

MAJOR COMMERCIAL SITE REVIEW CHECKLIST

(All New Sites, and Additions or Site Changes Affecting 10,000 sq. ft. or more)

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. CONCEPT 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 (schools, 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.) Site zoning _____
- d.) Name of proposed tenant/business _____
- e.) Description of existing site and use _____
- f.) Description of intended site development and use _____
- g.) Anticipated impact on services: (quantify and discuss impacts)
 - traffic (provide 1 hr. PM peak if within GEIS area) _____
 - sewer _____
 - water _____
 - solid waste _____
- h.) Impact on adjoining property:
 - noise, visual, drainage, other _____
- i.) Existing gross floor area (including basement area) _____
- j.) Proposed gross floor area (including basement area) _____
- k.) Building height and number of floors _____
- l.) Number of guest rooms or dwelling units where applicable _____
- m.) Proposed number of parking spaces _____
- n.) Number of employees _____
- o.) Site coverage statistics (building coverage, paved areas, green area, by percentage of site and square footage) _____
- p.) Hours and days of operation _____
- 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. A site plan outlining the proposed design 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"x14" or smaller; plan shall show:
- a.) Title block including name of project, name of applicant, name of map preparer, date of map, and address of property _____
 - b.) Boundary line of property to be developed or used, including any interior lot lines _____
 - c.) Existing topography, related to an NGVD 1929 datum (show benchmark), at contour intervals of 2' or less (required only if site work is proposed) _____
 - d.) Location map at scale of 1" = 2,000'; map shall be oriented the same as the site development plan _____
 - e.) North arrow _____
 - f.) Names of all adjoining property owners and existing use of properties _____
 - g.) Location and names of existing adjacent streets, including paper streets _____
 - h.) Existing watercourses, wetland floodplain, and other natural features _____
 - i.) Existing structures, utilities, and site improvements within 50' of the property - where a boundary of a SFR or MFR zoning district 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. _____
 - j.) Existing Zoning District, with district boundaries within 300' of the site. _____
 - k.) Existing/proposed buildings, other improvements (identify use of each building; show approximate building and setback dimensions, building height, and number of floors including basement) _____
 - l.) Existing/proposed utilities, including lateral locations, sizes, and connection points _____

- m.) Existing/proposed vegetation, landscaping -
 - 1) existing to be preserved species, size, location _____
 - 2) proposed location _____
 - n.) Existing/proposed parking, circulation, storage, service, display areas; label minimum parking setbacks from lot lines and buildings _____
 - o.) Number of parking spaces, including handicapped spaces as required by NYS Uniform Fire Prevention and Building Code _____
 - p.) Analysis of parking requirement _____
 - q.) Analysis of interior parking green space within design standard zones _____
 - r.) Surface treatment (paving, gravel, lawn, ground cover, etc.) identified for all areas _____
 - s.) Access _____
 - t.) Proposed drainage concept _____
 - u.) Existing/proposed easements with boundary & filing data _____
 - v.) Site coverage statistics (building, paved, green area, etc.) in square feet and as percentage of site _____
 - w.) Existing/proposed pedestrian & bicyclist accommodations _____
 - x.) Location of fire lanes, hydrants _____
 - y.) Service, equipment locations - HVAC, refuse, loading, storage, solid waste recycling with appropriate screening _____
 - z.) Existing/proposed fencing/retaining walls - location, type, height _____
6. Criteria for Incentive Zoning – All applicants seeking incentives in exchange for providing amenities shall include the following additional information.
- a.) The requested incentive _____
 - b.) The proposed amenity _____
 - c.) The location of the proposed amenity _____
 - d.) The constrained land and unconstrained land must be mapped, with the proposed amenity land area specifically identified and highlighted on the map. _____
 - e.) The proposed land conservation mechanism(s) _____
 - f.) The estimated cash value of the proposed amenity _____
 - g.) A narrative which demonstrates the following:
 - 1) The benefits to the community, including the immediate benefit area, from the proposed amenity _____
 - 2) Consistency with the goals and objectives of the Town’s Comprehensive Plan _____
 - 3) The relative importance and need for the amenity _____
 - h.) A demonstration there are adequate sewer, water, transportation, waste and fire-protection facilities to handle the additional demands the incentive may place on the those facilities beyond the demand that would be placed on them if the project were developed without incentives _____
 - i.) Any other information or support materials as needed or requested by the Planning Board _____
7. Floor plan (folded to 8½"x11"), indicating use of each area _____
8. 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. _____
9. A feasibility test per Chapter 7 of the NY State Storm Water Design Manual for all proposed stormwater management areas must be provided for sites greater than 1 acre of disturbance. _____
 10. A response letter addressing all the DCC comments. _____
 11. Digital image files (TIF or Auto CAD) of full set of concept site plans in format acceptable to the PEDD. _____
 12. Photograph(s) of site _____
 13. Approved Building Department zoning verification determination (for Planned Development District proposals, submit a completed, unapproved form) _____
 14. Such additional reports, maps or materials as the Planning Board 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. _____
 15. Application form complete _____
 16. Environmental assessment form complete _____
 17. Latham Water District information sheet complete _____
 18. Review fee paid _____
 19. SEQR Date
 - Lead agency determined _____
 - Determination of significance made
 - negative _____ positive _____
 - Positive or negative declaration filed _____
 - EIS complete _____
 - Findings made _____
 - Compliance with GEIS _____

