

# SITE PLAN

## 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 or over 10,000 sq. ft. building)
- 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.
- Site plan or plat sheet reduced to 11 x 17 inches for neighborhood notification
- Site plan
  - 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 referenced 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
    - Applicant's signature line
    - Seal and signature, address, phone number and e-mail address of licensed design professional
    - Approval signature lines for the Building Inspector, 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

- 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 data
  - Owner names, addresses, and tax account numbers for subject property and adjoining properties
  - Land area in square-feet and acres
  - Impervious area percentage
  - Project phasing
- Site features
  - Property boundaries plotted to scale with bearings and distances shown
  - Existing and proposed buildings with number of floors and gross square-footage labeled
  - Watercourses, wetlands, flood zones, coastal erosion hazard areas
  - Paved and un-paved parking areas with striping shown
  - Walkways, benches, trash cans, bike racks, and other pedestrian amenities
  - Accessible routes showing ADA compliance, if required
  - Fences, guardrails, walls
  - Freestanding signs
  - Dumpster location and enclosure
  - HVAC equipment and enclosure
  - Adjoining structures and land uses
- Roadway data
  - Street names, right-of-way width, and roadway jurisdiction shown
  - Sidewalks, roadway signage, street lights, utility poles
  - Curb cuts for subject property and those on properties adjacent to and across the street from the subject property.
  - Site distances from project curb cuts
  - Distance to nearest RTS bus stop
  - 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 for existing and proposed structures
  - Erosion control plans

- 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)
- Engineering data
  - Percolation test data and locations
  - Deep hole test data and locations
  - Cut/fill calculations
- Landscape plan (see landscape guidelines for details)
  - Limit of clearing shown
  - Proposed plantings shown
  - Key indicating species, size, and spacing requirements
  - Planting details
  - Tree protection details
  - Stamped by a New York State Licensed Landscape Architect
- Lighting plan (in accordance with Section 211-35 of the Town of Greece Code)
  - Location of all existing and proposed light fixtures (pole-mounted and building-mounted fixtures)
  - Mounting height indicated
  - Details and/or catalog cuts of proposed light fixtures
  - Bulb wattage shown
- Architectural elevations
  - Elevations show all sides of proposed buildings
  - Dimensions, colors, and materials shown
  - Material samples available for planning board meeting
- Details
  - Standard construction details described in Town of Greece Specifications for Construction of Roadways and Utilities.
  - Dumpster enclosure details including dimensions, materials, and colors.
  - Fence details including height and materials
  - Signage details (ADA signage, fire lane signage)
- Easements
  - 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 the Monroe County Agricultural Districts)