

**COMMERCIAL SITE REVIEW CHECKLIST
(For Minor Site Plan Review Proposals)**

PEDD guideline for plan review only. For full requirements refer to applicable regulations.

NAME OF PROPOSED PROJECT: _____

ADDRESS OF PROPOSED PROJECT: _____

- Date Submitted:
- Date Checked:
- Checked By:

1.	LAND USE BACKGROUND:	yes	no
	Access to public highway	___	___
	Site affected by mandatory 50/100' or 200' setbacks from residence district	___	___
	Variance granted	___	___
	Previous site approvals granted	___	___
	Proposal in conformance with Comprehensive Plan	___	___
	County Planning Board referral required	___	___
	Public Highway, Water, or Sewer proposed	___	___
	County Health Dept. Approval required	___	___
	County or State Highway approval required	___	___
	Grading Permit required	___	___
	Incentive Zoning Provision applied	___	___

2. ENVIRONMENTAL BACKGROUND:

SEQR classification: Type II__ Unlisted__ Type I__ Exempt or excluded__.

		yes	no
	Site affected by Watercourse area	___	___
	Site affected by Wetlands (State or Federal)	___	___
	Site affected by Flood Plain	___	___
	Site affected by Airport noise height restrictions	___	___
	Site on National Register of Historic Places	___	___
	Site adjacent to public park or open space	___	___
	Site on State map of archeologically significant areas	___	___
	Site within 500 feet of an agricultural district	___	___
	Site within one mile of Town landfill	___	___
	Site within boundary of any G.E.I.S. area (specify): _____	___	___
	Site affected by other features of environmental significance (specify): _____	___	___

3. A site development plan outlining the proposed design at a scale of 1" = 10', 1" = 20', 1" = 30' or 1" = 40'; sheet size shall be 22" x 34" or 34" x 44", folded to 8½"x11"; plan shall show:
 - a.) Boundary line of property to be developed or used, including any interior lot lines _____
 - b.) Location and zoning map at scale of 1" = 2,000'; map shall be oriented the same as the site development plan _____
 - c.) North arrow _____
 - d.) Address of property _____
 - e.) Names of all adjoining property owners and existing use of properties _____
 - f.) Location and names of existing adjacent streets, including paper streets _____
 - g.) Existing vegetation, watercourses, and other natural features _____
 - h.) Existing structures, utilities, and site improvements within 50' of the property - where a boundary of a zoning district which permits residences exists within 100 feet of the site, existing structures, utilities and site improvements shall be extended to a distance of 100 feet in the direction of the district boundary. _____
 - i.) Existing Zoning District, with district boundaries within 300' of the site. _____
 - j.) Existing/proposed buildings, other improvements (identify use of each building; show approximate building and setback dimensions, building heights to peak, and number of floors including basement) _____
 - k.) Existing/proposed utilities, including lateral locations, sizes, and connection points _____
 - l.) Existing/proposed vegetation, landscaping _____
 - m.) Existing/proposed parking, circulation, storage, service, display areas; label minimum parking setbacks from lot lines and buildings _____
 - n.) Existing/proposed pedestrian & bicyclist accommodations _____
 - o.) Site coverage statistics (building, paved, green area, etc.) in square feet and as percentage of site _____
 - p.) Number of parking spaces, including handicapped spaces as required by NYS Uniform Fire Prevention and Building Code _____
 - q.) Access _____
 - r.) Proposed drainage _____
 - s.) Existing/proposed easements _____
4. Photograph(s) of site _____
5. Approved Building Department zoning verification determination _____
6. Such additional reports, maps or materials as the Planning Board may reasonably request and deem necessary to make the determinations required by the New York State Environmental Quality Review Act and Chapter 192 of the Town Code. _____
7. Application form complete _____
8. Environmental assessment form complete _____

9. Review fee paid

COMMENTS ON SUBMISSION/REVIEW:

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COMMERCIAL SITE REVIEW CHECKLIST
(For Major Proposals)

PEDD guideline for plan review only. For full requirements refer to applicable regulations.

