

Town of Willsboro

Planning Board Site Plan Checklist

Applicants Name: _____ Tax Map ID: _____

Owners Name: _____ District: _____

Address: _____

The Planning Board's review of the Site Plan shall include, as appropriate, the following general considerations:	Yes	No
Is the application for any of the following Zoning Districts; <i>Section 4.10</i> <input type="checkbox"/> GB - General Business <input type="checkbox"/> HC-1 - Highway Commercial 1 <input type="checkbox"/> HC-2 - Highway Commercial 2 <input type="checkbox"/> LC-A - Land Conservation – Agriculture <input type="checkbox"/> LC-R - Land Conservation – River <input type="checkbox"/> LC-W - Land Conservation – Woodland <input type="checkbox"/> M – Industrial <input type="checkbox"/> RL-2 - Residential - Low Density <input type="checkbox"/> RM-2 - Residential - Medium Density <input type="checkbox"/> RR - Residential - Rural Density <input type="checkbox"/> LF – Lake Front Overlay <input type="checkbox"/> Ridge Line Area <i>Article 7</i>		
Does the application apply to any of the following Principal Permitted Uses; <input type="checkbox"/> Commercial Use <input type="checkbox"/> Membership Club <input type="checkbox"/> Office, professional & business <input type="checkbox"/> Restaurant <input type="checkbox"/> Restaurant, Drive-in <input type="checkbox"/> Retail store or shop <input type="checkbox"/> Retail store or shop <input type="checkbox"/> Ridge Line Areas <input type="checkbox"/> Tavern <input type="checkbox"/> Two Family Dwelling <input type="checkbox"/> Water Front, within 500 feet		
Application requires a variance from the ZBA (Zoning Board of Appeals) prior to the PB (Planning Board) review.		
Does the project require a Public Hearing / Date Legal Noticed delivered _____ Date of Public Hearing _____ Date letters went out to residents _____		
Deed		
Setbacks indicated on the Site Plan drawing		
The applicant is the owner of the property. Note; If no, the application must be accompanied by a letter from the owner authorizing the applicant to apply for Site Plan Review. <i>Section 13.14 Application #2</i>		
Required SEQRA EAF form per the CEO; (X) Short Environmental Assessment Form (EAF) <input type="checkbox"/> Full Environmental Assessment Form (EAF) <i>Section 13.15 State Environmental Quality Review (SEQR) #1, a-f</i>		
Does the project require a County Planning Board Approval / 239-M		
Does the project require a Jurisdictional Inquiry Form (JIF) <i>Section 13.19</i>		
Ten (10) copies of the completed application form and its attachments (site plans, letters, maps, etc.) are required (7 for the Planning Board members, 1 for the Code Enforcement Officer, 1 for the Adirondack Park Agency, and 1 for the County Planning Board). <i>Section 13.14 Application #5</i>		

Application Requirements	Met	Not Met	N/A
Application form for Site Plan Review received by the CEO (Code Enforcement Officer) no later than the 15th day of the month prior to the next monthly meeting of the PB (Planning Board). _____ Date received <i>Section 13.14 Application #1</i>			
Letter from the owner authorizing the applicant to apply for Site Plan Review included. <i>Section 13.14 Application #2</i>			
Ten (10) copies of the completed application form and its attachments (site plans, letters,			

Site Plans shall contain the following information; Section 13.16 Site Plan Required Information and Waiver #1, a-s			
a. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;			
b. North arrow, scale and date;			
c. Boundaries of the property plotted to scale. The Planning Board may, at its discretion, require that a boundary survey be prepared by a Land Surveyor licensed in the State of New York;			
d. Existing watercourses and bodies of water;			
e. Location of any slopes of 5% or greater;			
f. Proposed grading and drainage;			
g. Location, proposed use and height of all buildings and site improvements including culverts, drains, retaining walls, and fences;			
h. Location, design and construction materials of all parking and truck loading areas, showing points of entry and exit from the site;			
i. Location of outdoor storage, if any;			
j. Description of the method of sewage disposal and location of the facilities; For new or replacement sewage treatment systems, a Sewage Treatment System permit must be issued by the Health Department or the New York State Department of Environmental Conservation prior to the issuance of a Building Permit by the Code Enforcement Officer.			
k. Identification of water sources; if a well is proposed, the location shall be indicated;			
l. Location, size and design and construction materials of all proposed signs;			
m. Location and proposed development of all buffer areas, including existing vegetative cover;			
n. Location and design of outdoor lighting facilities;			
o. Landscaping plan designed to screen neighboring residential properties from adverse visual impacts			
p. The Zoning District in which the project is located and the location of Zoning District Boundaries if any lie within 200 feet of the project boundaries.			
q. Location of wetlands under the jurisdiction of either the Adirondack Park Agency, New York State Department of Environmental Conservation or the United States Army Corps of Engineers, if located on or within 100 feet of the site.			
r. Location of special flood hazard areas as determined by the flood hazard mapping program administered by the Federal Emergency Management Agency (FEMA). See FEMA Flood Insurance Rate Maps.			
s. The Planning Board may, at its discretion, require that the site plan be prepared by a licensed engineer, architect, or landscape architect for more complex, costlier, or larger projects.			
Application Requirements	Met	Not Met	N/A
Decision from the ZBA (Zoning Board of Appeals) attached.			
Public Hearing completed			
Deed			
Required SEQRA EAF form attached; (X) Short Environmental Assessment Form (EAF) () Full Environmental Assessment Form (EAF) Section 13.15 State Environmental Quality Review (SEQR) #1, a-f			
County Planning Board Approval / 239-M attached			

