

# TOWN of ELMA PLANNING BOARD

## CHECKLIST FOR SITE PLAN REVIEW or APPROVAL

*This checklist is to be used as a guide. All items may not be required or other information may be requested. Also refer to Design & Performance Guidelines.*

PROJECT NAME: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

### REQUESTED ACTION BY EPB

### SUBMITTED

### APPROVED

Sketch Plan Conference (§117.2) Date \_\_\_\_\_ Date \_\_\_\_\_

Site Plan Review (§144.93) Date \_\_\_\_\_ Date \_\_\_\_\_

Preliminary Site Plan Approval (§117.3) Date \_\_\_\_\_ Date \_\_\_\_\_

Final Site Plan Approval (§117.6) Date \_\_\_\_\_ Date \_\_\_\_\_

Rec to Town Board \_\_\_\_\_

### DOCUMENTATION

Lead Agency:  EPB  Town Board

Copy of Approved Preliminary Business Use Permit (BUP) - Town Board.

Copy of Application for Use Permit - Building Dept. (§52-5)

Copy of ZBA Minutes for Variance - if applicable.

Copy of EPB Minutes from Site Plan Review or Preliminary Site Plan Approval. (PSPA)

Copy of SEQR completed:  Type I  Type II Approved by: \_\_\_\_\_

### ZONING

C-1 §144.71 (3/6,000sf)  MD O/L Springbrook §144. Res A §144-97 (125x300=37,500)

C-2 §144.81 (7/14,000sf)  MD O/L Clinton Street §144. Res B §144-98 (125x250=35,000)

C-3 §144.86.5 (20,000sf)  MD O/L Transit North §144. Res C §144-99(100x250=32,000)

C-1 O/L Elma Ctr §144.93  MD O/L Transit South §144.

Subdivisions §123-4-29  Clustering §123-22

### DESIGN & PERFORMANCE GUIDELINES BOOKLET (Available -Building Dept.)

Commercial Zoning  Multi-Family Dwelling

### SITE & BUILDING DETAILS (C-1 §144-79A; C-2 §144-86.3A; C-3 §144.-86.13A)

Stamped Survey - location of existing building(s).

Property detail: existing and surrounding structures. Use of GIS and photographs preferred.

Layout for multiple buildings.

Engineering blueprint(s) of building(s) with detailed dimensions.

Intended use for new building or alteration/addition.

Design blueprint(s) of exterior with finish, colors and use of decorative veneers. (samples)

**LIGHTING (C-1 §144-79G; C-2 §144-86.3G; C-3 §144-86.13G)**

\_\_ Details of lighting on building exterior with manufacturer's specification and wattage.

\_\_ Details of lighting in parking lot with manufacturer's specifications, wattage and drop-off.

**PARKING LOTS (C-1 §144-79C&F; C-2 §144-86.3C&F; C-3 §144-86.13C&F)**

\_\_ Off street parking requirements: size of spaces, # required (§144.35-44).

\_\_ Layout, traffic pattern, finish materials, striping.

\_\_ Location and dimensions of sidewalks.

\_\_ Methods of ingress/egress.

\_\_ Approval letter from NYSDOT, EC Highway Department or Elma Highway for curb cuts.

**DRAINAGE**

\_\_ Wetlands: \_\_ No \_\_ Yes \_\_\_\_\_ Percentage \_\_ Letter from Army Corps of Engineers

\_\_ Engineering Drawings for drainage and elevations.

\_\_ Approval from Town Engineer.

**SIGNAGE (C-1 §144-79E; C-2 §144-86.3E; C-3 §144-86.13E) Ref §144-102.1**

\_\_ Location and size of signs.

\_\_ Lighting specifications.

**LANDSCAPING/ SCREENING (C-1 §144-79D; C-2 §144-86.3D; C-3 §144-86.13D)**

\_\_ Location and dimensions of existing and/or proposed fences, walls, berms, etc.

\_\_ Landscaping Plan around buildings, parking lots and surrounding areas.

\_\_ Screening around Dumpsters, Waste Disposal Units, HVAC, other.

\_\_ Estimated value of landscaping with details of proposed plantings – excludes labor

**(§144-86.14)**

\_\_ Two-Year Warranty on landscaping signed by property owner. **(§144-86.14)**

**WATER SERVICE & SEPTIC/SANITATION**

\_\_ Location of Fire Hydrants.

\_\_ Review and Approval letter from Elma Water Department (if applicable).

\_\_ Approval letter from EC Dept of Health for water/sanitary system requirements.

**FIRE DEPARTMENT**

\_\_ Recommendation letter from Fire Department for emergency access.

**OTHER**

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Chairman, EPB \_\_\_\_\_ Date \_\_\_\_\_