

LAND USE

105 Attachment 2

Town of Colton

Appendix B Required Submissions

Required plans and data to be submitted in accord with the procedures as outlined in this chapter shall be prepared according to the following except as they may be specifically waived by the Enforcement Officer or other responsible instrument of the Town. Where applicable, such drawings and maps shall be in accord with the requirements of Article 9 § 334 of the Real Property Law.

I. Building/Use Permit; Sketch Plan

A. Site Plan - A minimum of two copies and such additional copies as the Enforcement Officer may specify, to scale, to include:

1. Location map showing boundaries and dimensions of the parcel or tract of land, contiguous properties, and any easements or public rights-of-way.
2. Existing features of the site including existing land use, land and water areas, existing buildings and water or sewer systems on or immediately adjacent to the site, and surface drainage characteristics.
3. The proposed location and arrangement of the use and any buildings or installations on the site.
4. Sketch of any proposed building or structure, including exterior dimensions and elevations of front, side and rear view.

B. Accompanying Data - To include the following:

1. Application and required fee, if any.
2. Name and address of applicant and any professional advisors.
3. Authorization of owner if applicant is not the owner of the property in question.
4. Description of materials and method of installation for any equipment or installation for which the permit is being sought.
5. Results of any required on-site investigation, including percolation test, where applicable.

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C. Special Considerations - To include, where applicable:

1. Such additional information, data and analysis as is required on any application form prepared by the Town or as the Planning Board, Enforcement Officer, Town Board or Board of Appeals may specify in the administration and enforcement of this chapter.

II. Certificate of Compliance; Operating Permit

A. Application and required fee, if any.

B. Upon notification of project completion or within the time specified to obtain an Operating Permit, the following shall be submitted to supplement the application:

1. Copy of approved application for Building/Use Permit with any change made in the course of construction noted thereon or; alternatively, if no Building/Use Permit was required, that pertinent information set forth under "I. Building/Use Permit" above as is required by the Enforcement Officer.
2. Certification by the applicant that all improvements were carried out in accord with the approved Building/Use Permit or as is otherwise required according to the provisions of this chapter.
3. Any other certification as may be applicable, including that from any professional advisor, builder or contractor, as required by the Enforcement Officer.

III. Preliminary Major or Minor Plat/Plan

A. Site Plan - A minimum of 10 copies and one digital copy at a scale established upon initial review of the Application and Sketch Plan.

1. Title, scale, North arrow and date.
2. Tract boundaries and owners of record of adjoining properties.
3. Topographic data based on USGS or equivalent and other site characteristics, including soils, drainage and tree cover.
4. Existing land use on and immediately adjacent to the parcel.
5. Lot layout or building arrangement.
6. Street layout, including right-of-way and improved surface widths and suggested street names.

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7. Location and description of utilities on and adjacent to the tract and proposed connection thereto; or alternative means of water supply, sewage disposal, electric, telephone and other service facilities.
8. Location, dimension and purpose of any easement.
9. Existing drainageways and provision for collecting and discharging surface drainage and runoff.
10. Location, dimension and description of land or facilities to be dedicated or reserved for public use.
11. Off-street parking and service areas.
12. Landscaping and site amenities.

B. Accompanying Development Data - To include the following:

1. Application and required fee, if any.
2. Description of existing and proposed utilities and service facilities, including documentation from on-site investigation, detailing type, size and arrangement for connection to any existing system.
3. Lineal feet of streets, acres in recreation or open space areas.
4. Description and count of all trees to be removed or within 25 feet of the edge of the improved travel surface of any roadway or other area where the natural contour is to be altered which are of eight-inch caliper or more as measured at designated breast height.
5. Signs, including type, location and size.
6. Restrictive covenants and arrangements for maintenance and operation of common facilities, if any.
7. Any other data as may be required by the Enforcement Officer, Planning Board, Town Board or Board of Appeals in the administration and enforcement of this chapter.
8. All drawings to be appropriately signed and sealed by a licensed professional engineer, licensed surveyor, architect and/or landscape architect, as is appropriate and as is otherwise required by law.

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IV. Final Major Plat/Plan

- A. Site Plan - A minimum of 10 paper copies and one digital-copy at a scale that is the same as the Preliminary Major Plat/Plan unless otherwise approved, to include:
 - 1. As required for Preliminary Major Plat/Plan.
 - 2. Tract boundary lines, right-of-way lines, easements and individual lot lines with accurate dimensions, bearings, radii, arcs and central angles of all curves and location and description of all monuments.
 - 3. Reference to adjoining platted land or names of owners of record of unplatted lands.
 - 4. Topographic data showing contours at a minimum of two-foot intervals related to USGS or other permanent bench mark where natural contours are to be changed; otherwise at five-foot intervals.
 - 5. Typical cross sections of streets, including pavement, shoulders, ditches and walks and cross sections of drainage easements, as necessary.
 - 6. Profiles of street centerlines showing vertical curve data, slope of tangents and elevations of street intersections and other critical points.
 - 7. Profiles of water distribution lines and storm and sanitary sewers, if any, showing diameter of pipe and distance between individual lines, manholes and catch basins.
 - 8. Preliminary drawings for buildings to be constructed, if any, including floor plans, exterior elevations and sections.
 - 9. Landscaping, lighting and all site improvements, including final grading plan where natural contours are changed beyond the road and building area.
- B. Accompanying Development Data - To include the following:
 - 1. Application and required fee, if any.
 - 2. As required for Preliminary Major Plat/Plan.
 - 3. Certification of title showing that applicant is the landowner.
 - 4. All drawings to be appropriately signed and sealed by a licensed professional engineer, licensed surveyor, architect and/or landscape architect as is appropriate and as is otherwise required by law.
 - 5. Protective covenants in form for recording, including covenants governing the maintenance of uncaded public space or reservations.

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6. Offers of cession dedicating streets, easements, open space and other facilities.
7. Copies of agreements showing the manner in which areas reserved by the subdivider are to be maintained.
8. Sufficient building dimensions and data to assure that applicable provisions of the N.Y.S. Uniform Fire Prevention and Building Construction Code and Multiple Residence Law will be complied with, where applicable.
9. Detailed drawings and specifications for water supply, storm water disposal, sanitary sewage disposal and any other required facilities, services or installations.
10. Preliminary approval by the N.Y.S. Department of Health or Department of Environmental Conservation, as applicable, of sewer and water facility drawings and proposals.
11. All offers of cession, deeds, abstracts and easements for any street, sewer, water or other facilities, as approved by the Town Attorney.
12. Any other data as may be required by the Enforcement Officer, Planning Board, Town Board or Board of Appeals in the administration and enforcement of this chapter.

V. As-Built Drawings

- A. As-built drawings shall be filed upon completion of any underground installations or any facility or improvements, other than a roadway or recreation area, to be offered for cession to the Town.