

TOWN OF DEPOSIT SITE PLAN REVIEW APPLICATION REQUIREMENTS

Prior to undertaking any new land use activity, except for a one or two-family dwellings and other uses specifically excepted in Section 100-1.5 of The Town of Deposit Site Plan Review Law, site plan approval by the Planning Board is required. Applicants must complete the attached application and **Part I ONLY** of the New York State Environmental Quality Review Assessment Form. **Three (3) copies** of the application packet and a site plan map must be provided to the Planning Board ten (10) days prior to the regularly scheduled meeting.

Application requirements.

An application for site plan approval shall be made in writing to the chairman of the Planning Board and shall be accompanied by information contained on the following checklist.

Site plan checklist:

- Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;
- North arrow, scale and date;
- Boundaries of the property plotted to scale;
- Existing buildings;
- Grading and drainage plan, showing existing and proposed contours, rock outcrops, depth to bedrock, soil characteristics, and watercourses;
- Location, design, type of construction, proposed use and exterior dimensions of all buildings;
- Location, design and type of construction of all parking and truck loading areas, showing access and egress;
- Provision for pedestrian access;
- Location of outdoor storage, if any;
- Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences;
- Description of the method of sewage disposal and location, design and construction materials of such facilities;
- Description of the method of securing public water and location, design and construction materials of such facilities;
- Location of fire and other emergency zones, including the location of fire hydrants;
- Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;
- Location, size and design and type of construction of all proposed signs;
- Location and proposed development of all buffer areas, including existing vegetative cover;

- Location and design of outdoor lighting facilities;
- Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
- General landscaping plan and planting schedule;
- An estimated project construction schedule;
- Record of application for and status of all necessary permits from other governmental bodies;
- Identification of any permits from other governmental bodies required for the project's execution; and
- Other elements integral to the proposed development as may be considered necessary in the particular case by the Planning Board.

Complete all paperwork for application prior to submitting to the Town of Deposit Code Enforcement Officer for signature. Provide a set of three complete copies to the planning board chair upon final review and sign off from the Code Enforcement Official.

Town of Deposit

3 Elm Street
Deposit, NY 13754
(607) 467-2433

Application # _____

APPLICATION FOR SITE PLAN REVIEW

Date _____

1. Name of Proposed Development _____

2. Name of Owner/Applicant _____

Address _____
(Street Number and Name) (Post Office) (State) (Zip Code)

3. Project Location: _____

4. Tax Map Designation: Sheet _____ Block _____ Lot(s) _____

5. Proposed Use(s) of the site _____

6. Proposed Development Description (continue on separate sheet(s) if necessary)

7. Total Acreage _____ 8. Total Area to be Disturbed _____

9. Total Floor Area (sq. ft.) of all Structures to be Constructed _____

10. Name of Owner (if different than applicant) _____

Address _____
(Street Number and Name) (Post Office) (State) (Zip Code)

11. Plans Prepared by: _____

Address _____
(Street Number and Name) (Post Office) (State) (Zip Code)

12. Existing use of parcel: _____

13. Character of surrounding lands (commercial, residential, agricultural, mixed, etc)

14. Is parcel within or adjacent to any Agricultural District ? (if so, specify) _____

15. Site Plan - attach a copy of all materials required by the Code Enforcement Officer or the Planning Board and consistent with the Town of Deposit Site Plan Review Law.

16. Signature of the Applicant _____ Date _____

FOR NOTARY PUBLIC

I, _____, hereby depose and say that all the above statements contained in the papers submitted herewith are true.

Signature of Landowner or Applicant _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20____.

My Commission Expires:

Notary Public

17. Code Enforcement Official Certification

I have reviewed this site plan application and attachments and found it to be complete with respect to the Town of Deposit Site Plan Review Law.

Signature of CEO _____ Date: _____

18. Decision of the Planning Board _____

19. Comments, Conditions and Recommendations (For planning board use)

20. Signature of Planning Board Chairperson _____

Date _____