

MINOR COMMERCIAL SITE REVIEW CHECKLIST
 (Additions or Site Changes Affecting Less than 10,000 sq. ft.)

PEDD guideline for plan review only. For full requirements refer to Land Use Law Regulations.

NAME OF PROPOSED PROJECT: _____

ADDRESS OF PROPOSED PROJECT: _____

NAME OF APPLICANT: _____

- 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/use	___	___
	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	___	___

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	___	___
	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.) 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. 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 _____
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 vegetation, watercourses, 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 parking, circulation, storage, service, display areas; label minimum parking setbacks from lot lines and buildings _____
 - n.) Number of parking spaces, including handicapped spaces as required by NYS Uniform Fire Prevention and Building Code _____
 - o.) Analysis of parking requirement _____
 - p.) Surface treatment (paving, gravel, lawn, ground cover, etc.) identified for all areas _____
 - q.) Site coverage statistics (building, paved, green area, etc.) in square feet and as percentage of site _____
 - r.) Existing/proposed pedestrian & bicyclist accommodations _____
 - s.) Access _____
 - t.) Proposed drainage concept _____
 - u.) Existing/proposed easements with boundary & filing data _____
 - v.) Lighting plan showing fixture location, pole height, and lighting pattern (submit cut sheets for proposed fixtures) _____
 - w.) A 3" x 3" block for site plan decision stamp (at lower right side of plan) _____
 - 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.) Proposed finished floor elevations _____
 - bb.) Limits of grading and clearing _____
 - cc.) Proposed erosion control measures in accordance with the NY State Standards & Specifications for Erosion and Sediment Control _____
 - dd.) Existing/proposed vegetation, 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. _____
 - ee.) Curbing to protect green space _____
 - ff.) Location of freestanding signs with setback dimensions _____
 - gg.) Details - storm system, walls, curbs, pavement sections, etc. _____
 - hh.) 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 (when site work is proposed) _____
 - ii.) 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, the Town Flood Plains Management, and the Town Protected Watercourse Law
 - 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. _____
6. Floor plan (folded to 8½"x11"), indicating use of each area (for building additions only) _____

- 7. Architectural elevation drawings (folded to 8½"x11") from the front, rear, and sides, 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. (for building additions or facade changes, including changes in exterior materials or color) _____
- 8. Digital image file (TIF or Auto CAD) of site plan in format acceptable to the PEDD _____
- 9. Photograph(s) of site _____
- 10. Application form complete _____
- 11. Approved Building Department zoning verification determination _____
- 12. Environmental assessment form complete _____
- 13. Latham Water District information sheet complete (for building additions) _____
- 14. Professional Certification Form (for building additions & site work only) _____
- 15. Such additional reports, maps or other material as the Planning and Economic Development Department may reasonably request and deem necessary. _____
- 16. Review fee paid _____

COMMENTS ON SUBMISSION/REVIEW: