

Checklist for Major: Subdivision & Site Plan Applications

The purpose of this checklist is to provide assistance to the applicant and the reviewer in preparing a complete application, thus expediting the process. All items must be addressed and so noted on the checklist. Information from the Sketch plan checklist must also be included. Those items that are “Not Applicable” should be so noted on the checklist.

Information to be included on all major subdivision & site plan applications

Applicant	Town	N/A	
_____	_____	_____	1. Title of site plan or subdivision, including name and address of applicant and person responsible for preparing such drawing and the name and address of the presenter, if applicable.
_____	_____	_____	2. North arrow, scale, date and last revision.
_____	_____	_____	3. Drawings stamped by a licensed engineer or land surveyor with five (5) sets of plans with signature blocks*, with 1 copy being a Mylar to be included with the final subdivision plans that must be submitted to the Town Clerk no later than the <u>Monday before the 1st of the month of the scheduled hearing.</u> *Signature spots needed: Town Engineer, Chairman of Planning Board, Code Enforcement Officer, Town Clerk and Highway Superintendent.
_____	_____	_____	4. Location and ownership identification of all adjacent lands as shown on the latest tax records.
_____	_____	_____	5. Location and name of existing adjacent roads.
_____	_____	_____	6. Location, width, and identification of all existing and proposed rights-of-way, easements, setbacks, and areas dedicated to public use on or adjoining the property.
_____	_____	_____	7. Location, type of construction and exterior dimensions of all buildings, existing and proposed.
_____	_____	_____	8. Identification of the amount of gross floor area proposed for retail sales and services, offices and other commercial or industrial facilities.
_____	_____	_____	9. Location of all existing and proposed outdoor storage, if applicable.
_____	_____	_____	10. Location, design, and construction materials of all energy generation and distribution facilities, including electrical, gas, and solar

Applicant Town N/A

- _____ _____ _____ 11. Grading and drainage plan showing existing and proposed contours and water courses.
- _____ _____ _____ 12. Location, construction materials and profiles of all existing and/or proposed site improvements including; ponds, drains, culverts, retaining walls and fences.
- _____ _____ _____ 13. Location, type of construction, and area of all parking and loading areas, showing ingress and egress
- _____ _____ _____ 14. Traffic flow and Parking;
 - a. Location, design, and flow patterns for roads, parking areas, and delivery zones.
 - b. Ingress and egress points for driveways and isles.
 - c. Parking spaces in co-ordinance with zoning regulations
 - d. Site distances at all proposed entrances
- _____ _____ _____ 15. Provision for pedestrian access, including public and private sidewalks, if applicable.
- _____ _____ _____ 16. Description and location of sewage disposal.
- _____ _____ _____ 17. Description of the method of securing water, location of such facilities, and approximate quantity of water required.
- _____ _____ _____ 18. Location of fire lanes, fire hydrants and emergency zones.
- _____ _____ _____ 19. Design, location and size of sprinkler and fire systems.
- _____ _____ _____ 20. Location and design of existing and proposed outdoor lighting.
- _____ _____ _____ 21. Locations and development of all proposed buffer areas, including indication of existing and proposed vegetative cover and all trees over 6” inches in diameter.
- _____ _____ _____ 22. General landscaping and planting schedule.
- _____ _____ _____ 23. Estimated project construction schedule.
- _____ _____ _____ 24. Location, size, design and type of all proposed signs.
- _____ _____ _____ 25. Dimensions and total acreage of lot / site.
- _____ _____ _____ 26. Proposed building setback line for each street.

Applicant Town N/A

- _____ _____ _____ 27. A Storm water Pollution Prevention Plan (SWPPP) and all other documentation and permits required by the State Pollution Discharge Elimination (SPDES) Phase II Storm water Regulations, as administered by the New York State Department of Environmental Conservation.
- _____ _____ _____ 28. Record of applications and approval status of all other necessary permits from Federal, State, County and local offices, including but not limited to wetland permits and onsite wastewater system permits
- _____ _____ _____ 28. Mail notification to all farm owners within the agricultural district containing farm operations and upon which the project is proposed or which is located within 500ft of the boundary of the property upon which the project is proposed.
- _____ _____ _____ 29. Is Property in a Conservancy if so need letter that a permitted use

Be sure All parties Acknowledge below information for the Record or have Applicant Sign sheet

The granting of final site and/or subdivision approval does not allow the applicant the right to start building construction.

Once all signatures have been accomplished PRIOR to commencing building construction or before a building permit can be issued.

The Town Engineer, Highway Superintendent and Town Clerk signatures will not be provided until all service districts are formed and all required easements and Letter of Credit have been submitted to the Town Engineer.

Trenches cannot be excavated nor can footings be poured PRIOR to issuing the Building Permit.

All subdivisions for final approval of phases or sections must be accompanied by a revised overall preliminary that shows changes made to the original approved preliminary or final approval shall use the same lot numbers or provide a cross reference to those on previous approvals.

Application for Subdivision/ Site Plan

I. Contact Information:

A. Name of Proposed Development: _____

B. Name and Address of Owner:

Contact Number(s):
Day: _____
Evening: _____

C. Name and Address of Developer:

Contact Number(s)
Day: _____
Evening: _____

D. Name and Address of Engineer, Architect, or Surveyor:

Contact Number(s):
Day: _____
Evening: _____

II. Property Description:

A. Location of Property: _____ School District: _____

Tax map Number: _____

Road Frontage: _____ (ft.) Depth: _____ (ft.)

