

PRELIMINARY PLAT CHECKLIST

To be completed by the applicant and submitted with the application. Applications not accompanied by a completed checklist, or missing materials specified in the checklist, may be considered incomplete.

Project name and location _____

Applicant Name _____

- Completed, signed and notarized application form
- Check in correct amount (see fee schedule) payable to the Town of Greece
- Permission from property owner if not same as applicant (letter or signed sale contract)
- Letter of intent (describing proposed development and intended use)
- Correct number of drawing sets, stamped by the appropriate licensed design professional (15 ***folded*** prints). Additional prints if the project needs to be referred to the Town's Tree Council, Traffic Advisory Committee, or Historic Preservation Commission.
- SEQRA form (Long Form if over five (5) acres)
- Plat reduced to 11 x 17 inches for neighborhood notification
- Two copies of the Drainage Report. Drainage reports shall include the following:
 - A reasonable existing condition analysis for 1, 10 and 100-year events (2, 5 and 25-year events are sometimes helpful) with consistent backup for Drainage Areas, Soil types, curve number development, Representative Tc flow path information (slope, surface...)
 - An appropriately detailed proposed condition analysis with all required backup.
 - Regulatory Analysis- identify various regulatory requirements and demonstrate compliance.
 - The storm sewer analysis should be completed with backup for the various sub-elements, consider tailwater conditions and downstream constraints.
- Plat drawing
 - Project location map showing subject property and Applicant's entire adjacent holdings, and properties, subdivisions, streets and easements within 500 feet of the Applicant's property under consideration
 - Project location map requested above in tiff format on CD or emailed to Planning Board secretary
 - Drawing title block
 - Project title and street address
 - Applicant's name and address
 - Seal and signature, address, phone number and e-mail address of licensed design professional
 - Approval signature lines for the Commissioner of Public Works, Town Engineer, Fire Marshal
 - Planning Board approval block (3"-wide by 3"-tall empty block)
 - North arrow and plan scale
 - Original date and revision block
 - Site data

- Owner names, addresses, and tax account numbers for subject property and adjoining properties
- Land area in square-feet and acres for each lot
- Project phasing
- Applicable fees (See Applicable Fees section of Development Guidelines)
- Zoning data
 - Zoning district of subject property and all adjoining properties
 - Zoning table including existing and proposed setbacks, lot area, lot coverage, parking requirements, etc, as applicable
 - Use variances, area variances, special use permits, etc., granted in association with the proposal, including the date approved
 - Setback limits shown
 - Total gross floor area of all buildings
- Site features
 - Property boundaries plotted to scale with bearings and distances shown
 - Existing and proposed buildings
 - Watercourses, wetlands, flood zones, coastal erosion hazard areas (sources cited)
 - Fences, guardrails, walls
 - Other structures
 - Adjoining structures and land uses
- Roadway data
 - Street names, right-of-way width, and roadway jurisdiction shown
 - Access for subdivision and properties adjacent to and across the street from the subject property.
 - Site distances from project access
 - Sidewalks, roadway signage, street lights, utility poles
 - Monumentation and stationing
- Grading plans
 - Existing and proposed grades certified by a licensed land surveyor
 - Grading shown 100 feet beyond project limits
 - Retaining walls (location and details shown)
 - Topsoil stockpile locations
 - Finished floor elevations of proposed structures
 - Finished floor elevations of existing nearby structures
 - Erosion control plans
 - Path of drainage from site to free-flowing bed and stream
- Utility plans
 - All existing and proposed utilities shown
 - Sizes and materials shown
 - Inverts, rim/grate elevations shown
 - Pipe slope and direction of flow depicted
 - Private wells and sewage disposal systems shown (existing and proposed)
 - Gas and electric utilities shown

- Engineering data
 - Percolation test data and locations
 - Deep hole test data and locations
 - Cut/fill calculations
- Standard construction details described in Town of Greece Specifications for Construction of Roadways and Utilities.
- Easements (public and private)
 - Dimensions shown
 - Name of easement holder
 - Labeled “existing” or “proposed”
 - Liber and page of existing easements labeled
- Completed LWRP Coastal Assessment Form (if located in one of the Town’s waterfront areas).
- Completed list of property owner’s affected (if located in one of Monroe County’s AG Districts).