

**TOWN OF SOUTHEAST
SITE PLAN APPLICATION SUBMISSION CHECKLIST**

All submissions must be made 15 working days in advance of the Planning Board meeting at which the site plan is to be presented. An application will not be deemed complete and placed on an agenda until the required information is submitted. The number of copies to be submitted is dependent upon the type of application being submitted. Please see the attached distribution list for submittal instructions.

Sketch Plan Review (see §138-41.E(1))

1. Brief written description of the proposed project and Statement of Use. _____
2. List of contiguous property owners (including address, and tax lot, block and section number). _____
3. Existing school, zoning and special district boundaries _____
4. Boundaries of the property, building or setback lines, existing streets, and adjoining lot. Reservations, easements, and areas dedicated to the public use, if known, shall be shown. _____
5. A list of all property owners within 500 feet of the zoning lot. _____
6. A map showing the applicant's entire property and adjacent properties and streets, at a convenient scale, but not less than 200 feet to the inch, including the approximate location and dimensions of all existing and proposed structures and the location of all existing structures on adjacent properties and within 100 feet of the site boundary. _____
7. All existing and proposed paved areas. _____
8. The existing topography, lawns, meadows, shrubs and trees (general locations), watercourses and bodies of water, wetlands, rock outcrops and other prominent physical features. _____
9. Areas to be left undisturbed by earthmoving machines. _____
10. The existing pedestrian and vehicular circulation diagram for the site and immediate area. _____
11. The outline of the project site overlaid on an aerial photograph. _____
12. The name and address of the applicant and other planners, engineers, architects, surveyors and/or other professionals engaged to work on the project. Where the applicant or owner is a corporation, the Planning Board may require the names and addresses of all officers, directors and principal stockholders of said corporation. _____

Preliminary Plan Review (see § 138-41.E(2))

1. Legal data. _____
2. Site maps at a scale of not less than 50 feet to the inch. _____
3. The location of existing buildings, watercourses, marshes, rock outcrops, wooded areas, single trees with a diameter of eight inches or more, measured three feet above the base of the trunk, and other significant existing features on the premises and within a distance of 200 feet of all property lines thereof. _____
4. A written "Statement of Use" certified by the applicant, describing in detail the nature and extent of the proposed use and occupancy, the provision to be made for water supply, sewage traffic generation and the impact upon adjoining property, the neighborhood and community facilities and services. The statement of use shall include a schedule indicating the area of the lot, the floor area of buildings and structures, the ground coverage by buildings and structures, the total ground coverage by buildings and other structures, paving and outside storage areas and the computations of required off-street parking and loading spaces. _____

5. Preliminary plans, elevations and sections of proposed structures and roads, showing the proposed location, use and design of all buildings and structures, including any proposed division of buildings into units of separate occupancy and location of drives thereto, and showing the proposed location of all roads, pedestrian walkways and fire lanes; title of development, date, North point, scale, name and address of record owner and of the engineer, architect, and land planner or surveyor preparing the site development plan.
6. All means of vehicular access and egress to and from the site onto public streets.
7. The location and layout of any off-street parking or loading areas.
8. The location of all proposed waterlines, valves and hydrants and sewer lines or of alternative means of water supply and sewage disposal and treatment.
9. An outdoor lighting plan in compliance with § 138-104C.
10. Preliminary grading and landscaping plan with contours at an interval not exceeding two feet, or equivalent ground elevations and the location, depth and results of soil samples, test borings, test pits and seepage tests.
11. The extent and amount of cut and fill for all disturbed areas, including before and after profiles of typical development areas, parking lots and roads.
12. A stormwater pollution prevention plan prepared in compliance with New York State Department of Environmental Conservation standards for Phase II stormwater regulations and/or New York City Department of Environmental Protection Watershed Rules and Regulations.
13. The proposed location, size, color and illumination of proposed signs.
14. An erosion and sediment control plan prepared in compliance with New York State Department of Environmental Conservation Phase II standards.
15. The location of all existing and proposed site improvements, including drains, culverts, retaining walls and fences.
16. The location of any outdoor storage, including solid waste receptacles.
17. Detailed breakdowns of all proposed floor space by type of use.
18. In an OP-1, OP-2, OP-3, ED-1 or ED-2 District, specific uses proposed, number of employees for which buildings are designed, type of power to be used for any manufacturing process, type of wastes or by-products to be produced by any manufacturing process and the proposed method of disposal of such wastes or by-products.
19. Environmental Assessment Form (EAF)
20. Architectural plans of all proposed buildings, structures, signs and outdoor storage facilities, which plans may be preliminary in form but shall include exterior building materials, color, height, bulk, roofline, ornamentation, interior uses and general character and with the exception of signs and outdoor illumination facilities, shall be prepared by and bear the seal of an architect or professional engineer licensed to practice in the State of New York. Such plans shall meet the approval of the Planning Board.
21. The preliminary landscaping plan.

