

**REDEVELOPMENT SITE REVIEW CHECKLIST**

(All Redevelopment, Additions or Other Site Changes on Parcels 1 acre or less)

PEDD guideline for plan review only. For full requirements refer to applicable regulations.

NAME OF PROPOSED PROJECT: \_\_\_\_\_

ADDRESS OF PROPOSED PROJECT: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

**I. PRELIMINARY FINAL SUBMISSION**

- Date Submitted:
- Date Checked:
- Checked By:

1.	LAND USE BACKGROUND:	yes	no
	Access to public highway	___	___
	Site affected by mandatory 25'/50'/100' or 200' setbacks from residence district	___	___
	Variance granted	___	___
	Previous site approvals granted	___	___
	Proposal in conformance with Comprehensive Plan	___	___
	County Planning Board referral required	___	___
	Public Highway, Water, or Sewer proposed	___	___
	County Health Dept. Approval required	___	___
	County or State Highway approval required	___	___
	NYSDEC Storm Water discharge permit required	___	___

2. ENVIRONMENTAL BACKGROUND:

SEQR classification: Type II__ Unlisted__ Type I__ Exempt or excluded__.	yes	no
Site affected by Protected Watercourse area	___	___
Site affected by Wetlands (State or Federal)	___	___
Site affected by Flood Plain	___	___
Site affected by Airport noise height restrictions	___	___
Site on National Register of Historic Places	___	___
Site adjacent to public park or open space	___	___
Site on State map of archeologically significant areas (archeological assessment required)	___	___
Site within 500 feet of an agricultural district	___	___
Site within one mile of Town landfill	___	___
Site within boundary of any G.E.I.S. area (specify): _____	___	___
Site affected by other features of environmental significance (specify): _____	___	___
_____		

3. A narrative description of the proposed project, addressing its scope of operation, purpose, justification and impact on the immediate area of influence and the town in general (school, traffic generation, population, utilities aesthetics and land use compatibility) and including the following:

- a.) Address of site (street and number) \_\_\_\_\_
- b.) Name of applicant \_\_\_\_\_
- c.) Name of proposed tenant/business \_\_\_\_\_
- d.) Site zoning \_\_\_\_\_
- e.) Description of existing site and use \_\_\_\_\_
- f.) Description of intended site development and use \_\_\_\_\_
- g.) Existing gross floor area (including basement area) \_\_\_\_\_
- h.) Proposed gross floor area (including basement area) \_\_\_\_\_
- i.) Building height and number of floors \_\_\_\_\_
- j.) Number of guest rooms or dwelling units where applicable \_\_\_\_\_
- k.) Number of employees \_\_\_\_\_
- l.) Hours and days of operation \_\_\_\_\_
- m.) Proposed number of parking spaces \_\_\_\_\_
- n.) Site coverage statistics (building coverage, paved areas, green area, by percentage of site and square footage) \_\_\_\_\_
- o.) Impact on adjoining property:  
     noise, visual, drainage, other \_\_\_\_\_
- p.) Anticipated impact on services: (quantify and discuss impacts)  
     traffic (provide 2 hr. PM peak if within GEIS area) \_\_\_\_\_  
     sewer \_\_\_\_\_  
     water \_\_\_\_\_  
     solid waste \_\_\_\_\_
- q.) Description of project construction sequence and phasing \_\_\_\_\_
- r.) Storage and disposal method of chemicals used  
     (solvents, soaps, etc.) \_\_\_\_\_
- s.) Impact on Town communications system or any proposed  
     communications devices (e.g., microwave transmitters) \_\_\_\_\_

4. Site analysis diagram at a scale of 1" = 10', 1" = 20', 1" = 30' or 1" = 40'; sheet size shall be 22" x 34" or 34" x 44", folded to 8½"x11"; to include the following features:

- a.) Location map at scale of 1" = 2000' as inset; map shall be oriented the same as the site analysis plan \_\_\_\_\_
- b.) North arrow \_\_\_\_\_
- c.) Boundary survey map of property at a scale of 1" = 10', 1" = 20', 1" = 30', or 1" = 40' \_\_\_\_\_
- d.) Existing topography, related to NGVD 1929 (show benchmark), at contour intervals of 2' or less \_\_\_\_\_
- e.) Existing zoning district, with district boundaries within 300' of the site \_\_\_\_\_
- f.) Names of all adjoining property owners \_\_\_\_\_
- g.) Identification, by both verbal description and graphic depiction, of all adjacent land uses \_\_\_\_\_
- h.) Location and description of existing vegetation (species, size, condition, and value), watercourses, wetlands, flood plains, other natural features \_\_\_\_\_
- i.) Soil analysis describing soil types, surface and subsurface rock and ground water conditions \_\_\_\_\_
- j.) Existing streets, structures, utilities, and site improvements on or within 50' of the property - where a boundary of a zoning district which \_\_\_\_\_

permits residences exists within 100 feet of the site, existing structures, utilities and site improvements shall be extended to a distance of 100 feet in the direction of the district boundary.

