

FLOOD HAZARD AREA REVIEW CHECKLIST

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	___	___
	Zoning Variance granted	___	___
	Previous Flood Hazard Area Permits granted	___	___
	Proposal in conformance with Comprehensive Plan	___	___
	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, impact on the immediate area of influence and the town in general and including the following:

- a.) Address of site (street and number) _____
- b.) Name of applicant _____
- c.) Name of watershed _____
- d.) Firm panel _____
- e.) Description of existing site and use _____

- f.) Description of intended site development and use _____
- g.) Description of proposed grading/amount of fill _____
- h.) Existing gross floor area (including basement/cellar area) _____
- i.) Proposed gross floor area (including basement/cellar area) _____
- j.) Building height and number of floors _____
- k.) Number of guest rooms or dwelling units where applicable _____
- l.) Elevation (NAVD 1988) of base flood water _____
- m.) Elevation (NAVD 1988) of lowest floor, including basement/cellar _____
- n.) Elevation (NAVD 1988) of lowest crawlspace or enclosed area _____
- o.) Impact on adjoining property:
 drainage or other _____
- p.) Description of project construction sequence and phasing _____
- q.) Storage and disposal method of chemicals used (solvents, soaps, etc.) _____

4. 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 NAVD 1988 datum (show benchmark), at contour intervals of 2' or less _____
- d.) Proposed topography _____
- e.) Location map at scale of 1" = 2,000'; map shall be oriented the same as the site development plan _____
- f.) North arrow _____
- g.) Names of all adjoining property owners and existing use of properties _____
- h.) Location and names of existing adjacent streets, including paper streets _____
- i.) Existing vegetation, watercourses, and other natural features _____
- j.) Existing structures, utilities, and site improvements within 50' of the property _____
- 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/cellar) _____
- l.) Existing/proposed utilities, including lateral locations, sizes, and connection points _____
- m.) Surface treatment (paving, gravel, lawn, ground cover, etc.) identified for all areas _____
- n.) Access _____
- o.) Proposed drainage swales/stormwater practices _____
- p.) Existing/proposed easements with boundary & filing data _____
- q.) A 3" x 3" block for site plan decision stamp (at lower right side of plan) _____
- r.) Service, equipment locations - HVAC, refuse, loading, storage, solid waste recycling with appropriate screening _____
- s.) Fencing/retaining walls - location, type, height _____
- t.) Existing finished floor elevations of each area _____
- u.) Proposed finished floor elevations of each area _____
- v.) Limits of grading and clearing _____
- w.) Proposed erosion control measures in accordance with the NY State Standards & Specifications for Erosion and Sediment Control _____

- x.) Details - storm system, walls, flood proofing measures, etc. _____
- y.) Stamp and signature of a New York State licensed professional -
plans shall be prepared by an engineer, surveyor 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) _____
- z.) 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. No certificate of occupancy shall be issued until an as built flood
proofed elevation certificate signed by a PLS is submitted to the
PEDD for review.
 - 6. 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. 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 _____
- 12. Environmental assessment form complete _____
- 13. Such additional reports, maps or other material as the Planning and Economic
Development Department may reasonably request and deem necessary. _____
- 14. Review fee paid _____

COMMENTS ON SUBMISSION/REVIEW: