

CHANGE IN TENANT/CHANGE IN USE/TEMPORARY TENT CHECKLIST

PEDD guideline for plan review only. For full requirements refer to Land Use Law Regulations.

NAME/ADDRESS OF PROPOSED PROJECT: _____

- | 1. | LAND USE BACKGROUND: | yes | no |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| | Access to public highway | _____ | _____ |
| | Site affected by mandatory 25'/50'/100' or 200' setbacks from residence district/use | _____ | _____ |
| | Variance granted | _____ | _____ |
| | Previous site approvals granted | _____ | _____ |
| 2. | 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 used | | _____ |
| | b.) North arrow | | _____ |
| | c.) Address of property | | _____ |
| | d.) Location and names of existing adjacent streets | | _____ |
| | e.) Access to existing adjacent streets | | _____ |
| | f.) Existing buildings, other improvements (identify use of each building) | | _____ |
| | g.) Existing/proposed vegetation, landscaping, and other natural features | | _____ |
| | h.) Existing/proposed parking, circulation, storage, service, display areas; label minimum parking setbacks from lot lines | | _____ |
| | i.) Number of parking spaces, including handicapped spaces as required by NYS Uniform Fire Prevention and Building Code | | _____ |
| | j.) Existing/proposed pedestrian & bicyclist accommodations | | _____ |
| | k.) Site coverage statistics (building, paved, green area, etc.) in square feet and as percentage of site | | _____ |
| 3. | Photograph(s) of site | | _____ |
| 4. | Approved Building Department zoning verification determination | | _____ |
| 5. | Application form complete | | _____ |
| 6. | Environmental assessment form complete | | _____ |
| 7. | Review fee paid | | _____ |