

# APPLICATION FOR SITE PLAN APPROVAL

DATE (check appropriate box)  PRELIMINARY  FINAL

Name of proposed development:

Applicant name:

Plans prepared by:

Phone:

Phone:

Address:

Address:

City:

City:

State:

Zip:

State:

Zip:

Owner name (if different):

If more than one owner, provide information for each

Phone:

Address:

City:

State:

Zip:

Ownership intentions (i.e., purchase options):

Proposed zoning:

Proposed site use(s):

Describe proposed use (include primary and secondary uses; ground floor area; height; and number of stories for each building):

For residential buildings include: number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three- or more bedrooms) and number of parking spaces to be provided;

For non-residential buildings include: total floor area and total sales area; number of automobile and truck parking spaces;

Other proposal structures (Use separate sheet if needed):

## PARCEL INFORMATION

Tax Map Identification

Section

Block

Lot

Total site area (sq. feet or acres):

Current zoning:

Current land use (agricultural, commercial, undeveloped, etc.):

Current condition (buildings, brush, etc.):

Surrounding land character (urban, wetlands, etc.):

## CONSTRUCTION INFORMATION

Anticipated construction time:

Will development be staged?

Estimated cost of improvement:

Anticipated increase in number of residents, shoppers, employees, etc. (as applicable)

STATE AND FEDERAL PERMITS (list type and appropriate department)

## Site Development Plan Review Checklist

Name of proposed development:	
Applicant name:	
Phone:	
Address:	
City:	
State:	Zip:

**Procedural Sequence Satisfied:**

- Initial contact with enforcement officer
- Presubmission conference
- Preliminary application
- Fee paid: Amount \$ \_\_\_\_\_
- Public hearing notice
- Public hearing
  - Tentative action:
  - Approval
  - Approval with modifications
  - Disapproval
- Resubmitted
- Lapse date for final approval
- Final application
- Referral
- Comments returned
- Final Action:
  - Approval
  - Approval with modifications
  - Conditions satisfied
  - Disapproval
- Resubmitted
- Building permit granted
- Performance bond required
- Amount \$ \_\_\_\_\_
- Period \_\_\_\_\_
- Improvements covered:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Performance bond satisfied
- Certificate of occupancy issued

**Technical Considerations Satisfied:**

- North arrow, scale, date
- Property boundary, dimensions & angles
- Easements and deed restrictions
- Names, locations and widths of adjacent streets
- Land use, zoning, ownership and physical improvement of adjacent properties
- Conformity with comprehensive plan

**Impact on Environs Satisfied:**

- Land use
- Transportation
- Community facilities and services
- Aesthetics
- Environmental, i.e., air, water, noise, etc.
- Energy conservation
- Historic preservation
- Environmental impact statement
- Existing, on-site physical improvements

**Existing Natural Features Satisfied:**

- Geologic features
- Soil characteristics
- Topography
- Vegetation
- Hydrologic features

**Proposed Development Satisfied:**

- Grading and drainage plan
- Buildings and other structures
- Improvements such as parking, storage and recreation areas
- Vehicular and pedestrian ways including ingress and egress
- Utility lines and appurtenances
- Outdoor lighting and public address systems
- Outdoor signs
- Landscaping plans
- Architectural plans
- Materials specifications
- Construction schedule

A site plan map is required with each application. The site plan can be the most useful tool in locating a suitable building site and in communicating what you plan to do on your land. The more information shown on the site plan, the easier it is to review your proposal. A good site plan shows existing features and the locations of the proposed development. It should show at a minimum:

- scale of the map, arrow showing north direction, date and name of preparer;
- property boundary and, if a subdivision, lot lines with acreage of each lot;
- all bodies of water, wetlands (the boundaries will be determined by staff if necessary), permanent or intermittent streams, and mean high water mark for large waterbodies;
- all existing structures (locations, sizes and uses) and existing roads and driveways;
- the location of the proposed single family dwelling or at least one proposed building location on each vacant lot with well, and on-site sewage disposal system locations (plan must show all components of each proposed on-site sewage disposal system and a 100% replacement area);
- the proposed limits of vegetative clearing (comply with minimum shoreline cutting restrictions) and proposed tree planting;
- all other proposed structures with locations, sizes and uses (e.g., garages, woodsheds, docks, decks, boathouses, etc.);
- proposed driveway and, if needed, culverts.

MAP MAKING TIPS

1. Use an existing survey map as a base map for your site plan if one is available. If a survey map of the site is not available, it may be acceptable to use a tax map if the tax map is of a large enough scale to clearly show the proposed development locations (usually 1" = 400' is too small but a scale of 1" = 200' may be acceptable if the lot is 2 or more acres in size). Another option is drawing the map yourself based on a tax map or deed plots to a scale large enough to clearly show the proposed development. See sample site plan on the back of this page.
2. Make the map as large as possible. Recommended scales are 1" = 20', 1" = 50' or 1" = 100'. If the project site is so large that a site plan at these scales would be larger than 2 ft. by 3 ft., provide two maps; one map showing the entire project site at a smaller scale (e.g., 1" = 400') and the other showing the area(s) where the building sites are proposed using one of the recommended scales of 1" = 20', 1" = 50' or 1" = 100'. It is very important that all the items on the site plan are drawn to scale. Scale shows distance and establishes a relationship between the actual site and the map. For example, using a scale 1" = 100' (one inch on paper equals 100 feet on the actual ground) - a structure located 200 ft. from a pond, would be shown on the map as being 2 inches from the pond. Scale allows you to show the Project Review Officer (PRO) and the builder accurately where structures, roads, on-site sewage disposal system, etc., will be located. It also helps you determine whether or not there is enough room in the available development space for everything you propose.