COMMENTS ON CONCEPT SUBMISSION/REVIEW:

NAME OF PROPOSED PROJECT: _____

ADDRESS OF PROPOSED PROJECT: _____

NAME OF APPLICANT: _____

II. FINAL SUBMISSION

- Date Submitted:

- Date Checked:

- Checked by:

1. Final site plan at same scale as concept submission (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 including name of project, name of applicant, name of map preparer, date of map, and address of property _____
- b.) A 3" x 3" block for Planning Board 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.) Building location and dimensions _____
- o.) Building height and number of floors _____
- p.) Building setback dimensions to each lot line _____
- q.) Surface treatment (paving, gravel, lawn, ground cover, etc.) identified for all areas _____
- r.) Site coverage statistics (building coverage, paved areas and green areas) in square feet and as percentage of the total area _____
- s.) Layout and dimensions of parking, drives, walks; label minimum parking setbacks from lot lines _____
- t.) Number of parking spaces _____
- u.) _____ A
- access/parking for the disabled, as required by NYS Uniform Fire Prevention and Building Code _____
- v.) _____ E
- existing/proposed pedestrian & bicyclist accommodations _____
- w.) Traffic flow pattern and directional signage _____
- x.) Location of fire lanes, hydrants _____
- y.) Service, equipment locations - HVAC, refuse, loading, storage, solid waste recycling with appropriate screening _____
- z.) Fencing/retaining walls - location, type, height _____

- aa.) 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) _____
- bb.) Proposed finished floor elevations _____
- cc.) Limits of grading and clearing _____
- dd.) Proposed erosion control measures in accordance with the NY State Standards & Specifications for Erosion and Sediment Control _____
- ee.) 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. _____
- ff.) Curbing to protect green space _____
- gg.) Location of freestanding signs with setback dimensions _____
- hh.) Location of and data on soil tests, ground water elevation _____
- ii.) Details - storm system, walls, curbs, pavement sections, etc. _____
- jj.) Lighting plan showing fixture location, pole height and lighting pattern (submit cut sheets for proposed fixtures) _____
- kk.) 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. _____
 - ll.) Separate plan showing existing structures or other site features to be removed _____
 - mm.) 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 _____
2. A response letter addressing all concept comments and conditions. _____
 3. Professional Certification Form _____
 4. Storm Water Pollution Prevention Plan and Notice of Intent in accordance with the NY State Standards & Specifications for Erosion and Sediment Control, including Storm Water Management Report in accordance with the Town's standard format _____
 5. Any additional engineering reports, supporting documentation, or other information as may be required by the Planning Board to complete its review _____
 6. 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 _____
 7. For Planned Development District proposals, an approved Building Department Zoning Verification. _____
 8. Digital image files of full set of final site plans in format acceptable to the PEDD. _____
 9. For condominium proposals, the following additional items shall be required:
 - a.) Draft of offering plan _____
 - b.) Name and address of condominium association contact person _____
 - c.) Copy of all rules and regulations _____
 - d.) Copy of any and all restrictions, covenants, easements, etc. relating to the operation, control, maintenance and preservation of common areas or open space _____
 10. For condominium proposals, the following additional items shall be required:
 - a.) Draft of offering plan submitted to PEDD & Town Attorney's Office _____
 - b.) Applicant meets with county to break out individual unit parcels and obtain tax map numbers. Provide a table of SBL, address and ownership on the plans. _____

COMMENTS ON FINAL SUBMISSION/REVIEW:

III. POST-HEARING SUBMITTALS

1. 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 _____
 - b.) Construction time estimate sheet _____
 - c.) Inspection escrow and agreement, with insurance certificate _____
 - d.) Title insurance commitment for streets and storm water management areas _____

2. Additional items required prior to issuance of final approval (if applicable):
 - a.) County Public Works Department or New York State Department of Transportation approval _____
 - b.) County Health Department approval _____
 - c.) New York State Department of Environmental Conservation approval _____
 - d.) U.S. Army Corps of Engineers permit _____
 - e.) Digital image files of full set of final site plans in format acceptable to the PEDD. _____