Zoning District: _____

Total Lot Acreage: _____ (acres)

B. Applicants Entire Adjacent Land Holdings: _____

C. Existing Buildings on Site: _____

D. Current Building Uses (if applicable): _____

E. Dimensions of Building (if applicable): _____

F. Existing Utilities Available: _____

G. Existing Easements: _____

H. Current Condition of Site: _____

I. Character of Surrounding Lands (Ag, Wet lands, Etc.): _____

J. Current Land Use (Ag, Commercial/Industrial, Undeveloped): _____

K. Is Property Located in a Flood Zone: _____

L. Is Property Subject to Wetlands Control: _____

III. Construction Information:

A. Anticipated Start Date: _____

B. Anticipated Completion Date: _____

C. Will Development be staged: _____

D. Estimated Cost of Project: _____

E. Financial Plans: _____

F. Purposed Construction Schedule: _____

G. Anticipated Increase in: Traffic, Residents, Shoppers, Employees; _____

H. Provide a brief Description of Proposal:

I. Describe Projects Compatibility with Surrounding uses:

IV. Declaration and Certificate:

Town of Groveland
4955 Aten Road
Groveland, New York 14462

Planning Department
Phone (585)-243-1750
Fax (585)-243-3810

- A. Applicants Name and Address (if not Owner)
- B. Contact Number(s): _____
Day: _____

- Evening: _____

Submission of documents to the town engineer is the responsibility of the applicant. A complete application packet with drawings and supporting documentation should be submitted to the town engineer at the time of submission to the town clerk's office. Any subsequent submittals also need to be submitted to the town engineer. Applicant is also notified that additional fees may be incurred for the hiring of outside consultants that creates an extra cost to the town, due to the applicant.

I have read and understand that the above information given by me in all sections of this form is true and accurate. If the applicant is not the Landowner(s), the applicant represents, that the landowner(s) has given consent to the filing of this application and the contents contained within. Failure to include landowner(s) signature will void this application.

Signature of applicant: _____ Date: _____
Printed name: _____

Signature of Landowner(s): _____ Date: _____
Printed name: _____

Signature of Landowner(s): _____ Date: _____
Printed name: _____

For Town Purposes Only

I. Agency Referrals:

Federal () State () County () Local () Other ()

II. Application Phase:

Planning Board:

Site Plan:

() Sketch Plan/Date_____ () Preliminary/Date_____ () Final/Date_____

() Approved/Date_____ () Approved with Modifications/Date_____ () Denied/Date_____

Zoning Board:

Special Use Permit:

() Approved/Date_____ () Approved with Modifications/Date_____ () Denied/Date_____

Variance:

() Approved/Date_____ () Approved with Modifications/Date_____ () Denied/Date_____

III. Additional Information:

Contingencies and Modifications:

Reason(s) for Denial:

SEQR Classification:

() Negative Declaration/Date_____

() Positive Declaration/Date_____

() Approved/Date_____

GENERAL INFORMATION FOR ALL APPLICANTS

GENERAL CONDITIONS:

- All applications shall be received by the Town Clerk no later than 10 business days in advance of the regularly scheduled planning board meeting in order to be placed on that month's agenda. If application is received later than the 10-day time frame, the application will be placed in the following month's agenda. Planning board meetings are held every 4th Monday of each month. There are no meetings in December.
- It is required that the Subdivision or Site Plan be prepared by an appropriate professional (engineer, surveyor, architect, or landscape architect). You are also advised that any conveyance of a portion of the subject property may require subdivision review and approval.
- All application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted. All checks for payment should be made payable to Groveland Town Clerk.
- An approval of a site plan is issued on the basis of the plans and applications submitted and authorizes only the use, arrangement and construction set forth in such approved plans and applications. Any deviations from the plans and applications submitted shall render an approved site plan null and void.
- Based on unique characteristics of each parcel and use, the planning board may require additional information to be submitted during the review and approval process. An application shall not be officially filed until all required plans, plats, and support materials are filed with the Town Clerk or Planning Board.
- The applicant is responsible for all fees associated with the application for professional services (engineering and legal) incurred by the town in connection with the review and consideration of the application for such approval.
- A building permit will not be issued prior to approval of the Final Site Plan by the Planning Board, and all fees incurred by the town associated with the application are paid. Sketch Plan approval is an approval in concept and does give applicant consent to start construction.
- In submitting this application, authorization is granted to the Planning Board, its agents, and other town officials to access the site for the duration of the project.
- All applicants must complete a long form SEQR part 1, and an Ag Data sheet with the application.

SITE PLAN:

SKETCH PLAN:

- All applicants are required by town law to provide the items listed in the Sketch Plan checklist and attend a Sketch plan meeting with the Planning Board for all applications to be reviewed by the Planning Board. At the Sketch Plan meeting the applicant will be directed to complete either (1) or more of the following; A Minor or a Major Site Plan, and or, a Minor or Major Subdivision depending on action being requested.

MINOR SITE PLAN:

- All residential projects / structures without an established dwelling located on the site.
- Exterior Alteration – A change in the outside appearance of an existing commercial or industrial building or premises.
- New Construction – Construction of a new building or an addition to an existing structure requiring five (5) or more but less than fifteen (15) parking spaces
- Change in Use – A change in use of an existing building requiring five (5) or more but less than fifteen (15) parking spaces
- Change in Parking Area – Construction, expansion, redesign or alteration of a parking area involving the addition of five (5) or more but less than fifteen (15) new parking spaces.

MAJOR SITE PLAN:

- Any multi family, commercial, industrial, and institutional development.

SUBDIVISION:

MINOR SUBDIVISION:

- Less than (10) acres in size with less than (4) lots and containing no new streets or other physical improvements.
- Land consisting of (10) acres or more intended for agricultural use.

MAJOR SUBDIVISION:

- More than (10) acres in size with more than (4) lots. Disturbance of 1 acre or more for commercial and industrial use and 5 acres or more for residential use.