

Town of Sullivan
Planning Board
7507 Lakeport Road
Chittenango, New York 13037
(315) 687-5251

Site Plan Review Checklist

Introduction

This checklist is designed to aid the Planning Board and the applicant identify procedural needs and the scope of site conditions that need to be addressed during the site plan review of either a subdivision or special use permit application within the Town of Sullivan.

This is a working piece where not all items are pertinent nor is the list all inclusive with respect to specific projects. In scoping a potential project by using this instrument the applicant will be made aware of potential costs and site specific variables that will affect a successful site plan review of the project. The Planning Board will identify specific concerns earlier in the review process and decrease the potential of overlooking procedural steps that could unintentionally jeopardize the Board's decision.

Date of application: _____

Type of request: _____

Applicant: _____

Address/SLB: _____

Zoning District: _____

Date of Hearing: _____

Key:

NFR – needs further review beyond Planning Board

YES – necessary for site plan review

NA – not applicable

I. SEQR Determination

NA	Yes	No	<u>Type of Action</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type I
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unlisted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type II

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SEQR - review

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Long form EAF (Environmental Assessment Form) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Short form EAF |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DEIS (draft Environmental Impact Statement) may be necessary upon EAF review |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Planning Board will declare itself lead agency |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lead Agency (other - explain) _____ |

II. Storm Water Management

NA Yes No

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | SWPPP (Stormwater Pollution Prevention Plan (one (1) acre or more disturbed) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | SPDES (State Pollutant Discharge Elimination System Permit (site discharge) |

III. Professional Fees

NA Yes No

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Consulting Engineer Review/Oversight <ul style="list-style-type: none">• scope to be determined, associated fees to be paid by applicant |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Planning Board Attorney <ul style="list-style-type: none">• scope to be determined, associated fees to be paid by applicant |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other (explain) _____ |

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IV. Application

NA Yes No

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Complete (determined by ZEO). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Application fee paid. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Information on ownership has been submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The proposed use is consistent with the existing zoning classification of the parcel |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Necessary public hearings with proper notice have been or will be scheduled or held. Dates: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Variances may be necessary - explain): _____
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The site requires special reviews because it is in a location subject to special regulations such as the following:
_____ Designated FEMA flood area
_____ Designated historic site
_____ Designated wetland
_____ State
_____ Federal
_____ Designated Madison County Ag District
Others, specify _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Local, county, state and federal agencies need to be contacted for review and comment and whether any other special permits have to be obtained from them such as wastewater or air discharge permits (attach sheet with list). Possibilities include: Wastewater discharge permits from the sewer district/Sylvan Beach; dredging within 500 feet of a river, stream, creek, ditch, wetland or floodplain permit from the DEC NYS Department of Environmental Conservation); dredging, filling or construction in a waterbody, permit from the Army Corp |

Others, specify: Public water – OCWA (Onondaga County Water Authority)

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V. Review of Site Plan

Plat Map

NA Yes No

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | North arrow, scale, date, name of project and who prepared the drawing depicted? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Accurately depicted property features including: location and length of property lines, streets, lakes, and other physical features in or adjoining the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Accurately depicted of dimensions of existing and proposed buildings, accessory structures (including length of buildings, height, if of stories, elevations). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The area of proposed buildings, the lot and impervious surfaces is within ordinance allowances. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The proposed site design meets ordinance setbacks, yard dimensions, lot coverage, square footage. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Whether the number and size of proposed lots is correct. |

Risks of Natural Hazards

NA Yes No

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any risks of natural hazards from flooding, high risk of erosion, slumping of steep slopes or sandy soils, subsidence or other natural event has been adequately considered |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floodway/100 year flood |

Other Utilities

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location of other utilities for electric, natural gas, telephone, steam or cable TV on the site are appropriate where any major natural gas or electric lines cross the property. |
|--------------------------|--------------------------|--------------------------|---|

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Drainage and Watercourses

NA	Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed grades, drainage and stormwater retentions/detention is adequate and whether any required fencing thereof is indicated and of proper materials and sizes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required sediment control plans are adequate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed locations of structures and uses relative to wetlands, water recharge areas and floodplain are adequate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed bulkheads, docks, fill or other structures in or adjacent to a watercourse meet local, state and federal requirements.

Access and Circulation

NA	Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location, dimensions, direction of travel, and construction specifications for streets, alleys, driveways, dividers, curbs, gutters and other permanent improvements are depicted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All proposed rights of way, emergency vehicle access, fire lanes, bicycle paths, pedestrian circulation and traffic circulation is illustrated and adequate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed street names meet ordinance requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deceleration, bypass, acceleration, center turn and corner clearances are satisfactory.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Curb cuts, curb radii, throat widths, slopes and tapers meet ordinance requirements, including suggested sight distance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conflicts exist between proposed curb cuts and existing curb cuts in the general vicinity.

