

§ 300-77. Application; fee; contents.

- A. An application for a site plan review shall be submitted to the Planning Board Secretary or Chairman at least 10 working days in advance of a regularly scheduled Planning Board meeting. A nonreturnable fee shall be submitted with the application; see § 300-73. Said application shall be on a form provided by the Planning Board and shall contain all of the information desired by said Board to properly conduct its review. Attached to said application shall be 10 copies of the site plan documents which have been prepared by a licensed engineer or surveyor and which shall include a minimum of 10 drawings. The drawings to be provided and the information to be identified on each of the drawings is identified below. [Amended 3-23-2004 by L.L. No. 3-2004]
1. Site plan. Requirements for site plans shall be as follows:
 - a. The title of the drawing, including the name and address of the applicant and person responsible for preparing said plan.
 - b. Unless otherwise allowed by the Planning Board, a scale of one-inch equals 50 feet, with two-foot contours showing the topography of the lot and areas within 100 feet of the lot.
 - c. A North arrow, scale and date.
 - d. Boundaries of the property plotted to scale. Current zoning classification of property, including the exact zoning boundary if in more than one district.
 - e. Existing watercourses.
 - f. Locations and widths of driveways on the site and access to existing roads and highways; locations of all parking and/or truck loading areas, including access and egress.
 - g. Locations and dimensions for pedestrian access.
 - h. Locations for outdoor storage, if any.
 - i. Locations of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.
 - j. Locations of all proposed signs.
 - k. The location and amount of building area proposed for retail sales of similar commercial activity.
 - l. The location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within the adjoining property.
 - m. The location of dumpsters and garbage collection and pickup areas with required fencing and screening.
 2. Grading plan. Requirements for grading plans shall be as follows:
 - a. A grading plan showing existing and proposed contours.
 3. Utilities plan. Requirements for utilities plans shall be as follows:
 - a. The location and size of water and sewer lines and appurtenances.
 - b. Locations of fire and other emergency zones, including the location of fire hydrants. Locations of all energy distribution-facilities, including electrical, gas and solar energy.

- c. Locations of outdoor lighting facilities.
- 4. Building elevation plans. Requirements for building elevation plans shall be as follows:
 - a. Location, design, type of construction, proposed use and exterior dimensions of all buildings.
- 5. Detail plans. Requirements for detail plans shall be as follows:
 - a. The design and type of construction of all driveways, parking areas and/or truck loading areas.
 - b. The design and construction materials of all proposed site improvements, including drains, culverts, retaining walls and fences.
 - c. The design and construction materials to be used for all water and sewer lines and appurtenances.
 - d. The design of all fire hydrants.
 - e. The design and construction materials of all energy distribution facilities, including electrical, gas and solar energy.
 - f. The design and type of construction of all proposed signs. The design of outdoor lighting facilities.
- 6. Landscaping plan. Requirements for landscaping plans shall be as follows:
 - a. The location and proposed development of all buffer areas, including existing vegetative cover.
 - b. A general landscaping plan and planting schedule, which landscaping plan shall include size and type of plantings. [Amended 5-22-2007 by Ord. No. 3-2007]
- B. In addition to these drawings, an applicant must submit the following information:
 - 1. An estimated project construction schedule which includes start-up and completion dates and any interim dates of significance.
 - 2. State Environmental Quality Review (SEQR) information and forms.
 - 3. A description of all existing or proposed deed restrictions or covenants applying to the property must be submitted.
- C. The Planning Board may waive any of the preceding submittal requirements if circumstances are warranted. If the applicant fails to submit sufficient information to the Planning Board, said application will be deemed incomplete and returned to the applicant. Once an application is determined to be complete, the Planning Board shall set a date for a public hearing. The Planning Board shall not take final action on any site plan proposal until all SEQR requirements have been addressed in accordance with 6 NYCRR Part 617.

§ 300-78. Review of site plan documents.

The Planning Board's review of the site plan documents shall include, as appropriate, but is not limited to, the following general considerations:

- A. The location, arrangement, size, design and general site compatibility of buildings, lighting and signs.

- B. The adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic controls.
- C. The adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- D. The location, arrangement, appearance and sufficiency of off-street parking and loading.
- E. The adequacy of storm water and drainage facilities.
- F. The adequacy of water supply and sewage disposal facilities.
- G. The adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise buffer between the applicant's and adjoining lands, including the maximum retention of existing vegetation.
- H. In the case of an apartment complex, townhouses, condominiums, cooperatives or other multiple dwellings, the adequacy of usable open space for recreation.
- I. The protection of adjacent or neighboring properties against noise, glare, unsightliness or other
- J. objectionable features.
- K. The adequacy of fire lanes and other emergency zones and the provision of fire hydrants.
- L. Special attention to the adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
- M. The adequacy of setbacks in regard to achieving maximum compatibility and protection to adjacent properties and residential districts.
- N. The structure or structures, to be aesthetically compatible with existing and planned uses of adjacent properties and districts.
- O. Consistency with the city's Master Plan