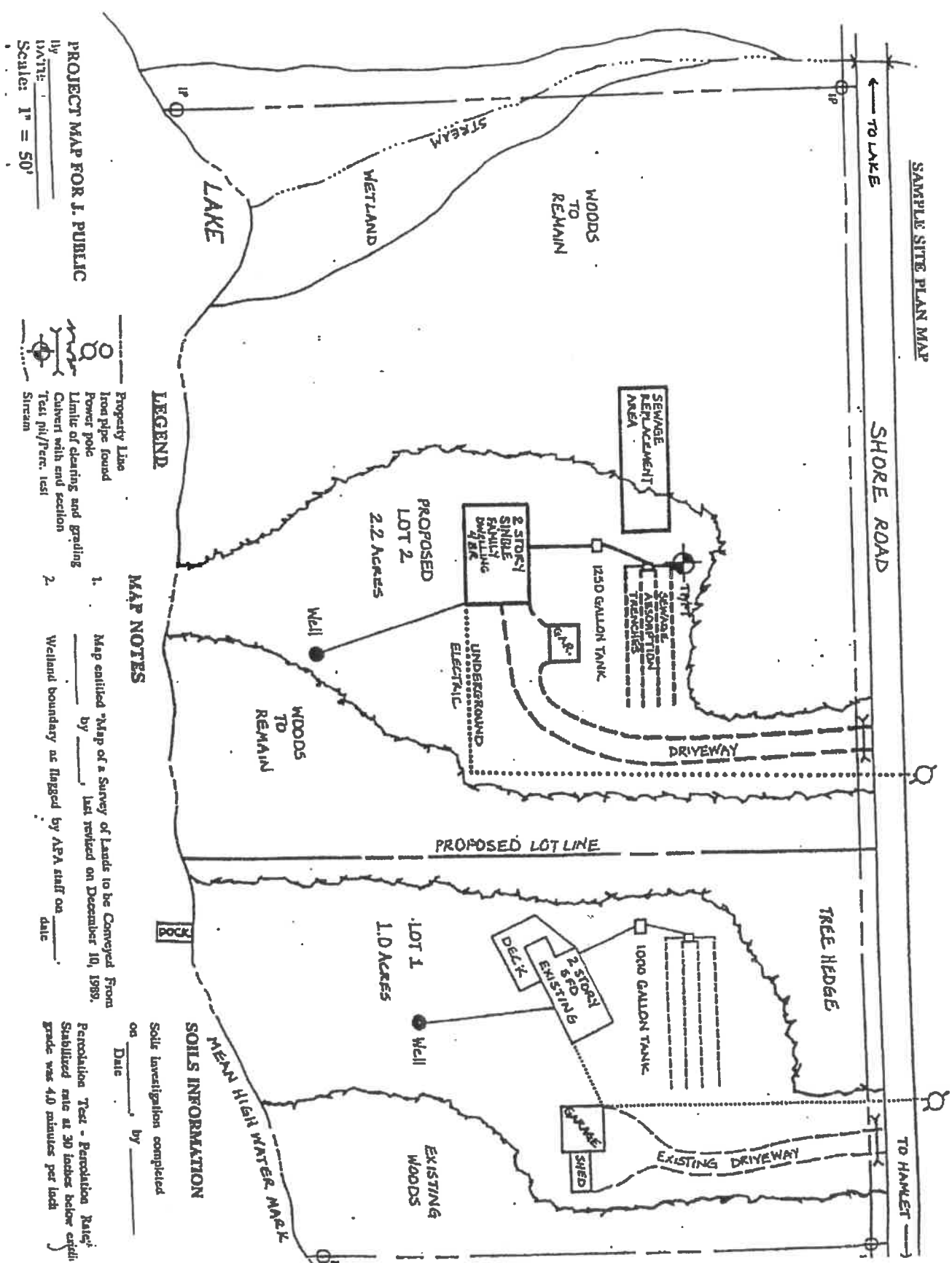
A survey prepared by a licensed surveyor may be required if site conditions warrant. This is decided on a case-by-case basis by review staff and depends on the presence and location of features which make development more difficult such as wetlands, bedrock, shallow soils, streams, etc.

3. Refer to "Design Guidelines for Minor Projects" flyer when preparing your map. It will assist you in determining the best locations for development.

Contact Agency staff at any time with questions regarding locating good development sites and creating a site plan map at:

ADIRONDACK PARK AGENCY  
Route 86  
P.O. Box 99  
Ray Brook, New York 12977  
(518) 891-4050  
Fax: (518) 891-3938

**SAMPLE SITE PLAN MAP**



**LEGEND**

- Property Line
- Iron pipe found
- Power pole
- Limit of clearing and grading
- Curb with end section
- Test pit/Per. test
- Stream

**MAP NOTES**

1. Map entitled "Map of a Survey of Lands to be Conveyed From \_\_\_\_\_ by \_\_\_\_\_" last revised on December 10, 1989.
2. Wetland boundary as flagged by ADPA staff on \_\_\_\_\_ date \_\_\_\_\_

**SOILS INFORMATION**

Soils investigation completed on \_\_\_\_\_ by \_\_\_\_\_  
 Penetration Test - Penetration Rate:  
 Stabilized rate at 30 inches below surface.  
 grade was 4.0 minutes per inch

**PROJECT MAP FOR J. PUBLIC**  
 DATE: \_\_\_\_\_  
 Scales: 1" = 50'