

INSTRUCTIONS FOR SITE PLAN REVIEW

1. A Zoning Permit Application must be obtained at the Code Enforcement Office, completed and filed with the Code Enforcement Office Secretary together with the necessary fee for same. Said Application will then be forwarded to the Zoning Inspector.
2. The Zoning Inspector will either approve your application and classify if any other permits are required, such as Site Plan Approval, Subdivision, Special Use Permit, Building Permit, etc., or your application will be denied and reasons stated for such denial.
 - a) When Site Plan is required, obtain an application and an Environmental Assessment Form (EAF) from the Planning Board Secretary, which is attached hereto.
 - b) Complete, date and sign the application and the EAF and return same with five (5) copies of the Site Plan (see # 3) and any related information and the appropriate fee to the Planning Board Secretary.
3. A Site Plan Map must include the following:
 - a) Key Map, graphic scale, north arrow, date
 - b) Property boundaries with metes and bounds to a scale of not less than 1"=100' and total acreage
 - c) Easement and deed restrictions
 - d) Names, locations and widths of adjacent streets
 - e) Bounding property owner's names, including owners across any roads, streets, or highways
 - f) All buildings, existing and proposed
 - g) Grading and drainage plans
 - h) Parking areas showing spaces for maximum number of vehicles
 - i) Storage and recreation areas
 - j) Vehicular and pedestrian ways, including ingress and egress
 - k) Utility lines and appurtenances
 - l) Outdoor lighting and public address systems
 - m) Outdoor signs, including size and how affixed
 - n) Landscaping plans
 - o) Architectural plans
 - p) Specifications of materials to be used
 - q) Type of roadway and/or parking area (finish)
4. Within fifteen (15) calendar days of submission, the CEO shall review each original or amended Site Plan and advise whether or not the application is complete and whether the plan meets the requirements of all the provisions of Local Law # 1 of 1999 other than those of this section regarding Site Plan review. The CEO shall return the proposed Site Plan to the Applicant for completion or revision if he finds said Application is incomplete.
5. Upon advising that an Application is complete, the CEO shall forward same to the Planning Board prior to its next regular meeting which shall be considered the official submission date.
6. The Planning Board, after preliminary review, shall hold a Public Hearing on the Application within sixty-two (62) days of receipt of the Application. The Planning Board shall mail notice of such hearing to the Applicant at least ten (10) days before said hearing and shall give public notice of said hearing in a newspaper of circulation in the town at least five (5) days prior to the date thereof. The Planning Board may also establish such rules and regulations as it deems appropriate and in accordance with Town Law.
7. Within sixty-two (62) days of the Public Hearing, a statement of findings and decision will be given by the Planning Board.
8. Planning Board approval is conditioned upon completion of the improvements **or** the posting of a bond **before** the Planning Board's Chairperson shall sign the Site Plan with its approval stamp.