

ZBA MEMBER'S PROJECT REVIEW CHECKLIST

Project: _____ #: _____ (for guidance when reviewing applications)

#	✓	REQUIREMENTS
1		Detailed project description
2		Location of principal structures, accessory structures with exterior dimensions
3		Location of site improvements, incl. outdoor storage areas, outdoor wood boiler, driveways (existing & proposed) parking areas, etc.
4		Setbacks for all structures and improvements
5		Elevations and floor plans of all proposed
6		Deed for the project area and deed(s) for your property contiguous to project. (must match applicant or show legal representation)
7		Title, name, address of applicant & person responsible for preparation of drawing
8		North arrow, Tax Map ID, date prepared and scale (minimum 1 in. = 40 ft.)
9		Boundaries of the property plotted to scale, zoning boundary
10		Copy of any other variance records on the property
11		Essex County Real Property data card
12		Location of on-site sewage disposal facilities, design details, construction details, flos rates, and number of bedrooms proposed
13		Location of water supply (i.e. well) and septic (or holding tanks) on adjoining lots with separation distances to existing or proposed on-site water supply and septic
14		Separation distances for proposed sewage disposal system to well and water bodies
15		Location and description of existing public or private water supply (well, lake, etc.). Method of securing public or private water, location, design and construction of water supply including daily water usage
16		Percolation test location and results
17		Storm Water Management Plan
18		Location and character of green areas (existing and proposed), modification to green area, buffer zone to remain undisturbed
19		Number of spaces required for project including calculations and justifications (primarily commercial)
20		Number and location of parking spaces, and type of surfacing material (i.e., gravel, paved)
21		Provision for pedestrian and handicap access and parking
22		Location and design details of ingress, egress, loading areas and cutting
23		Signage: Location, size, type, design and setback
24		Lighting, location and design of all existing or proposed outdoor lighting
25		Location of proposed & existing: utility/energy distribution systems (gas, electric, solar, telephone)
26		Location of on-site & adjacent watercourses, streams, rivers, lake and wetlands
27		Location and amount/portion of building area proposed for office, manufacturing, retail sales or other commercial activities
28		Commercial/Industrial Development requires submission of a landscaping plan, storm water management plan, grading plan, and a lighting plan
29		Identify any General State or County permits required for the project
30		Record of application for approval status of all necessary permits required from Federal, State, and County Officials
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Board members may request other information as considered necessary

BOARD MEMBERS INFORMATION

(applicants received this checklist during their review process)

During your project review meeting with the Code Enforcement Officer, it will be determined at that time that your project is in compliance with the Willsboro Zoning Ordinance, or that an area or use variance is necessary. If your project cannot comply and you would like to apply for a variance from the Ordinance, then your application and required fee must be submitted to the Zoning Board of Appeals on or before the Wednesday prior to the 3rd Tuesday of the month.

Documents required with your application:

- ___ a detailed project description
- ___ a copy of your deed for the project area and deed(s) for your property contiguous to project.
- ___ a copy of the Essex Co. Real Property data card
- ___ a copy of any other variance records on the property
- ___ a plot plan of your property showing the locations of any existing buildings, their dimensions and setbacks, and other important land features, drawn to scale, and noting North.
- ___ any future building plans with dimensions and their locations on the project site
- ___ other pertinent information (i.e.: photos, restrictive covenants, septic system report, land survey, elevation views, storm water management plan, soil & erosion control plan, and/or/lighting/utilities plan.)

PLEASE HELP PROTECT OUR WATER QUALITY

Be sure to inquire and understand the Town of Willsboro/Adirondack Park Agency restrictions that apply to cutting trees and vegetation along shorelines. For example: Generally, there are no requirements for the harvesting of trees on non-shoreline parcels unless you plan to clear-cut more than 25 upland acres or 3 wetland acres, or the property is located in a Designated River Area. *However*, cutting of trees in preparation for a project requiring a permit may not begin until the permit is obtained; tree removal is part of the project review process. In addition, there are permit requirements for the construction of woods roads or skid trails through wetlands. Along shorelines, cutting is limited to the following: Within 6 feet of shore, not more than 30 percent of the shoreline may be cleared of vegetation (brushes and trees) on any one lot. Within 35 feet of shore, not more than 30 percent of trees in excess of 6 inches in diameter at 4.5 feet above the ground may be cut over a 10-year period.

Other guidelines are in the NYS Department of Conservation standards and specifications for erosion & sediment control, and our guide on stormwater management for small projects. Property owners should take proactive steps to ensure that all contractors, builders, landscapers, etc. are aware of these guidelines and regulations.

NOTES