- k.) Existing easements – show boundaries and identify grantee and purpose. \_\_\_\_\_
- l.) Identification of visual features such as smoke stacks, borrow pits, overhead utility lines, junk yards, refuse areas, billboards (if none, so note) \_\_\_\_\_
- m.) Identification of sources of smoke, noise, odors or other emissions (if none, so note) \_\_\_\_\_
- n.) Where the site is a component or phase of a larger development (e.g., a commercial subdivision or a multi-phased project), an overall plan of the larger development must be submitted, showing existing development and uses \_\_\_\_\_

5. Preliminary final site plan on site analysis base map (sheet size shall be 22" x 34" or 34" x 44", folded to 8½"x11"). Separate layout, grading, utility, and landscape plans may be submitted for clarity; storm sewers must be shown on same plan as proposed grading. Plans shall include:

- a.) Title block with names of project, applicant, and map preparer; address of site; date of map; and work record with revision dates \_\_\_\_\_
- b.) A 3" x 3" block for PEDD decision stamp (at lower right side of plan) \_\_\_\_\_
- c.) Location map at scale of 1" = 2000' as inset, oriented same as site plan \_\_\_\_\_
- d.) North arrow \_\_\_\_\_
- e.) Exact boundary and lot lines, showing bearings and distances, including any interior lot lines \_\_\_\_\_
- f.) Owners and use of adjacent land \_\_\_\_\_
- g.) Existing zoning, with location of any district boundaries within 300' of property to be developed \_\_\_\_\_
- h.) Fire and school district boundaries within the site \_\_\_\_\_
- i.) Lot number(s) as approved by the Town Assessor \_\_\_\_\_
- j.) Lot area in acres and square feet \_\_\_\_\_
- k.) Existing utilities (location and size) \_\_\_\_\_
- l.) Proposed utilities (location, size, and connection to existing) \_\_\_\_\_
- m.) Location of all easements (with boundary & filing data, name of grantee) \_\_\_\_\_
- n.) Existing limits of Latham Water District or note stating that site is entirely inside or outside district \_\_\_\_\_
- o.) Building location and dimensions \_\_\_\_\_
- p.) Building setback dimensions to each lot line \_\_\_\_\_
- q.) Building height and number of floors \_\_\_\_\_
- r.) Surface treatment (paving, gravel, lawn, ground cover, etc.) identified for all areas \_\_\_\_\_
- s.) Site coverage statistics (building coverage, paved areas and green areas) in square feet and as percentage of the total area \_\_\_\_\_
- t.) Layout and dimensions of parking, drives, walks; label minimum parking setbacks from lot lines \_\_\_\_\_
- u.) Number of parking spaces with analysis of code requirement \_\_\_\_\_
- v.) Access/parking for the disabled, as required by NYS Uniform Fire Prevention and Building Code \_\_\_\_\_
- w.) Existing/proposed pedestrian & bicyclist accommodations \_\_\_\_\_
- x.) Traffic flow pattern and directional signage \_\_\_\_\_

