Site Plan Review Checklist:

The following checklist is for the use of the project applicant as a basis for providing the required information necessary for review and understanding of the proposed project by the Town of DeWitt Planning Board. Some of the items listed below may not be applicable to the applicant's project, of which 'N/A' is acceptable.

The mission of the DeWitt Planning Board is to provide sound planning decisions and advice on matters entrusted to it by New York State Law and the DeWitt Code including site plan review, subdivision review, zoning advice to the Town Board, the Zoning Board of Appeals, and all matters referred to it.

It is recommended that the applicant review all items in this checklist as well as the appropriate sections of the Town Code, including Chapter 117 Outdoor Lighting and Chapter 192 Zoning and the Design Guidelines. The current versions are available on-line at www.Townofdewitt.com under Planning and Zoning.

When re-submitting drawings in response to this list, applicant shall include a letter indicating how each item has been addressed. This would include: complied with, do not understand comments, would like to discuss, etc.

	Yes	No	N/A
1. **General**			
a. Project Title and Address	☐	☐	☐
b. Preparer's name and address	☐	☐	☐
c. Project Date, including all revision dates	☐	☐	☐
d. Does this project require Zoning Board review/approval? a. Provide a note on the first sheet of the plans indicating the date and issue addressed in any ZBA action for this project.	☐	☐	☐
e. Does this project require NYSDOT or County DOT review/approval?	☐	☐	☐
f. Does this project require County Planning [SOCPA] review?	☐	☐	☐
g. Does this project require a SEQR review?	☐	☐	☐
h. Has review by planning & zoning office been completed?	☐	☐	☐
i. If yes, have comments been reviewed and addressed by applicant?	☐	☐	☐
i. Provided Traffic Impact Study (TIS), if required	☐	☐	☐
j. Are any reciprocal and operating agreements needed?	☐	☐	☐
k. Is this a phase construction plan?	☐	☐	☐

l.			
2. **Site Survey**			
a. Provide current survey, Including:			
i. Current zoning and zoning boundaries			
ii. Property lines with dimensions, including adjacent property owners			
iii. Any easements and Right of Ways (ROW), including road pavement			
iv. Any site features, including but not limited to; storm water management devices, existing and proposed buildings, ancillary structures, paved areas including curbing, both proposed and existing lighting, etc.			
3. **Zoning**			
a. Is the proposed project allowed in the zoning district?	☐	☐	☐
b. Is there any action required by the Zoning Board?	☐	☐	☐
c. Project complies with building height, lot coverage, building coverage and all yard requirements. i. Note that rear yards must be increased to 100 feet when abutting a residential district ii. Note that corner yards have two (2) front and two (2) side yards. See exception to this where a corner lot abuts a residential district. See §192-94-D.			
d. Is Public Hearing required in accordance with the enumerated uses listed in §192-122 A-(2)?	☐	☐	☐
e. Is a Specific Permit required? i. Uses requiring Specific Permit for the specific zoning district. ii. Size exceeds 5000 square feet in Special Business Transitional District iii. In Industrial Districts when within 750 of the perimeter of the Industrial District if the use is not allowed in the abutting district.			
f. Is posting of sign at project required in accordance with §192-120 G-(5)?	☐	☐	☐

