

## ZONING

### *480 Attachment 4*

#### **Town of Webb**

#### **Appendix B Site Plan Review; Required Submissions**

For purposes of application for building and use permits, for approval of a conditional use, for establishment of a planned district, for amendment of a zoning district boundary, for a variance, or for other proposals regarding new or modified land use and development in the Town, an applicant shall submit a site plan and other drawings and related project information in sufficient detail to adequately explain the application or proposal and permit the Planning Board (and the Town Board or Board of Appeals as may be required) to understand and act on the application or review and advise the applicant of additional steps and documentation necessary to pursue the application in accordance with this chapter.

Where reference is made in this chapter to certain site, layout, or plot plan and other submissions, such submissions, in addition to information required on Town application forms, shall generally comply with the guideline requirements outlined below, as they may apply to the application or other proposal.

#### I. Sketch Plan.

The intent of a sketch plan is to enable an applicant to inform and generally discuss a proposal with the Planning Board prior to and without the expense of a formal application and preparation of more detailed site plans; and for the Board to review the proposed land use and development and site design concept, advise the applicant as to any potential problems and concerns and any special conditions or requirements which should be addressed in a more detailed site plan submission. In order to accomplish these objectives, a sketch plan submission shall generally include the following:

- A. A USGS or other area map showing the location of the lot in the Town and properties, subdivisions, streets, rights-of-way, easements and natural and other pertinent features surrounding the lot.
- B. A sketch plan of adequate scale and detail, with North arrow, showing the lot boundaries, dimensions and area; existing zoning of the lot and adjoining properties, existing and proposed buildings, building additions, and site development; available utilities and proposed new facilities; major natural features and topography, and any other information necessary to identify and explain the key aspects of the proposal.
- C. Information on the sketch plan or on a supplemental statement identifying name and address of owner of record of the lot; name and address of applicant if different (in which case provide authorization of owner and identify applicant's ownership interest or intent, such as a purchase option or contract); name and address of engineer, architect, surveyor, or any other person or firm preparing the plan.

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A sketch plan submission is not mandatory; an applicant may initially prepare more detailed site plan submission with a formal application.

### II. Preliminary and Final Site Plans.

Drawing and information requirements are generally applicable to both preliminary and final site plan review procedures. No matter how detailed, any initial site plan is considered to be a preliminary plan for purposes of Town review. If all information is adequate and no changes are required prior to Town action, a preliminary plan may serve as a final plan. The applicant shall determine the necessary level of detail to be shown for a site plan submission; drawings and information provided shall be sufficient to clearly illustrate and explain the proposed land use and development so that the Planning Board does not have to request significant additional information. Submissions which clearly lack a level of detail and information consistent with the character of the land or the scope and complexity of a project will not be accepted for review.

Submission requirements are as follows:

#### A. Site Plan(s).

1. Title of drawing, date, and information shown above at Item IC under Sketch Plans;
2. North arrow and scale (drawn at minimum scale of one inch equals 100 feet, with significant new development projects drawn at one inch equals 50 feet or larger as required to adequately show necessary detail);
3. Boundaries of the property, drawn to scale, with dimensions, bearings, and lot area shown;
4. Current zoning classification of lot and adjoining parcels, including exact zoning boundary if lot is in more than one district;
5. Locations, widths, and names of existing and proposed adjacent and interior streets;
6. Property lines and names of owners of adjoining parcels;
7. Location, width and purpose of existing and proposed easements, rights-of-way, or other reservations and areas dedicated or to be dedicated to public use, or to private use by other properties or parties, within and adjoining the property;
8. Existing watercourses and other major drainage channels, wetlands, soil classifications and geologic features, vegetative cover, floodplain areas, historic buildings and sites, archeologically sensitive areas, and other significant natural and cultural features;

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9. Location, use, elevation, and basic exterior dimensions of all existing and proposed buildings, building coverage, and proposed yard and other dimension requirements;
10. Location, design and type of construction of interior drives, parking, loading and service areas, and major pedestrian facilities, showing traffic movement and access and egress patterns;
11. Grading and drainage plan, showing existing and proposed contours at USGS datum, and including information on proposed stormwater management and erosion and sedimentation control. Contour interval to be adequate to clearly depict degree of slope and basic topographic character; show building floor and spot site elevations to identify all key relationships;
12. Location, design and type of construction of existing and proposed site improvements, including drains, culverts, retaining walls, fences, signs, lighting, and outdoor storage areas;
13. Description of method of sewage disposal and source of water supply and energy, and location, design and distribution of such facilities;
14. Location of fire and other emergency zones, including fire hydrant availability and distribution, or other firefighting provisions;
15. General landscaping proposals;
16. Estimated project construction schedule;
17. Record of application for and approval status of necessary permits from other public agencies; and
18. Other site plan information integral to the proposed project and necessary to fully explain it.

### B. Other Information; SEQR Compliance.

The above list shall not limit the type of information required nor the right of the Planning Board, Town Board, Board of Appeals, or the enforcement officer acting on behalf of such Boards, to request additional project site plan and other information, particularly where the project is deemed to be a Class A or Class B regional project or is otherwise a project of significant scope, complexity, and environmental and community sensitivity and impact. Where a project is a Class A regional project, an applicant shall also be guided by submission requirements of the Adirondack Park Agency.

An applicant may also be required to prepare, provide and pay for information necessary for the Town to prepare or secure environmental assessments and

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environmental impact statements as may be required to comply with the State Environmental Quality Review (SEQR) Act.

In addition, illustrative and detailed building plans sufficient to indicate architectural character and quality and ultimately adequate to apply for a permit are integral components of Town review.

### III. Review of Site Plan and Related Procedures.

Applicable Planning Board, Town Board, and Board of Appeals site plan review considerations, criteria, standards and procedures shall be as indicated in other sections of this chapter, depending on the nature of an application or proposal.

### IV. Land Subdivision Regulations.

Nothing herein shall limit or reduce subdivision plat, plan and other information required under Chapter 410, Subdivision of Land, where land subdivision is proposed. Any proposed subdivision of land shall also generally be shown on the above sketch and site plans.