

VILLAGE OF MARCELLUS

APPLICATION FOR SITE PLAN APPROVAL

PROCEDURE

Sketch Plan

A sketch plan conference may be held between the Planning Board and the applicant prior to the preparation and submission of the formal site plan. The intent of such a conference is to enable the applicant to inform the Planning Board of his/her proposal prior to the preparation of a detailed site plan; and for the Planning Board to review the basic site design concept, advise the applicant as to potential problems and concerns and to generally determine the information to be required on the site plan. In order to accomplish these objectives, the applicant shall provide the following at least ten (10) days before the sketch plan conference:

1. A statement and rough sketch showing locations and dimensions of principal and accessory structures, parking area, access signs (with descriptions), existing and proposed vegetation, and other planned features; anticipated changes in the existing topography and natural features; and where applicable, measures and features to comply with flood hazard and flood insurance regulations.
2. A sketch or map of the area which clearly shows the location of the site with respect to nearby streets, right of ways, properties, easements and other pertinent features; and
3. A topographic or contour map of adequate scale and detail to show site topography.
4. Within 32 days of the sketch plan conference, the Planning Board shall render a written decision to either, proceed with Site Plan Review as hereafter described; grant a variance to waive any of the requirements; or waive in its entirety further site plan review.

Application for site plan approval

This application shall be completed in its entirety and shall be submitted as follows:

1. The proposed site plan shall be prepared by a New York licensed professional engineer, architect or surveyor and must be scaled no larger than 1:20 and no less than 1:50.
2. The proposed site plan shall include all information indicated in Part 4 of this application as applicable to the project.
3. The applicant submit one application, disclosure affidavit and EAF with original signatures along with a set of plans and ten (10) copies of all submittals.
4. Application must be filed with the Planning Board Clerk 10 days prior to the meeting date.
5. Meetings are 7:00 p.m. on the third Wednesday of the month except for holidays.
6. Professional fees to be paid by applicant will be determined by the Planning Board at the first meeting at which your application is considered.

VILLAGE OF MARCELLUS

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New Site Plan Modification of Existing Site Plan

Part 1

Tax Map Number: _____ Property Zoning: _____

Property Location: _____

Prior Site Plan/Subdivision Action: _____ Date: _____

Prior ZBA Action: _____ Date: _____

Property Owner's Name: _____ Phone: _____

Property Owner's Address: _____

Property Owner's Email Address: _____

Owner's Representative's Name: _____ Phone: _____

Attorney: _____ Phone: _____

Architect: _____ Phone: _____

Surveyor: _____ Phone: _____

Existing Land Use: _____ Total Land Area: _____

Is Property in floodway or floodplain? _____ Is Property in Federal or State wetlands? _____

Is Property in a Critical Environmental Area? _____

Part 2

Briefly describe the project. Include existing structures to remain, new structures, and general changes in grades. Attach a separate sheet if necessary.

Part 3

Statutory Requirements:	<u>PROPOSED</u>	<u>REQUIRED</u>
Number of parking spaces	_____	_____
Buildings: % of Lot coverage	_____	_____
Pavement: % of Lot coverage	_____	_____
Front yard setback	_____	_____
Side yard setbacks	_____	_____
Rear yard setback	_____	_____
Maximum height of building	_____	_____

Part 4

Check yes/no to indicate information included with application. In general, all information is required.

I. Survey and Site plan including the following information:

YES /NA

- Title of drawings including name and address of applicant and person responsible for preparation of such drawing;
- North arrow, scale and date;
- Boundaries of the property plotted to scale;
- Existing watercourses;
- Grading and draining plan, showing existing and proposed contours;
- Location, design, type of construction proposed use and exterior dimensions of all buildings;
- Location, design and type of construction of all parking and truck loading areas, showing access and egress;
- Provisions of pedestrian access;
- Location of outdoor storage, if any;
- Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences;
- Description of the method of sewage disposal and location, design and construction materials of such facilities;
- Description of the method of securing public water and location, design and construction of such facilities;
- Location of fire and other emergency zones, including location of fire hydrants;
- Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;
- Location, size and design, and type of construction of all proposed signs;
- Location of proposed development of all buffer areas, including existing vegetative cover;
- Location and design of outdoor lighting facilities;
- Identification of the location and amount of building area proposed for retail sales or similar activity;
- General landscaping plan and planting schedule;
- An estimated project construction schedule;
- Record of application for approval status of all necessary permits from state and county officials;
- Identification of any state or county permits required for the project's execution;
- Other elements integral to the proposed development as considered necessary by the Planning Board.

II. Elevations of all sides of the structure to be added or modified including:

YES /NA

- Any rooftop HVAC or other equipment
- Maximum height of building

Part 5

Applicant Signature:

I have read the above list of items to be included with this application and to the best of my knowledge this application is accurate. If I am not the property owner, the property owner has authorized me to make this application, and a notarized letter indicating such authorization is attached to this application.

Signature of Applicant

Date

Official Use Only

Approved Denied

Signature of Applicant

Date