g. Is notice required to adjoining town or village in accordance with NYS Law §239-nn for the following actions on lots within 500 feet of the boundary for: i. Issuance of specific use permit or use variance. ii. Site plan review iii. Subdivision review	☐	☐	☐
4. **Subdivision**			
a. Is subdivision required to create lots, combine lots or clean up old issues i. Refer to section §164	☐	☐	☐
5. **Site Plan Layout** Note: Submitted drawings shall be clear, legible, and accurate to the following requirements. Drawings shall provide sufficient information for the Planning Board to review and appraise the proposed site plan. Drawings of the following shall be provided at the minimum scales shown: i. Location Plan: 1" = 50' (or larger) ii. Site Plan Layout: 1" = 20' iii. Grading Plan: 1" = 20' iv. Planting Plan: 1" = 20' v. Utilities Plan: 1" = 20' vi. Elevations: 1. Provide elevations of all proposed structures and signage. Drawings should be of a scale that is large enough to provide detail of building elements, proposed materials and colors, and other information that the Board deems relevant to the review of the structures and signage.	☐	☐	☐
a. Is there a proposed Drive-Thru? Does it comply with section §192-72 requirements?	☐	☐	☐
b. Have all the buffering requirements of section §192-100-B-(5) been met?	☐	☐	☐
c. Has adequate green space been provided on all sides and in total for the site? i. Normal: 10' at side and rear; 20' at front yard to property lines ii. To residential neighborhoods: 30' at side and rear yard to property line	☐	☐	☐
d. Provide enlarged plans and details for areas that require clarification, (i.e. adjacent to building for showing sidewalk and planting dimensions)	☐	☐	☐

e. Zoning table: Provide a table that shows accurate zoning of property and the code requirements, including but not limited to: i. Zoning designation ii. Lot Coverage iii. Building C overage iv. Percent impervious surface v. Current and intended occupancy classifications for structures on site. vi. Required and provided parking counts based on entire site. Include all accessible parking requirements. vii. Building height viii. Required yards; front, side, and rear	☐	☐	☐
f. Parking: i. Dimension parking spaces and drive aisles to demonstrate that they comply with the code. Include all accessible parking. ii. Can any parking be placed in reserve for Office and Business use? If it is proposed to reserve parking, provide facts in separate letter addressing the findings necessary as called for in §192-103 E (2). iii. Does traffic circulation work with adequate room for deliveries, including tractor trailers when necessary? iv. Does existing parking lot need paving and/or paving repairs v. Vehicular Guard rails; need, type and details shown	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
g. Site Curbing: i. Appropriate areas of site curbed with granite and radii shown? Note: Concrete curb only allowed if part of sidewalk and detailed per Design Guidelines. ii. Does the entrance have curbing? iii. Is extent of curbing shown appropriate for the zone & area?	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
h. Dumpster Enclosures: i. Dumpster area for trash and recycling provided and properly sized. a. Provide a letter from tenant noting required size and quantity of dumpsters. If no dumpsters are to be provided, include a note on drawing: “All trash and recycling materials will be stored within the building.” ii. Dumpster enclosure and screening provided?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
i. Flagpole height called out and flag properly sized for pole height	☐	☐	☐
j. Site Features i. Bike racks shown in sufficient quantity with area for expansion. ii. If area served by bus route, show distance to closest bus stop iii. Pedestrian Guard rails; need, type and details shown iv. Sidewalks:	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐

a. Adequate sidewalks provided? b. Do existing sidewalks need repairs?	☐ ☐	☐ ☐	☐ ☐
k. Site Utilities i. Are ground and roof mounted HVAC units shown? ii. Provide catalog cuts and noise data for exterior HVAC units if near residential areas. Include noise calculation to show less than 50db at property line	☐ ☐	☐ ☐	☐ ☐

1. <u>Site Survey</u>

1.1. Provide current survey, Including:

1.1.1. Current zoning and zoning boundaries

1.1.2. Property lines with dimensions, including adjacent property owners.

1.1.3. Any easements and Right of Ways (ROW), including road pavement.

1.1.4. Any site features, including but not limited to; storm water management devices, existing and proposed buildings, ancillary structures, paved areas including curbing, both proposed and existing lighting, etc.

1.1.5.

1.2. Is there an existing facility to be considered?

1.3. Is this Concept review or Approval review?

1.4. Do drawings require NYSDOT or County DOT approval?

1.5. Drawings require County Planning [SOCPA] review?

1.6. Planning & Zoning review

1.7. SEQR review required?

1.8. Is traffic information needed?

1.9. Any reciprocal and operating agreement needed.

1.10. Any construction phasing issues?

1.11. Are any permanent easements needed?

2. <u>Zoning</u>

2.1. Is there any action required by the Zoning Board?