



Planning Department

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General Permit Application Site Plan Review

Please follow these instructions and guidance when submitting an application for Site Plan Review. Site Plan Review consists of only three steps:

Pre-application - Sketch Plan Review - and Site Plan Review.

These steps may need to be repeated before they are deemed completed by the Planning Department or the board reviewing your application.

1. Pre-Application

You must schedule a Pre-Application meeting with the Planning Department as a first step. For this meeting you should have a fair idea of what your project will involve. Please find and review the town's applicable Design Guidelines (Residential, Commercial, Varna Hamlet) as these will apply to your project as well as Article XI Site Plan Review of the Zoning Ordinance before scheduling a Pre-Application meeting. A Sketch Plan (#2) should be prepared before the meeting.

Drawings, pictures, a business plan etc. are all useful to bring to a Pre-Application meeting, and depending upon your project you may have to meet with the department more than once. The good news is that this will help you to prepare for your appearance before the board.

2. Sketch Plan

Before or during the Pre-Application meeting, you must fill out the "Permit Application Site Plan Worksheet." This will be your sketch plan.

When the Planning Department has determined you are ready, you are required to conduct a Sketch Plan conference with the board. The board will either be the Town Board if you are also required to apply for a Special Use Permit, or the Planning Board if your project only requires Site Plan Review. Note, once the Planning Department has deemed that your application is complete and ready for the board, it will be posted on the town's website, and the property will be posted with a placard.

The Sketch Plan requirements are found in Article XI of the Zoning Ordinance and are:

1. Provide a brief narrative and preliminary concept showing the locations and dimensions of principal and accessory Structures, parking areas, and other planned features and any anticipated changes in the existing topography and natural features.
2. Provide a sketch or map of the area which clearly shows the location of the site with respect to nearby streets, rights-of-way, properties, easements and other pertinent features within 500 feet.
3. Provide a topographic or contour map to adequate scale and detail to show site topography and natural features such as streams or wetlands.
4. Provide a conceptual stormwater management plan consistent with Ordinance that outlines the approach to manage runoff and its post construction treatment on the site. A Stormwater Pollution Prevention Plan does not have to be submitted at this time, but a Notice of Ground Disturbance form is required.
5. If not the owner of the land under consideration, provide written approval from the owner to submit the sketch plan.

Compliance with Design Guidelines and Current Standards

Even if your site is an existing site, you may be required to make improvements that bring the site into compliance with current design guidelines. Also, the town may have a record of an issue or complaint about the property that you will be required to address. These things often involve lighting, signage, traffic management, and landscaping. This is all very site dependent, and will also be affected by the type of proposed use. Please try to consider items that will enhance the site on your own initiative by reading the Design Guidelines. By including these types of things in the Sketch Plan, you may avoid going through Site Plan Review.

The board will review and evaluate the Sketch Plan with you and consider comments and recommendations from the Planning Department and other agencies. The goal of Sketch Plan review is to determine what the Site Plan Review will involve, and whether or not further Site Plan Review is necessary.

If the applicant feels that Site Plan Review is not necessary for the project because it is a minor change to the site, this can be requested with specific reasoning as to why Site Plan Review should be waived by the Board (Zoning: Section 1102.F). The Board may require a Public Hearing in order to fully determine that the waiver is justified. This can only happen following a Sketch Plan review, and only if the site is determined to be generally consistent with the town's design guidelines.

3. Site Plan Review

If as a result of the Sketch Plan conference the board has determined that Site Plan Review is necessary, they will indicate in writing within 10 days the requirements for the Site Plan. The board may elect to vary from the list found in Article XI based upon the Sketch Plan or Site Plan Review and Planning Department recommendations. The list found in Article XI for Site Plan is:

1. Title of drawing, including name and address of applicant and person responsible for preparation of the drawing;
2. Boundaries of the property, plotted to scale, and including north arrow, scale and date;
3. Identification of public highways;
4. Existing watercourses and wetlands;
5. Grading and drainage plan showing existing and proposed contours;
6. Location, design and type of construction, proposed use and exterior dimensions of all buildings;
7. Location, design and type of construction of all parking and truck loading areas showing ingress and egress to the public highway;
8. Provisions for pedestrian access including sidewalks along public highways.
9. Pedestrian facilities shall be ADA (Americans with Disabilities Act) compliant.
10. Sidewalks must be constructed continuously across all driveways;
11. Provisions for bicycle parking, such as bicycle racks or bicycle lockers as appropriate. All bicycle parking devices shall be provided in accordance with guidelines published by the Association of Pedestrian and Bicycle Professionals (APBP). Some portion of bicycle parking should be provided in a covered area protected from the weather;
12. Location, type and screening details of waste disposal containers and outdoor storage areas;
13. Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences;
14. Description of the method of sewage disposal and location;
15. Description of the method of securing potable water and location, design and construction materials of such facilities;
16. Location of fire and other emergency zones, including the location of fire hydrants;
17. Location, design, and construction materials of all energy distribution facilities, including electrical, gas and solar energy;
18. Location, height, size, materials, and design of all proposed signage;
19. Identification of street number(s) in accordance with any applicable 911 numbering system, and method for ensuring that building identification numbers are installed in a manner that will be visible to emergency responders during the day and night;
20. Location and proposed development of all buffer areas, including existing vegetation cover;
21. Location and design of outdoor lighting facilities;
22. Location, height, intensity, and bulb type of all external lighting fixtures;
23. Direction of illumination and methods to eliminate glare onto adjoining properties;
24. Identification of the location and amount of building area proposed for retail sales or similar

commercial activity;

25. Proposed limit of clearing showing existing vegetation. Individual trees with a diameter at breast height (DBH) of 12 inches or greater within the clearing line shall also be shown, if the Board finds that there are uniquely beneficial species on the site and/or exceptionally mature trees;
26. Landscaping plan and planting schedule;
27. Estimated project construction schedule;
28. Record of application for and approval status of all necessary permits from state and county agencies;
29. Identification of any state or county permits required for the project;
30. Other elements integral to the proposed development as considered necessary by the Board;
31. Stormwater Management Plan as required by Local Law;
32. Full Environmental Assessment Form or draft Environmental Impact Statement as determined by the Board at the sketch plan conference.

4. Fees

The fees for Site Plan Review are:

Full Site Plan Review

Estimated Project Cost:

0-\$10,000.99	- \$300
\$10,001 - \$25,000.99	- \$375
\$25,001 - \$50,000.99	- \$425
\$50,001 - \$100,000.99	- \$450
\$100,001 - \$250,000.99	- \$600
\$250,001 - \$500,000.99	- \$750
\$500,001 - \$1,000,000.99	- \$1,125
\$1,000,001 - \$2,500,000.99	- \$1,500
\$2,500,000 - \$5,000,000.00	- \$2,750
\$5,000,001 - \$10,000,000.99	- \$3,000
\$10,000,001 - \$20,000,000.99	- \$3,750
Over \$20,000,000.99	- \$4,500

5. Other Forms

The Planning Department will alert you to other forms and permits required at the Pre-Application conference.