- y.) Location of fire lanes, hydrants \_\_\_\_\_
- z.) Service, equipment locations - HVAC, refuse, loading, storage, solid waste recycling with appropriate screening \_\_\_\_\_
- aa.) Fencing/retaining walls - location, type, height \_\_\_\_\_
- bb.) Existing and proposed topography at contour intervals of 2' or less, extending 50' from the site, and based on a NGVD 1929 benchmark (show benchmark on plan) \_\_\_\_\_
- cc.) Erosion and sediment control measures \_\_\_\_\_
- dd.) Proposed finished floor elevations \_\_\_\_\_
- ee.) Limits of grading and clearing \_\_\_\_\_
- ff.) Proposed erosion control measures in accordance with the NY State Standards & Specifications for Erosion and Sediment Control \_\_\_\_\_
- gg.) Landscaping -
  - 1. existing to be preserved \_\_\_\_\_
  - 2. proposed species, size, location \_\_\_\_\_
  - 3. deciduous trees 2-2 1/2" cal. min. \_\_\_\_\_
  - 4. evergreen trees 5' ht. min. \_\_\_\_\_
- hh.) Curbing to protect green space \_\_\_\_\_
- ii.) Location of freestanding signs with setback dimensions \_\_\_\_\_
- jj.) Location of and data on soil tests, ground water elevation \_\_\_\_\_
- kk.) Details - storm system, walls, curbs, pavement sections, etc. \_\_\_\_\_
- ll.) Lighting plan showing fixture location, pole height and lighting pattern (submit cut sheets for proposed fixtures) \_\_\_\_\_
- mm.) The following standard Town notes:
  - 1. The Applicant shall comply with all applicable federal, state, and local laws, rules and regulations, including but not limited to the State Environmental Quality Review Act (SEQR), Freshwater Wetlands Permit Regulations, the Town Grading Law, and the Town Flood Plains Management.
  - 2. The Applicant shall bear the sole responsibility for ensuring that all improvements are completed and maintained in accordance with approved plans, specifications, and standards.
  - 3. No certificate of Occupancy shall be issued until all required improvements are satisfactorily completed, and the Planning and Economic Development Department has issued written authorization to the Building Department.
  - 4. The Applicant shall be responsible for keeping existing public highways and adjacent lands free of debris, soil, and other matter which may accumulate due to construction related to the site.
  - 5. All site lighting shall be designed and installed so as not to illuminate adjacent properties or highways.
  - 6. All plant materials installed pursuant to this site development plan shall conform to the American Standard Nursery Stock (ANSI Z60.1-1986) of the American Association of Nurserymen or equivalent recognized standard, and shall be installed and maintained in accordance with accepted industry practice.
  - 7. No portion of this site shall be used for storage or display of any product or material, or for parking of any vehicles, or for the conduct of any other business operations, unless specifically designated for such use on this site development plan.

- 8. All required erosion control measures shall be installed in accordance with the NY State Standards & Specifications for Erosion and Sediment Control. \_\_\_\_\_
- nn.) Separate plan showing existing structures or other site features to be removed \_\_\_\_\_
- oo.) Stamp and signature of a New York State licensed professional - plans shall be prepared by an engineer, surveyor, architect or landscape architect licensed by the State of New York and authorized under their New York license to execute the plans and contents thereof \_\_\_\_\_
- 6. Floor plan (folded to 8½"x11"), indicating use of each area \_\_\_\_\_
- 7. Architectural plans (folded to 8½"x11"), including a color perspective rendering of the building, and building elevations from the front, rear and side, showing design elements, materials and colors to be used on exterior finishes, roof top or other exterior mechanical and HVAC units (if none, so note), and any other features the Planning Board may reasonably request. \_\_\_\_\_
- 8. A response letter addressing all the DCC comments. \_\_\_\_\_
- 9. Digital image files (TIF or Auto CAD) of full set of concept site plans in format acceptable to the PEDD. \_\_\_\_\_
- 10. Photograph(s) of site \_\_\_\_\_
- 11. Approved Building Department zoning verification determination (for Planned Development District proposals, submit a completed, unapproved form) \_\_\_\_\_
- 12. Such additional reports, maps or materials as the PEDD may reasonably request and deem necessary to make the determinations required by the New York State Environmental Quality Review Act and Chapter 192 of the Town Code. \_\_\_\_\_
- 13. Application form complete \_\_\_\_\_
- 14. Environmental assessment form complete \_\_\_\_\_
- 15. Latham Water District information sheet complete \_\_\_\_\_
- 16. Professional Certification Form \_\_\_\_\_
- 17. Storm Water Management Report in accordance with the Town's standard format for stormwater management plans and reports \_\_\_\_\_
- 18. For projects involving public sewer, water, highway or drainage extensions:
  - a.) Plan/profile drawings in accordance with Town subdivision standard plans \_\_\_\_\_
  - b.) Engineer's reports for sanitary sewer and water systems \_\_\_\_\_
- 19. For projects involving public sewer, water, highway or drainage:
  - a.) Required warranty deeds, real property transfer gains tax affidavits and 8½" x 11" or 8½" x 14" boundary maps \_\_\_\_\_