NAME OF PROPOSED PROJECT: _____

ADDRESS OF PROPOSED PROJECT: _____

I. CONCEPT SUBMISSION

- Date Submitted:
- Date Checked:
- Checked By:

1.	LAND USE BACKGROUND:	yes	no
	Access to public highway	___	___
	Site affected by mandatory 50/100' or 200' setbacks from residence district	___	___
	Variance granted	___	___
	Previous site approvals granted	___	___
	Proposal in conformance with Comprehensive Plan	___	___
	County Planning Board referral required	___	___
	Public Highway, Water, or Sewer proposed	___	___
	County Health Dept. Approval required	___	___
	County or State Highway approval required	___	___
	NYSDEC Storm Water discharge permit required	___	___
	Grading Permit required	___	___
	Incentive Zoning provisions applied	___	___

2. ENVIRONMENTAL BACKGROUND:

SEQR classification: Type II__ Unlisted__ Type I__ Exempt or excluded__.

		yes	no
	Site affected by Conservation Overlay District	___	___
	Site affected by Watercourse area	___	___
	Site affected by Wetlands (State or Federal)	___	___
	Site affected by Flood Plain	___	___
	Site affected by Airport noise height restrictions	___	___
	Site on National Register of Historic Places	___	___
	Site adjacent to public park or open space	___	___
	Site on State map of archeologically significant areas (archeological assessment required)	___	___
	Site within 500 feet of an agricultural district	___	___
	Site within one mile of Town landfill	___	___
	Site within boundary of any G.E.I.S. area (specify): _____	___	___
	Site affected by other features of environmental significance (specify): _____	___	___

3. A narrative description of the proposed project, addressing its scope of operation, purpose, justification and impact on the immediate area of influence and the town in general (school, traffic generation, population, utilities aesthetics and land use compatibility) and including the following:

- a.) Address of site (street and number) _____
- b.) Name of applicant _____
- c.) Name of proposed tenant/business _____
- d.) Site zoning _____
- e.) Description of existing site and use _____
- f.) Description of intended site development and use _____
- g.) Existing and Proposed gross floor area _____
- h.) Building height and number of floors _____
- i.) Existing and proposed number of guest rooms or dwelling units where applicable _____
- j.) Existing and proposed number of employees _____
- k.) Hours and days of operation _____
- l.) Existing and proposed number of parking spaces _____
- m.) Existing and proposed site coverage statistics (building coverage, paved areas, green area, by percentage of site and square footage) _____
- n.) Intention to apply incentive zoning provisions _____
- o.) Impact on adjoining property: _____
 - noise, visual, drainage, other _____
- p.) Anticipated impact on services: (quantify and discuss impacts) _____
 - traffic _____
 - sewer _____
 - water _____
 - solid waste _____
- p.) Storage and disposal method of chemicals used _____
 - (solvents, soaps, etc.) _____

4. Site analysis diagram at a scale of 1" = 10', 1" = 20', 1" = 30' or 1" = 40'; sheet size shall be 22" x 34" or 34" x 44", folded to 8½"x11"; to include the following features:

- a.) Location and zoning map at scale of 1" = 2000' as inset; map shall be oriented the same as the site analysis plan _____
- b.) North arrow _____
- c.) Boundary survey map of property at a scale of 1" = 10', 1" = 20', 1" = 30', or 1" = 40' _____
- d.) Existing topography, related to NGVD 1929 (show benchmark), at contour intervals of 2' or less, and existing structures, utilities, and site improvements within 50' of the property - where a boundary of a zoning district which permits residences exists within 100 feet of the site, all such existing features shall be extended to a distance of 100 feet in the direction of the district boundary _____
- e.) Existing zoning district, with district boundaries within 300' of the site _____
- f.) Names of all adjoining property owners _____
- g.) Identification, by both verbal description and graphic depiction, of all adjacent land uses _____

