

TOWN OF MAMARONECK PLANNING BOARD
SITE PLAN CHECKLIST

Print property address, tax block & lot

THE PURPOSE OF THIS CHECKLIST IS TO PROVIDE GUIDANCE FOR APPLICANTS AND STAFF. FOR COMPLETE AND UP-TO-DATE CODE REQUIREMENTS, REFER TO **CHAPTER 177** OF THE TOWN CODE OF THE TOWN OF MAMARONECK.

APPLICANT IS RESPONSIBLE FOR COORDINATING WITH BUILDING DEPARTMENT STAFF TO ENSURE THAT ALL DOCUMENTS AND INFORMATION REQUIRED BY CHAPTER 177 ARE TIMELY SUBMITTED. SUBMISSIONS MUST BE RECEIVED AT LEAST FORTY-FIVE (45) DAYS BEFORE THE APPLICABLE PLANNING BOARD MEETING TO OBTAIN THE BOARD'S INITIAL CONSIDERATION OF THE APPLICATION.

NO DOCUMENTS FROM APPLICANT WILL BE CONSIDERED BY THE PLANNING BOARD IF RECEIVED LESS THAN FOURTEEN (14) DAYS PRIOR TO THE APPLICABLE PLANNING BOARD MEETING. ANY INCOMPLETE OR LATE SUBMISSION MAY NOT BE PRESENTED TO THE PLANNING BOARD.

This signed and dated checklist is to be submitted with all of the required documents, with boxes checked as to all documents which are submitted with it.

THE APPLICANT HAS SUBMITTED THE FOLLOWING¹:

- 1. An application fee, engineering, and/or inspection fee in amounts set forth in the fee schedule approved by the Town Board
- 2. The name, address, email address and telephone number of the applicant and of the property owner, if different
- 3. A copy of the deed of ownership and if the applicant is not the record owner, a notarized statement from the owner authorizing the applicant to proceed on behalf of the owner
- 4. The applicant has identified on the application any Town officer, employee or board member with an interest in this application

¹ If any of the items in this checklist are not submitted herewith, please provide an explanation.

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5. A summarized list of all other permits and/or applications which have been or must be made by the applicant in order to proceed this site plan application

6. Copies of any previously issued land use approvals, special permits, variances, covenants and/or restrictions affecting the subject property, resulting from a Town and County record search

7. A completed and signed environmental assessment form, unless it's a Type 2 Action under the State Environmental Quality Review Act as determined by the Town Environmental Planner.

8. A map showing property and adjacent properties, including all improvements and streets, within a radius of 500 feet from the perimeter of the site, at a scale of not more than 50 feet to the inch including all relevant deed restrictions or covenants

9. An area map at a scale of one inch equals 400 feet, on the same drawing, showing all streets and all property (with all improvements thereon) within 1,000 feet of the boundaries of the applicant's property. All property held by the applicant, in whole or in part, individually or in any manner, in the area is to be identified

10. A list of all property owners within a three-hundred-foot radius of the perimeter of the subject property along with their mailing addresses

11. Development plan prepared by a licensed architect or professional engineer under his/her professional seal, provided on a certified survey of the site, which shall be prepared by a licensed surveyor and conducted within one year of this application

12. The proposed use, location, height and design of all existing and proposed buildings and structures not designated for demolition or removal, including elevations

13. Any proposed division of buildings and structures

14. Any proposed division of any building into units of separate occupancy

15. The proposed spatial arrangement of land uses

16. Existing topography and proposed grade elevations at intervals of two feet or less

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- 17. The location of all existing watercourses, intermittent streams, wetland areas, rock outcrops, steep slopes (as defined in Sections 95-7.B(28) of the Town Code), wooded areas and other significant existing features

- 18. The location of all trees that are to be removed and a landscaping plan showing the species and sizes of all proposed replacement trees and shrubs.

- 19. The general configuration of all existing and proposed public and private roads, drives and walkways

- 20. Proposed final grades, including detailed information relative to methods to be used to retain, stabilize and/or refurbish re-graded areas

- 21. The location of all parking and truck-loading areas, with access and egress drives thereto

- 22. The location of traffic safety devices and directional flow of traffic

- 23. The location of any outdoor storage

- 24. The location and description of all existing and proposed site improvements, including but not limited to generators, transformers, condensers, fuel storage containers, oil/water separators, drainage pipes, drains, culverts, ditches, bridges or other drainage works, retaining walls and medians, dividers and fences. (Stability analysis, calculations and design of any retaining walls and analysis of drainage information shall be provided by a licensed professional engineer, furnished under his/her seal.)

- 25. The location of all existing or proposed accessory structures, cooling towers, mechanical equipment or utility transformers

- 26. The location of all proposed and existing easements

- 27. Parking analysis of existing and proposed allocations including identification of required ADA compliant spaces and other facilities such as bike racks and alternative fuel vehicle charging stations, etc.

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- 28. The location of any special and/or zoning district lines

- 29. A description of the method of water supply and the location of such facilities

- 30. A description of the method of sewage and garbage disposal and the location of such facilities

- 31. The location, height and size of all signs including any internal or external illumination

- 32. The location, height, quality and design of all landscaping and buffer areas

- 33. The location, height and design of power, communication and lighting facilities, including an exterior lighting plan (e.g., photo metrics)

- 34. The location of fire and other emergency zones, including the location of fire hydrants

- 35. The location, height, design and direction of all exterior and rooftop structures and facilities, including the placement of noise baffles and appropriate screening

- 36. The proposed location and design of all parking and access facilities as are required for the handicapped pursuant to the New York State Uniform Fire Prevention and Building Code

- 37. Letters or permits from other agencies having jurisdiction as to their comments on the site development plan, as well as a certification from the Town Engineer and/or Building Inspector that the proposed site plan or amendment meets all zoning requirements

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FOURTEEN (14) COMPLETE APPLICATION PACKAGES ARE REQUIRED TO BE SUBMITTED TO THE DEPARTMENT OF BUILDING WITH DOCUMENTS ASSEMBLED IN NUMERICAL ORDER CONSISTENT WITH THIS CHECKLIST. A MINIMUM OF FIVE (5) OF THE APPLICATION PACKAGES MUST CONTAIN FULL SCALE DRAWINGS; OTHERS CAN BE REDUCED SCALE COPIES.

IN ADDITION TO COMPLYING WITH THE FOREGOING SUBMITTAL REQUIREMENTS THE APPLICANT IS REQUIRED TO COMPLY WITH THE NOTIFICATION PROCEDURES SET FORTH IN CHAPTER 144 OF THE TOWN CODE.

THE UNDERSIGNED APPLICANT HEREBY CERTIFIES THAT ALL DOCUMENTS CHECKED ABOVE ARE SUBMITTED HERewith AND ARE ACCURATE AND COMPLETE.

Print Name of Applicant

Signature of Applicant

Date: _____