

TOWN OF HARRIETSTOWN
SITE PLAN REVIEW CHECKLIST

1. An area map showing the parcel under consideration for site plan review, and all properties subdivisions, streets, easements adjacent to the boundaries thereof. Such area map shall be oriented to the nearest street or road intersection.
2. A map of site topography at no more than ten (10) feet contour intervals. If general site grades exceed five (5) percent or portions of the site have susceptibility to erosion, flooding or ponding, a soils overlay and a topographic map showing contour intervals of not more than five (5) feet of elevation should additionally be provided.
3. Title of drawing, including name address of applicant and person(s) responsible for preparation of such drawing;
4. North arrow, scale and date;
5. Boundaries or the property plotted to scale;
6. Existing watercourse;
7. Grading and drainage plan, showing existing and proposed contours at an appropriate interval to be specified by the Development Administrator;
8. Location, proposed use and height of all;
9. Location, design and construction materials of all parking and truck loading areas, with access and egress drives thereto;
10. Provision for pedestrian access;
11. Location of outdoor storage if any;
12. Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences;
13. Description of the method of securing sewage disposal and location, design and construction materials of such facilities;
14. Description of the method of securing water supply and location, design and construction materials of such facilities’
15. Location of fire and other emergency zones, including the location of fire hydrants;

16. Location, design and construction materials of all energy distribution facilities, including electrical gas and solar energy;
17. Location, size, design and construction materials of proposed signage;
18. Location and proposed development of all buffer areas, including identification of existing vegetative cover;
19. Location and design of outdoor lighting facilities, including data regarding lighting levels both within the site and at site boundaries;
20. Designation of the amount of building area proposed for retail sales or similar Commercial activity so that the adequacy of parking and other factors may be reviewed;
21. General landscaping plan and planting schedule;
22. Other elements integral to the proposed development, as considered necessary by the Planning Board, including identification of any State or County permits required for the project's execution.
23. Completion of the Short Environmental Assessment Form (SEQR);
24. Architectural features, color, specified exterior siding material, and elevations;
25. Location and dimension of existing and proposed buildings;
26. Adjacent land uses and physical features to protect those uses;

***** SUBMIT 6 COPIES OF COMPLETED APPLICATION INCLUDING THE ABOVE*****

Town of Harrietstown
New York, 12983

SITE PLAN REVIEW APPLICATION

FEE: \$210.00

ALL APPLICABLE FEES ARE NON-REFUNDABLE

APPLICANT INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

OWNER INFORMATION (If different than applicant)

NAME: _____

ADDRESS: _____

PHONE: _____

PROJECT INFORMATION (Also see page 4)

Name of Project _____

Current Use _____

Proposed Use _____

Area of Proposed Structure _____

Area of Existing Structure(s) _____

Number of New Lots or Units (if applicable) _____

Estimated Total Project costs _____

Demolition Planned _____

Other Permits _____

Applicants Signature: _____ Date: ___/___/___

Site Plan Information Checklist

(A complete site plan will include all of the following)

- _____ Scale 1" = 20' or less
- _____ Existing Fences, walls, signs, and lighting.
- _____ North arrow
- _____ Zone District(s) including adjacent properties
- _____ Building Location (exist / proposed)
- _____ All grading or drainage pattern changes
- _____ All existing or proposed utilities (water, sewer, power, telephone, etc.)
- _____ Lot lines with setbacks and dimensions (For subdivision areas)
- _____ Public use areas on adjoining properties
- _____ All existing or proposed easements.
- _____ Existing trees over 6" diameter or more, Water bodies, Wetlands, Major landscape features.
- _____ Existing or proposed dumpster and/or storage facility sites.
- _____ Fire and/or other emergency facilities locations.
- _____ General Landscaping Plan and Planting Schedule.
- _____ Building Elevations at no less than 1/8" = 1' (See app. B, Chart 3.4, Criteria 12-16)

The following additional information may be required by the planning board.

- _____ Floor area by use for existing and/or proposed structures.
- _____ Number of occupants and employees protected and as a result of this project.
- _____ Number of seats in restaurant, theatre, or similar facility.
- _____ Hours of operating for new commercial, institutional, or other use.
- _____ Existing traffic patterns or counts.
- _____ Projected traffic patterns or counts as a result of this project.

For Office Use Only

Application fee paid: _____
Date: _____
Receipt number: _____
Received by: _____
Recorded: YES _____ NO _____

PLANNING BOARD APPLICATION CHECKLIST

- APPLICATION COMPLETED AND SIGNED BY PROPERTY OWNER, MAPS AND DESCRIPTION INCLUDED (6 COPIES)
- DIAGRAMS – INCLUDE LAYOUT, SIDE AND FRONT ELEVATIONS (6 COPIES)
- SEQR FORM COMPLETED (6 COPIES)
- LETTER OR COMMUNICATION, WHICH RESULTED IN APPLICATION TO THE ZONING BOARD OF APPEALS (IF APPLICABLE) (6 COPIES)
- LIST OF CONTIGUOUS PROPERTY OWNERS CONTAINING NAMES, TAX ID NUMBERS, PHYSICAL AND MAILING ADDRESSES
- FEE PAID - \$210.00 PER SINGLE PROJECT – ALL APPLICABLE FEES ARE NON-REFUNDABLE
- ORIGINAL RECIEPT WITH APPLICANT, DUPLICATE WITH PAYMENT
- NOTICE OF PUBLIC HEARING PUBLISHED IN ADIRONDACK DAILY ENTERPRISE 10 DAYS PRIOR TO THE HEARING DATE
- NOTICE APPLICANT AND ADJOINING PROPERTY OWNERS VIA CERTIFIED MAIL WITH RETURN RECIEPT
- NOTICE AND APPLICATION DOCUMENTS TO PLANNING BOARD MEMBERS
- HEARING DATE SET; PUT ON AGENDA FOR THAT MEETING
- NOTICE OF DECISION
- PERMIT ISSUED (IF APPROVED)