- h.) Location and description of existing vegetation (species, size, condition, and value), watercourses, wetlands, flood plains, other natural features _____
- i.) Soil analysis describing soil types, surface and subsurface rock and ground water conditions _____
- j.) Existing structures, utilities, and site improvements within 50' of the property - where a boundary of a zoning district which permits residences exists within 100 feet of the site, existing structures, utilities and site improvements shall be extended to a distance of 100 feet in the direction of the district boundary. _____
- k.) Identification of visual features such as smoke stacks, borrow pits, overhead utility lines, junk yards, refuse areas, billboards (if none, so note) _____
- l.) Identification of sources of smoke, noise, odors or other emissions (if none, so note) _____
- m.) Where the site is a component or phase of a larger development (e.g., a commercial subdivision or a multi-phased project), an overall plan of the larger development must be submitted, showing existing development and uses _____

5. Concept site development plan on site analysis base map (sheet size shall be 22" x 34" or 34" x 44", folded to 8½"x11"). All information to be shown on a single sheet - when plan consists of multiple sheets with match lines, a 1"=200' or larger overall site plan must be submitted. Plans must include all items in Section 4 above, and show the following added information:

- a.) Title block with names of project, applicant, and map preparer; address of site; date of map; and work record with revision dates _____
- b.) Proposed buildings, other improvements (with building and setback dimensions) _____
- c.) Proposed utilities, including lateral locations, sizes, and connection points _____
- d.) Proposed landscaping _____
- e.) Proposed parking, circulation, storage, service, display areas, solid waste containment/recycling areas; label minimum parking setbacks from lot lines and buildings _____
- f.) Existing/proposed pedestrian & bicyclist accommodations _____
- g.) Number of parking spaces, including handicapped spaces as required by NYS Uniform Fire Prevention and Building Code _____
- h.) Analysis of parking requirement _____
- i.) Access _____
- j.) Proposed drainage concept _____
- k.) Approximate limits of clearing and grading _____
- l.) Existing/proposed easements _____
- m.) Site coverage statistics (building coverage, green area, and paved areas by percentage of site and square footage) _____
- n.) Building height and number of floors _____
- o.) Existing limits of Latham Water District or note stating that site is entirely inside or outside district _____

- 6. Floor plan (folded to 8½"x11"), indicating use of each area _____
- 7. Building elevation drawings (folded to 8½"x11") from the front, rear, and sides, showing design elements, materials and colors to be used on exterior finishes, roof top or other exterior mechanical and HVAC units (if none, so note), and any other features the Planning Board may reasonably request _____
- 7a. Colored Perspective Renderings _____
- 8. Photograph(s) of site _____
- 9. Approved Building Department zoning verification determination _____
- 10. Such additional reports, maps or materials as the Planning Board may reasonably request and deem necessary to make the determinations required by the New York State Environmental Quality Review Act and Chapter 192 of the Town Code. _____
- 11. Application form complete _____
- 12. Environmental assessment form complete _____
- 13. Latham Water District information sheet complete _____
- 14. Review fee paid _____

COMMENTS ON CONCEPT SUBMISSION/REVIEW:

NAME OF PROPOSED PROJECT: _____

ADDRESS OF PROPOSED PROJECT: _____

II. FINAL SUBMISSION

- Date Submitted:
- Date Checked:
- Checked by:

1. Final site development plan at same scale as concept submission (sheet size shall be 22" x 34" or 34" x 44", folded to 8½"x11"). Separate layout, grading, utility, lighting and landscape plans may be submitted for clarity; storm sewers must be shown on same plan as proposed grading. Plans shall include:

- a.) Title block including name of project, name of applicant, name of map preparer, date of map, and address of property _____
- b.) A 3" x 3" block for Planning Board approval stamp (at lower right side of plan) _____
- c.) Location and zoning plan at scale of 1" = 2000' as inset, oriented same as site plan _____
- d.) North arrow _____
- e.) Exact boundary and lot lines, showing bearings and distances, including any interior lot lines _____
- f.) Owners and use of adjacent land _____
- g.) Existing zoning, with location of any district boundaries within 300' of property to be developed _____
- h.) Fire and school district boundaries within the site _____
- i.) Lot number(s) as approved by the Town Assessor _____
- j.) Lot area in acres and square feet _____
- k.) Existing utilities (location and size) _____
- l.) Proposed utilities (location, size, and connection to existing) _____
- m.) Location of all easements (with boundary data, name of grantee) _____
- n.) Building location and dimensions _____
- o.) Building height and number of floors _____
- p.) Building setback dimensions to each lot line _____
- q.) Surface treatment (paving, gravel, lawn, ground cover, etc.) identified for all areas _____
- r.) Site coverage statistics (building coverage, paved areas and green areas) in square feet and as percentage of the total area _____
- s.) Layout and dimensions of parking, drives, walks; label minimum parking setbacks from lot lines and buildings _____
- t.) Number of parking spaces _____
- u.) Access/parking for handicapped, as required by NYS Uniform Fire Prevention and Building Code _____
- v.) Existing/proposed pedestrian & bicyclist accommodations _____
- w.) Traffic flow pattern and directional signage _____
- x.) Location of fire lanes, hydrants _____
- y.) Service, equipment locations - HVAC, refuse, loading, storage, solid waste recycling _____
- z.) Fencing - location, type, height _____
- aa.) Existing and proposed topography at contour intervals of 2' or less, extending 50' from the site, and based on a NGVD 1929 benchmark (show benchmark on plan) _____

- bb.) Proposed finished floor elevations _____
- cc.) Limits of grading and clearing _____
- dd.) Proposed erosion control measures _____
- ee.) Landscaping - _____
 - 1. existing to be preserved _____
 - 2. proposed species, size, location _____
 - 3. deciduous trees 2-2 1/2" cal. min. _____
 - 4. evergreen trees 5' ht. min. _____
- ff.) Curbing to protect green space _____
- gg.) Location of freestanding signs with setback dimensions _____
- hh.) Location of and data on soil tests, ground water elevation _____
- ii.) Details - storm system, walls, curbs, pavement sections, etc. _____
- jj.) Lighting plan and details showing fixture location and type, _____
and lighting pattern _____
- kk.) The following standard Town notes:
 - 1. The Applicant shall comply with all applicable federal, state, and local laws, rules and regulations, including but not limited to the State Environmental Quality Review Act (SEQR), Freshwater Wetlands Permit Regulations, the Town Grading Law, and the Town Flood Plains Management.
 - 2. The Applicant shall bear the sole responsibility for ensuring that all improvements are completed and maintained in accordance with approved plans, specifications, and standards.
 - 3. No certificate of Occupancy shall be issued until all required improvements are satisfactorily completed, and the Planning and Economic Development Department has issued written authorization to the Building Department.
 - 4. The Applicant shall be responsible for keeping existing public highways and adjacent lands free of debris, soil, and other matter which may accumulate due to construction related to the site.
 - 5. All site lighting shall be designed and installed so as not to illuminate adjacent properties or highways.
 - 6. All plant materials installed pursuant to this site development plan shall conform to the American Standard Nursery Stock (ANSI Z60.1-1986) of the American Association of Nurserymen or equivalent recognized standard, and shall be installed and maintained in accordance with accepted industry practice.
 - 7. No portion of this site shall be used for storage or display of any product or material, or for parking of any vehicles, or for the conduct of any other business operations, unless specifically designated for such use on this site development plan.
 - 8. All required erosion control measures shall be installed and the Planning and Economic Development Department shall be notified prior to any soil disturbance or issuance of any grading permit. _____
- ll.) Separate plan showing existing structures or other site _____
features to be removed _____

COMMENTS ON FINAL SUBMISSION/REVIEW: