

ZONING

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Town of Cobleskill

Appendix B Site Development Plans

In all cases where this chapter requires approval of site development plan by the Planning Board, no building permit shall be issued by the Zoning Officer except upon authorization of or in conformity with the plans approved by the Planning Board.

1. Procedure. No building permit may be issued for any building or use of land within the purview of this section unless the building is constructed or used or the land is developed or used in conformity with an approved site development plan.
 - a. Fees. All costs incurred by the Cobleskill Town Planning Board associated with site development plan review shall be borne by the applicant. All applications for site plan approval and site plan amendments shall be accompanied by a fee set by the Town Board and stated in the fee schedule. **[Amended 3-11-2002 by L.L. No. 2-2002; 5-15-2012 by L.L. No. 2-2012; 7-9-2012 by L.L. No. 4-2012]**
 - b. Presubmission. Prior to the development of detailed plans and the submission of a formal site development plan, the applicant should meet in person with the Planning Board, and/or their designated representative, to discuss the proposed site development plan in order to determine which of the subsequent requirements shall be necessary in developing and submitting the required site development plan.
 - c. Final submissions. At least 15 days in advance of the Planning Board meeting at which a site development plan, or an amendment of it, is to be presented, five copies of the information enumerated in Item 2 below must be submitted as required to the Secretary of the Planning Board, along with a letter of application. All maps submitted must be at a scale of not less than 30 feet to the inch. **[Amended 2-8-1993 by L.L. No. 2-1993; 3-11-2002 by L.L. No. 2-2002; 10-9-2018 by L.L. No. 1-2018]**
2. Plan requirements. The information to be submitted and which in total constitutes a site development plan, follows:
 - a. Legal data.
 - I. The names of all owners of record of all adjacent property.
 - II. Existing zoning boundaries and districts. **[Amended 2-8-1993 by L.L. No. 2-1993]**
 - III. Boundaries of the property: building of setback lines and lot lines, and lines of existing streets as shown on the Town's Official Map. Reservations, easements and areas dedicated to public use, if known, shall be shown.
 - b. Existing buildings. A drawing showing the location of existing buildings.

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c. Development data.

- I. Title of development, date, north point, scale, name and address of record owner, engineer, architect, land planner or surveyor preparing the site development plan.
- II. The proposed use or uses of land and buildings and proposed location of buildings (including any signs, fences, and lighting facilities, and similar items).
- III. All means of vehicular access and egress to and from the site onto public streets.
- IV. The location and design of any off-street parking area or loading areas.
- V. The location of all proposed water lines, valves, and hydrants, and of all sewer lines, or alternative means of water supply and sewage disposal and treatment.
- VI. The proposed location, direction, power and time, of proposed outdoor lighting.
- VII. The proposed screening and landscaping.
- VIII. Proposed stormwater drainage system.
- IX. Location of all uses not requiring a structure.
- X. Locations of springs, sinkholes, rock outcrops and other significant physical features. **[Amended 2-8-1993 by L.L. No. 2-1993]**
- XI. Where the applicant wishes to develop in stages, a site plan indicating ultimate development shall be presented for approval. **[Amended 2-8-1993 by L.L. No. 2-1993]**

3. Additional data. Where, due to special conditions peculiar to a site, or the size, nature or complexity of the proposed use or development of land or buildings, the Planning Board finds that all or portions of the additional data listed below are necessary for proper review of the site development plan, the Board may require any or all of such data to be included in the required submission of the site development plan.

a. Legal data.

- I. A survey showing all lengths shall be in feet and decimals of a foot, and all angles shall be given to the nearest 10 seconds or closer if deemed necessary by the surveyor. The error of closure shall not exceed one to 10,000.
- II. A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.

b. Existing facilities. Location of existing water mains, culverts and drains on the property, with pipe sizes, grades and direction of flow.

c. Topographic data.

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- I. Existing contours with intervals of five feet or less, referred to a datum satisfactory to the Board.
 - II. Location of existing watercourses, marshes, wooded areas, rock outcrops, single trees with a diameter of 12 inches or more, measured three feet above the base of the trunk, and other significant existing features.
- d. Development data.
- I. All proposed lots, easements, and public and community areas. All proposed streets with (a) profiles indicating grading and (b) cross sections showing width of roadway, location and width of sidewalk, and location and size of utility lines. All lengths shall be in feet and decimals of a foot, and all angles shall be given to the nearest 10 seconds or closer.
 - II. All proposed grades.
 - III. The proposed screening and/or landscaping as shown on a planting plan by a qualified landscape architect or architect.
4. Duties of the Planning Board. In approving the site development plan for any particular use the Planning Board shall give specific consideration to the design of the following:
- a. Traffic access. That all proposed traffic access and ways are adequate but not excessive in number; adequate in width, grade, alignment, and visibility; not located too near street corners or other places of public assembly; and other similar safety considerations.
 - b. Circulation and parking. That adequate off-street parking and loading spaces are provided to prevent parking in public streets of vehicles of any persons connected with or visiting the use and that the interior circulation system is adequate to provide safe accessibility to all required off-street parking lots.
 - c. Landscaping and screening. That all playground, parking, and service areas are reasonably screened at all seasons of the year from the view of adjacent residential lots and streets and that the general landscaping of the site is in character with that generally prevailing in the neighborhood. Existing trees over 12 inches in diameter, measured three feet above the trunk, shall be retained to the maximum extent possible.
5. Approval. The approval required by this section or the refusal to approve shall take place within 62 days from and after the time of the submission of the plan for approval; otherwise, such plan shall be deemed to have been approved.¹
6. Waiver of required information. Upon findings by the Planning Board that, due to special conditions peculiar to a site, certain of the information normally required as part of the site plan is inappropriate or unnecessary hardship, the Board may vary or waive the provisions of such information, provided that such variance or waiver will not have detrimental effects on the public health, safety or general welfare, or have the effect of nullifying the intent and purpose of the site plan submission, Official Map, Master Plan or this chapter.

¹ **Editor's Note:** Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).