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Parking and Loading

NA Yes No

- | | | | |
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The required number of handicapped and regular parking spaces are provided, and whether the size, angle of stalls, widths of aisles and size and location of islands is adequate. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sufficient space exists for snow storage. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Whether barrier free access is adequate. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The loading/unloading area is large enough and functionally designed with the proper surfacing materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If possible, does the footprint use “green technology?” |

Open Spaces

NA Yes No

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed common open spaces and common facilities are adequate and functional. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Open space areas limit stormwater runoff |

Drinking Water and Wastewater

NA Yes No

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water and sanitary sewer services including hydrants, clean-outs and shutoff valves (or well and septic) are properly depicted and conform with engineering specifications. |
|--------------------------|--------------------------|--------------------------|---|

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Fencing/Screening/Buffering/Landscaping

NFR Yes No

☐ ☐ ☐ The fencing/screening meets ordinance requirements relative to size, materials and location, including screening of roof appliances.

☐ ☐ ☐ Landscaping, buffering/berming meets ordinance requirements relative to size, materials/species and location.

Signs

NA Yes No

☐ ☐ ☐ The size, number and type of signs meets ordinance requirements.

Lighting

NA Yes No

☐ ☐ ☐ Lighting is satisfactorily directed to avoid adjoining parcels or glare in the streets, and whether the headlights of cars entering the parcel are adequately screened from adjoining parcels.

Solid and Hazardous Waste

NA Yes No

☐ ☐ ☐ Solid waste disposal is illustrated and adequate.

☐ ☐ ☐ The location and specifications for storage of any chemicals, salts, flammable materials, or hazardous materials on the site meets local, state and federal requirements.

Compatibility and Aesthetics

NA Yes No

☐ ☐ ☐ The site design adequately considers any significant views and/or unique natural features.

☐ ☐ ☐ The design is compatible with adjoining land uses in terms of the degree to which it minimizes negative impacts (especially noise, dust, odor, light, vibrations), conveniently and safely extends streets and utilities, blends with the exterior

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design, scale and materials of existing development, and generally has an aesthetic character that will not negatively affect the value of surrounding lands. (much covered by SEQR)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An aerial photo of existing site conditions has been reviewed and special circumstances noted.
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Have Comments Been Received from Concerned Agencies?

VI. County and Local Agencies

NA Yes No

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Town Highway Dept. (road, turnaround, drainage)
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health Dept (septic/well permits) Madison Co. Health Dept
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Chief (water lines, hydrants, emergency vehicle access) fire inspector, regional fire chief
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Madison County Planning – GML
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Madison County Highway Dept. – sight distance
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VII. State Agencies