Architectural Review [Submitted concurrent with Preliminary Plan Review (see § 3-4)]

1. Scale plans and elevations showing the nature of construction and the use of materials to be incorporated in the exterior of the project, exterior building treatments, including but not limited to siding, roofing, color, windows, porches and porticos. _____
2. Landscaping details, including existing and proposed plantings. _____
3. Conceptual signage, including general design, size, placement, lighting and color palette.
[NOTE: Conceptual review of a sign or sign program during the site plan approval process shall not constitute sign permit approval. For concurrent review of a permit for a sign or sign program, the applicant shall file an application with the Building Inspector in accordance with Article XII of Chapter 138 of the Code of the Town of Southeast.] _____
4. Fencing, including materials, colors and style. _____
5. Information and/or statement about how the plan fits with its surrounding neighborhood and viewsapes. _____
6. Three-dimensional sketch or rendering illustrating significant aspects of construction and exterior design. _____
7. Material samples, color charts, and/or photographs of proposed materials (e.g. paint chips, photo of brick style, photo of retaining wall block type, color charts, etc.). _____
8. Photographs of the project site from public streets and publicly accessible properties. _____

Please bring the following to your meeting with the PB /ARB:

1. Material Sample Boards *[NOTE: for virtual meetings, please include digital photographs of the material samples with your submission]*
2. Models or photographs of models (if available)

Wetland Permit (see §78-3.D)

1. The names of the owners of record of the land on which the activity is to be conducted and all adjacent owners. _____
2. A detailed description of the proposed activity. _____
3. A map showing the controlled area affected and any wetlands or water courses therein, and the location extent and nature of proposed activity. Said map shall be prepared and certified by a licensed surveyor, professional engineer or professional architect and show contours at two foot intervals, stone walls, fence lines, tree lines and other major features of the land. _____
4. The names of all known claimants of water rights in or adjacent to the wetlands or watercourses. _____

Final Review (see §138-41.E(3))

1. Legal data. N/A
2. Statement of Use. See FEIS
3. Final plans, including site plan, floor plans, elevations and sections of proposed structures. X
4. Final grading plans. X
5. Final landscaping plans. X

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| 6. | Draft Environmental Impact Statement (25 copies, if required). | _____
See FEIS on File with Town |
| 7. | A written program setting forth the proposed sequence and time schedule for construction, completion and occupancy of the various elements and any phases of the project. | X
_____ |
| 8. | All proposed streets with profiles indicating grading. | N/A
_____ |
| 9. | Cross-sections showing width of roadway, location and width of sidewalk and location and size of utility lines, according to the standards and specifications established or approved by the Town Engineer. | X
_____ |
| 10. | Upon final approval, the applicant shall provide to the Town of Southeast Planning Board one full set of final full-sized plans and five copies of the filed plans on eleven-inch by seventeen-inch, or similar, paper, with a graphic scale indicated (to allow for scale measurements of photo-reduced drawings), for distribution to the Town Engineer, the Planning Board, the Town Clerk, the Building Inspector, and the Town Planner. | X
_____ |

NOTE: This checklist is provided as a convenience, it is not a substitute for consulting the Code of the Town of Southeast. All applicants should review the relevant code sections and are responsible for all information contained therein.