required and the location of the distribution system.
q	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of fire lanes and other emergency zones, including location of fire hydrants, if required.
r	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, design and construction materials of all energy generation and distribution facilities, including electrical, gas, solar energy and all power and communications facilities, including towers and satellite dish antennae
s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, size, design and type of construction of all proposed signs.
t	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and development of all proposed buffer areas, including indication of existing and proposed vegetative cover.
u	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and design of existing and proposed outdoor lighting facilities.
v	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General landscaping plan and planting schedule
w	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and identification of all structures and uses on adjacent lands within 100 feet of the property line.
x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification of any Federal, State, County or Local Agency permits from other governmental bodies required for the project's execution and a record of their applications and approval status.
y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estimated project cost and construction schedule
z	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other elements integral to the proposed development as may be specified by the planning board. (List specific items below)
aa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SEQRA form.
bb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevation and facade treatment plans of all proposed structures
cc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any pertinent natural features that may affect the proposed use such as water courses, swamps, wetlands, wooded areas, areas subject to flooding, steep slopes in excess of 15%, areas of frequent rock outcrops (etc).
dd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A vicinity map drawn at a scale of two-thousand (2000) feet to the inch, or larger, showing the proposed site in relation to existing community facilities that may affect or serve it such as roads, shopping areas, schools (etc).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Report
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visual Impact Report
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm Water Management Plan (SWPPP)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations and/or Sections (Front, Rear and Sides)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans/maps prepared by a Licensed Professional Engineer
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>SEQRA Compliance:</b>			
Short form: <input type="checkbox"/>	Long form: <input type="checkbox"/>	Date Received:	Classification (type) of Action:
Type of Review: Coordinated <input type="checkbox"/> Uncoordinated <input type="checkbox"/>		Lead Agency Intent Letters Sent – date:	
Declaration of Lead Agency – date:		Visual EAF Addendum? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Listing of other involved agencies:			
Type of Declaration: Pos: <input type="checkbox"/> Neg: <input type="checkbox"/>		Date of Declaration:	
Scoping required : Yes <input type="checkbox"/> No <input type="checkbox"/>		Date Draft Scoping received:	Scoping PH held – date:

DEIS required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Submitted:	PH on DEIS held – date:
FEIS received – date:	FEIS accepted – date:	
Finding statement prepared – date:	Project was: Approved <input type="checkbox"/> Denied <input type="checkbox"/> date:	

Other Agency Referral:		
Coordinated Review with: DOT - <input type="checkbox"/> DEC - <input type="checkbox"/> DOH - <input type="checkbox"/> Other agency:		
County “239-m” referral: Yes <input type="checkbox"/> No <input type="checkbox"/>	Referral date:	Agg & Markets review: Yes <input type="checkbox"/> No <input type="checkbox"/>

Actions on Preliminary Site Plan Application:		
<p>Application must be deemed complete or incomplete within 45 days after receipt or after final SEQR determination.          Public Hearing – if required – must be held within 62 days of acceptance of complete preliminary application.          Vote on preliminary application must take place within 62 days of close of PH or acceptance of preliminary application.</p>		
Date Application deemed complete:	Public Hearing held: Yes <input type="checkbox"/> No <input type="checkbox"/> date:	
Date of action on preliminary application:		
Preliminary action was: Approved <input type="checkbox"/> Approved with modifications <input type="checkbox"/> Disapproved <input type="checkbox"/>		

Actions on Final Site Plan Application:		
<p>Applicant has six months after preliminary approval to submit final application.          Public Hearing may be held if desired by the board.          Board must vote on application within 62 days after receipt of complete final application.</p>		
Date Final Application received:	Date Final Application deemed complete:	
Date of action on final application:	Public Hearing held: Yes <input type="checkbox"/> No <input type="checkbox"/> date:	
Final Application was: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>		
Reason(s) for disapproval:		