NA Yes No

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NYS Dept. of Transportation (driveway permits, access onto property along state and federal trunk lines and freeways)
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DEC wetlands
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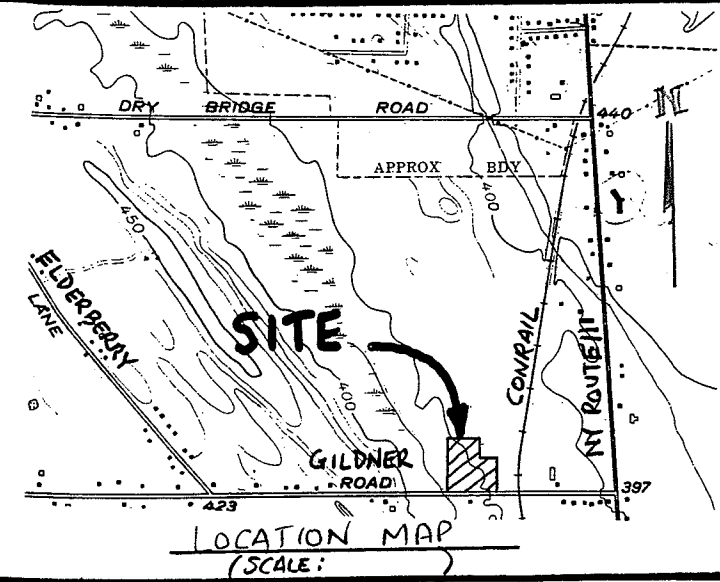
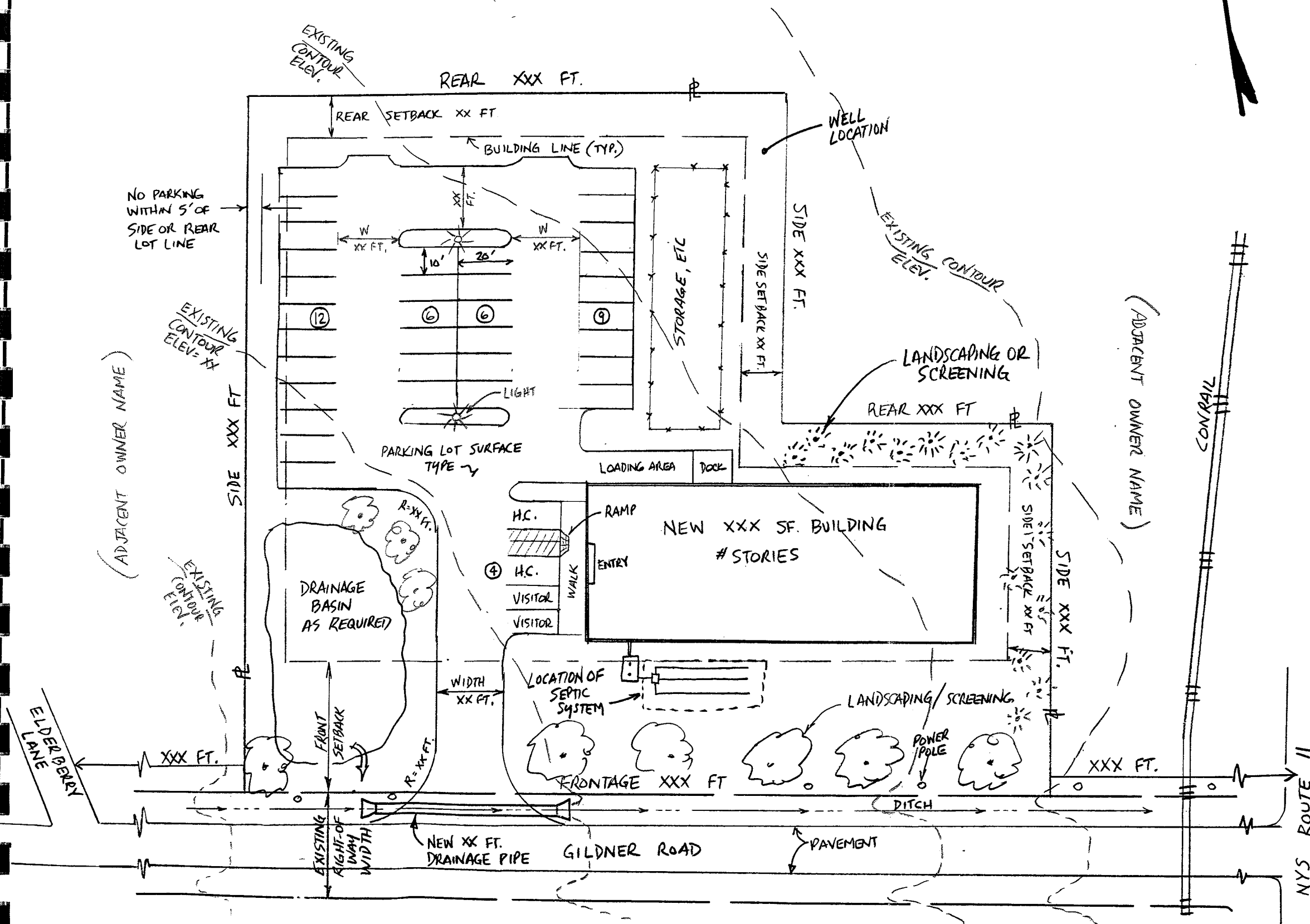
Federal Agencies

NA Yes No

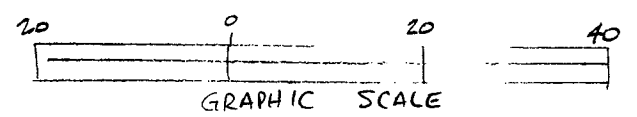
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U.S. Army Corps of Engineers (Permits for activities in certain wetlands, floodplains and navigable watercourses along the Great Lakes and connecting waters).
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* DESIGNER OF SITE PLAN IS ENCOURAGED TO PLACE PARKING IN REAR OF LOT, TO MAKE ROOM FOR OPEN GREENSPACE, DRAINAGE BASINS, SEPTIC, ETC ALONG ROAD FRONTAGE AND SIDE OF LOT.

(ADJACENT OWNER NAME)



- NOTES:
- 1) OWNER NAME & ADDRESS
 - 2) PRESENT ZONING
 - 3) TOTAL ACREAGE
 - 4) SITE USES (IN SQ. FT.)
 - 5) PARKING SPACES REQUIRED PER ZONING LAW INCL. HANDICAP PARKING
 - 6) INFORMATION ON SEWAGE DISPOSAL
 - 7) INFORMATION ON WETLANDS, PERMITS



SITE PLAN FOR (TITLE)

TOWN OF HASTINGS
COUNTY OF OSWEGO
STATE OF NEW YORK

SCALE: 1" = 20'

DATE:

NAME & ADDRESS
PERSON THAT
PREPARED SITE
PLAN

FILING NUMBER