
SITE PLAN

(Please fill out the Application completely)

Tax Map Number and Zone:

Date Filed: _____ Application Fee: _____

Applicant: _____ Telephone: _____

Applicants Address: _____ Email: _____

Owner of Property: _____ Telephone: _____

Property Address: _____

Description of planned construction/conversion and intended use: _____

Size of Parcel: _____ Width (at road frontage) _____ Depth

_____ Total Area _____ Shape

Current use of the property: _____

Description of proposed use: _____

Proposed hours of operation: Mon. _____ Tues. _____ Wed. _____ Thurs. _____
Fri. _____ Sat. _____ Sun. _____

Expected peak hours: Weekday _____ Week evening _____
Weekend day _____ Weekend evening _____

Expected parking needs: _____

Expected exterior storage: _____

Description of any interior improvements: _____

Description of drainage flows and controls: _____

Full description of any exterior improvements: _____

Existing/ Proposed Signage: _____

A sign application, design, site plan and or survey must be to scale showing the proposed improvement and must be attached to this application.

This original application, with required attachments, including an Environmental Assessment Form, plus ten copies must be received by this office at least 14 days prior to the Planning Board meeting in order to assure a position on the agenda.

A preliminary site plan is required. It must be drawn to scale, show boundaries and existing watercourses including swamps and drainage areas. It should also show the following if applicable:

- Location and proposed use and height of all buildings
- Locations of all parking and vehicle loading areas with ingress and egress drives thereto and areas of pedestrian traffic
- Location and proposed development of all open spaces including but not limited to: parks, playgrounds, etc.
- Location of outdoor storage
- Location of all existing or proposed site improvements, including but not limited to: drains, culverts, retaining walls and fences
- Description of sewage disposal method and location of such facilities
- Location and size of all signs – Any new signage requires a Sign Permit Application
- Location and proposed development of buffer areas
- The amount of building area proposed

***ATTENTION APPLICANTS: YOU OR PERSON(S) ACTING ON YOUR BEHALF MUST ATTEND THE SCHEDULED PUBLIC HEARING IN ORDER FOR YOUR APPLICATION TO BE REVIEWED.**

Signature of property owner: _____ **Date:** _____

State of New York
County _____ }

_____ being duly sworn, deposes and says that he/she is the person who has signed this application; that he/she is the _____, authorized by the said owner to make and file this application; that he/she has read and understands this application; that all statements contained therein are true to the best of his/her knowledge and belief; and the work will be performed in accordance with the application and the plans and specifications filed therewith.

Signature of Applicant

Sworn to before me this _____ day of _____

Notary Public _____

County _____

*******OFFICIAL USE ONLY*******

Received by: _____ Date: _____

| | APPROVED | DENIED | DATE |
|--------------------------|----------|--------|-------|
| Code Enforcement review: | _____ | _____ | _____ |

| | | | |
|------------------------|-------|-------|-------|
| Planning Board Review: | _____ | _____ | _____ |
|------------------------|-------|-------|-------|

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|--------------------------|-------|-------|-------|
| Zoning Board of Appeals: | _____ | _____ | _____ |
|--------------------------|-------|-------|-------|

Condition(s) made part of approval:
