

TOWN OF LITTLE FALLS, NY
Planning Board Site Plan Checklist

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Phil Green, Codes Enforcement Officer (315) 534-2232

SITE PLAN CHECKLIST
UNDER SECTION 420 & 535 of LOCAL LAW #1, DATED MARCH 10, 2015

Date:	
Name of Proposed Development:	
Contact Person:	Telephone:
Address:	City:
State:	Zip Code:

Section 420-A. All site plans shall be prepared by a registered architect, licensed land surveyor or professional engineer duly licensed by the State of New York, unless the Planning Board, because of the simplicity of the proposal, waives this requirement. For agricultural projects, a Soil and Water Specialist may be used in place of an engineer. Site Plans shall be prepared in accordance with the requirements of the Site Plan Review law.

1. ___ Title of the Site Plan, boundaries, and location maps showing site's location in the Town, date, north arrow, and scale of the plan.
2. ___ Name and address of the owner of record and other information as required under Section 420 B-2.
3. ___ Name, address, and a copy of the most current Town/County tax bill of all owners of record of abutting parcels and those within five hundred feet (500') of the property line. (Tax bills may be obtained from the county website at www.herkimercounty.org under Rolls & Tax Bills)
4. ___ Size of lot, all dimensions, a copy of the most current Town/County tax bill, and other information as required under Section 420-B. (Tax bills may be obtained from the county website at www.herkimercounty.org under Rolls & Tax Bills)
5. ___ The location and use of all existing and proposed buildings and structures within the development under Section 420 B-5.
6. ___ The location of all present and proposed public and private ways and parking areas under Section 420 B-6.
7. ___ Exterior lighting on building and parking areas under Section 420 B-7.
8. ___ The location, height, size, materials and design of all proposed signage under Section 420 B-8.
9. ___ The location of all present and proposed utility systems under Section 420 B-9.
10. ___ Plans to prevent the pollution of surface or groundwater and other information as required under Section 420 B-10.

SITE PLAN CHECKLIST CONTINUED

11. ___ Existing and proposed topography intervals under Section 420 B-11.
12. ___ Landscape plan including schedule of plantings under Section 420 B-12.
13. ___ Agricultural District boundaries under Section 420 B-13.
14. ___ Traffic flow patterns within site and other information as required under Section 420 B-14.
15. ___ For new construction or alteration to any existing building, a table containing information required under Section 420 B-15.
16. ___ Elevation plans under Section 420 B-16.
17. ___ Record of applications and approval status of all necessary permits from federal, state, county and local offices under Section 420 B-17.
18. ___ Delineation of all regulated wetlands (NYSDEC and USACOE) under Section 535.
19. ___ An Agricultural Data Statement (ADS) if the proposed project is located on property lying within an agricultural district containing a farm operation or on property having boundaries within 500 feet of a farm operation located in an agricultural district as designated by the Farm Service Agency.
20. ___ Any other data required by Site Plan Review Local Law 1 of 2015 and/or determined by the Planning Board as necessary for the Board to make an informed decision.

The above checklist is supplied as a guide and is not meant to be all-inclusive. Failure to provide any of the above, however, may be grounds for disapproval of the site plan application.

ADDITIONAL NOTES:

SITE PLAN CHECKLIST CONTINUED

SITE PLAN LOCAL LAW SECTIONS 420 & 535 of LOCAL LAW #1, DATED MARCH 10, 2015:

Section 420. Site Plan Submission Requirements

c) All site plans shall be prepared by a registered architect, landscape architect, licensed land surveyor or professional engineer duly licensed by the State of New York, unless the Planning Board, because of the simplicity of the proposal, waives this requirement. For agricultural projects, a Soil and Water Specialist may be used in place of an engineer. Site Plans shall be prepared on 24-inch by 36-inch sheets at a scale of sufficient size to clearly show all pertinent site features. Written information shall be provided on 8-1/2 inch by 11 inch sheets.

B. Items required for submission include:

1. Title of Site Plan, boundaries, and location maps showing site's location in the Town, date, north arrow and scale of the plan.
2. Name and address of the owner of record, developer, and seal of the engineer, architect, surveyor or landscape architect.
3. Name and address of all owners of record of abutting parcels and those within five hundred feet (500') of the property line. Applicant shall provide an announcement of the project, outlining the scope of the project and a request for input from those affected neighbors. The Applicant shall also provide to the Planning Board, pre-addressed, stamped envelopes for mailing to each of the affected neighbors.
4. All existing lot lines, easements, and rights-of-way. Include areas in acres or square feet, abutting land uses, and the location and size of structures, wells and septic systems within five hundred feet (500') of the site.
5. The location and use of all existing and proposed buildings and structures within the development. Include all dimensions of height and floor area, and show all exterior entrances and all anticipated future additions and alterations.
6. The location of all present and proposed public and private way, parking areas, driveways, sidewalks, ramps, curbs, fences, paths, landscaping and walls. Location, type and screening details for all waste disposal containers shall also be shown.
7. The location, height, intensity and bulb type (e.g. fluorescent, sodium, incandescent) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties must also be shown.
8. The location, height, size, materials and design of all proposed signage.

SITE PLAN CHECKLIST CONTINUED

SITE PLAN LOCAL LAW SECTIONS 420 & 535 of LOCAL LAW #1, DATED MARCH 10, 2015:

9. The location of all present and proposed utility systems including:
 - a) Sewage or septic systems
 - b) Water supply system
 - c) Telecommunication, cable and electrical systems
 - d) Storm drainage system including existing and proposed drainage lines, culverts, catch basins, headwalls, end walls, hydrants, manholes, and drainage swales. The Planning Board may also require soil logs, soil profile analyses (deep hole test pits), and percolation tests.

10. A Stormwater Management Plan developed in conformance with the requirements of the New York State Stormwater Management Design Manual (most recent edition) and current state regulations.

11. Existing and proposed topography at five foot (5') contour intervals. All elevations shall refer to the nearest United States Coastal and Geodetic Bench Mark. If any portion of the parcel is within the 100 year floodplain, the area shall be shown and base flood elevations shall be given. Indicate areas within site where ground removal or filling is required, and give its approximate volume in cubic yards.

12. A landscape plan showing all existing natural land features, trees, forest cover and water sources, and all proposed changes to these features, including size and type of plant material, and erosion control measures. Water sources will include ponds, lakes, brooks, streams, wetlands, floodplains, and drainage retention areas.

13. Agricultural District boundaries within two hundred feet (200') of the site's perimeter shall be drawn and identified on the plan.

14. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within two hundred feet (200') of the site. The Planning Board may require a detailed traffic study for large developments or for those in heavy traffic areas to include:
 - c) The projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic level.

 - b) The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site.

 - c) The impact of this traffic upon existing abutting public and private ways in relation to existing road capacities. Existing and proposed daily and peak hour traffic levels as well as road capacity levels shall also be given.

SITE PLAN CHECKLIST CONTINUED

SITE PLAN LOCAL LAW SECTIONS 420 & 535 of LOCAL LAW #1, DATED MARCH 10, 2015:

15. For new construction or alterations to any existing building, a table containing the following information must be included:
 - a) Area of building to be used for a particular use such as retail operation, office, storage, etc.
 - b) Maximum number of employees.
 - c) Maximum seating capacity, where applicable.
 - d) Number of parking spaces existing and required for the intended use.
16. Elevation plans at a scale of ¼ inch equals 1 foot, for all exterior facades of the proposed structures and/or existing facades, plus addition(s) showing design features and indicating the type and color of materials to be used.
17. Record of applications and approval status of all necessary permits from federal, state, county and local offices.

C. Agricultural Data Statement

The applicant must submit an Agricultural Data Statement (ADS) if the proposed project occurs on property within an agricultural district containing a farm operation or on property with boundaries within 500 feet of a farm operation located within an agricultural district as designated by the Farm Service Agency.

D. Require Fee

An Application for Site Plan review shall be accompanied by a fee of one hundred dollars (\$100.00). The fee will be used by the Planning Board for consultation fees or other extraordinary expenses incurred in connection with the review of a proposed site plan. If the costs incurred by the Planning Board exceed one hundred dollars (\$100.00), the applicant will be notified by the Planning Board, and an additional fee shall be paid by the applicant. The amount of the additional fee will be determined by the Planning Board. In the event that the costs incurred by the Planning Board in connection with the review of the proposed site plan are less than one hundred dollars (\$100.00), the excess funds shall be refunded by the Town to the applicant.

Section 535. Freshwater Wetlands

- A. General: Applicants for building permits that affect areas regulated by the New York State Department of Environmental Conservation (DEC) as freshwater wetlands shall comply with the current Environmental Conservation Law. Freshwater wetland boundaries shall be flagged on the site by the DEC. The wetland boundary and a 100 foot protective buffer shall be indicated on site plans for properties with such wetlands. The plan shall bear the signature of the DEC officer responsible for the field flagging.

SITE PLAN CHECKLIST CONTINUED

SITE PLAN LOCAL LAW SECTIONS 420 & 535 of LOCAL LAW #1, DATED MARCH 10, 2015:

B. Minimum Standards: The following minimum standards shall apply on sites with DEC regulated wetlands:

1. No construction within the wetland or 100 foot buffer without the required permit. Any disturbance shall require a DEC designated wetland disturbance permit.
2. No sewage disposal systems shall be located within the freshwater wetland boundary or the 100 foot buffer zone.