

ARTICLE XI: SITE PLAN REVIEW

Section 1101: Purpose, Applicability and Authority

- A.
 - 1. The purpose of this article is to provide the specifications and necessary elements to be included in a sketch plan and site plans for those uses which are subject to Site Plan Review including, but not limited to, proposed parking, means of access, screening, signs, landscaping, architectural features, location and dimensions of buildings, adjacent land uses and physical features meant to protect adjacent land uses.
 - 2. This article is intended to supplement the substantive and procedural requirements of Town Law § 274-a.
- B. Applicability. This article applies to all new Business Group Uses, or changes from one Business Group Use to another; all new Community Group Uses, or changes from one Community Group Use to another; all new, or changes to, uses within a TNDO District and LSRD District, all uses requiring a Special Use Permit, and all uses in a PUD district, as well as any other uses for which Site Plan Review is required in this Law. Agricultural-Related Enterprise see sections 1101:C.4, 1102-E., 1105: A.B.
- C. Jurisdiction.
 - 1. All Site Plan Reviews performed in connection with a Special Use Permit shall be conducted by the Town Board.
 - 2. Unless otherwise provided, all other Site Plan Reviews shall be conducted by the Planning Board.
 - 3. For simplicity sake, in this section, both boards are referred to as "the Board."
 - 4. Agricultural-Related Enterprise Site Plan Review shall be conducted by the Planning Department.

Section 1102: Site Plan Review and Approval Procedure

- A. All applicants should refer to the Town of Dryden Residential and Commercial Design Guidelines and then meet the Planning Department prior to requesting a sketch plan conference.
- B. Applications for Site Plan Review shall be made on a form provided by the Planning Department. The application must be received and reviewed by the Planning Department. Once the application is deemed complete by the Planning Department, it will be scheduled for a sketch plan conference with the Board.
- C. The sketch plan conference with the Board shall precede the submission of a detailed site plan.
- D. The purpose of the sketch plan conference is to allow the Board to review the basic site

design concept, provide the applicant with constructive suggestions, and generally, to determine the information to be required in the detailed site plan. In order to accomplish these objectives, the applicant must:

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 the Town of Dryden Stormwater Management, Erosion and Sediment Control Law 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.
- E. At the sketch plan conference, based upon the information provided, the Board will determine any and all additional information required in the detailed site plan. Within 10 days of the completion of the sketch plan conference the Board shall provide in writing a detailed list of necessary components for a complete application and detailed site plan after the sketch plan conference. Applications for an Agricultural-Related Enterprise must be received and reviewed by the Planning Department.
- F. The Board may, in appropriate cases, waive further Site Plan Review based upon the information provided in the sketch plan after review of the same.
- G. Detailed site plans shall be reviewed by the Planning Department in order to determine completeness. When deemed complete, the Planning Department will schedule a final Site Plan Review and public hearing, if required.
- H. The applicant shall supply all necessary materials for final Site Plan Review including digital and paper copies of plans as required by the Planning Department.

Section 1103: Application Content

- A. At or following the Sketch Plan conference the Board may request that the applicant provide more information, including, but not limited to any or all of the items from the following list. In determining the information it will require, the Board may consider the type of use, its location, and the size and potential impact of the project.
- B. Site plan checklist:
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. Pedestrian facilities shall be ADA (Americans with Disabilities Act) compliant. Sidewalks must be constructed continuously across all driveways;
 9. 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;
 10. Location, type and screening details of waste disposal containers and outdoor storage areas;
 11. Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences;
 12. Description of the method of sewage disposal and location;
 13. Description of the method of securing potable water and location, design and construction materials of such facilities;

14. Location of fire and other emergency zones, including the location of fire hydrants;
15. Location, design, and construction materials of all energy distribution facilities, including electrical, gas and solar energy;
16. Location, height, size, materials, and design of all proposed signage;
17. 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;
18. Location and proposed development of all buffer areas, including existing vegetation cover;
19. Location and design of outdoor lighting facilities;
20. Location, height, intensity, and bulb type of all external lighting fixtures;
21. Direction of illumination and methods to eliminate glare onto adjoining properties;
22. Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
23. 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;
24. Landscaping plan and planting schedule;
25. Estimated project construction schedule;
26. Record of application for and approval status of all necessary permits from state and county agencies;
27. Identification of any state or county permits required for the project;
28. Other elements integral to the proposed development as considered necessary by the Board;
29. Stormwater Management Plan as required by the Town of Dryden Stormwater Management, Erosion and Sediment Control Law;
30. Short or Full Environmental Assessment Form or draft Environmental Impact Statement as determined by the Board at the sketch plan conference.

Section 1104: Board Action on Site Plan Review Application

- A. Site inspections. The Board, and any such persons as they may designate, may conduct such examinations, tests and other inspections of the site deemed necessary and appropriate.
- B. Public Hearing.
 1. The Board may hold a public hearing.
 2. In determining whether a public hearing is necessary, the Board shall be guided by the expected level of public interest in the project.
 3. Applicants may request a public hearing. When an applicant requests a public hearing, no site plan review may be disapproved without such a hearing.
- C. The Board's review of the site plan shall include, but is not limited to, the following considerations:
 1. Location, arrangement, size, design, and general site compatibility of buildings, lighting, and signs;
 2. Adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers, and traffic controls;
 3. Location, arrangement, appearance, and sufficiency of off-street parking and loading;
 4. Adequacy and arrangement of pedestrian traffic access and circulation, walkway Structures, control of intersections with vehicular traffic, and overall pedestrian convenience;
 5. Adequacy of stormwater and drainage facilities;
 6. Adequacy of water supply and sewage disposal facilities;
 7. 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;
 8. Adequacy of fire lanes and other emergency zones and the provision of fire hydrants;
 9. Adequacy of the site's ability to support the proposed use given the physical and environmental constraints on the site, or portions of the site;

10. Special attention to the adequacy and impact of Structures, roadways and landscaping in areas susceptible to ponding, flooding and/or erosion;
 11. Conformance with the Town's Residential and Commercial Design Guidelines to the maximum extent practicable;
 12. Completeness of the application and detailed site plan in light of the Board's requirements following the sketch plan conference.
- D. No approval or approval with conditions shall be granted until the Board determines that the applicant is in compliance with all other provisions of this Law and other applicable ordinances.

▪ **Section 1105: Site Plan Review for Agricultural-Related Enterprise**

Application Content:

- A. Provide a brief narrative of the proposed new use, structures, parking areas, and other planned features. Any changes to the existing topography. Daily anticipated vehicle and/or truck trips.
- B. Site plan checklist:
(From pages 64, 65 and 66)
 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. Location, design and type of construction, proposed use and exterior dimensions of all buildings;
 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. Description of the method of sewage disposal and location;
 9. Description of the method of securing potable water and location, design and construction materials of such facilities;

10. Location, height, size, materials, and design of all proposed signage;
11. 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;
12. Location, height, intensity, and bulb type of all external lighting fixtures;
13. Direction of illumination and methods to eliminate glare onto adjoining properties;
14. Provide a conceptual stormwater management plan consistent with the Town of Dryden Stormwater Management, Erosion and Sediment Control Law 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.
15. State Environmental Quality Review.

- C. No approval or approval with conditions shall be granted until the Planning Department determines that the applicant is in compliance with all other provisions of this Law and other applicable ordinances.