



VILLAGE OF
FAYETTEVILLE
INCORPORATED
1844

Village of Fayetteville

Planning Board

425 Genesee Street East
Fayetteville, New York 13066

Jane Rice, Planning Board Chairperson
Telephone: (315) 637-9864
Fax: (315) 637-0106

The Planning Board meeting is generally the first Monday of each month beginning at 7 p.m. at the village hall.

A complete application must be received by the Secretary to the Planning Board **TWO (2) WEEKS** prior to a scheduled Planning Board meeting. This checklist is provided for informational purposes only, and is not to be “used” or “removed” and all items listed must be on the plan at the time of submittal. Submit Ten (10) sets of the application, site plan, and supporting reports.

The information listed below is required by the Village of Fayetteville Planning Board prior to a major site plan application being deemed “complete:”

1. _____ Name, address & signature of Owner
2. _____ Project Name
3. _____ North arrow, date & location map
4. _____ Scale (1" = 20', if feasible)
5. _____ Name, address, seal & signature of Engineer or Surveyor who prepared plan
6. _____ One additional 11" x 17" plan for use by each Planning Board member in the review of the project
7. _____ Provide a 3" x 5" block on right side of plan for Village use with a heading “Site Plan” with one signature line for Planning Board Chairperson
8. _____ Zoning District(s)
9. _____ Existing use of property and proposed new use(s)
10. _____ Names of Owners of adjacent properties
11. _____ Property boundary
12. _____ Existing historic, cultural, natural, and scenic features, including buildings, creeks, springs, woods
13. _____ Location of wetlands and 100-year flood plain
14. _____ Proposed building location and setback dimensions
15. _____ Finished floor elevations for proposed building
16. _____ Proposed lighting
17. _____ Proposed sidewalks, walkways, outdoor seating
- 18a) _____ Location, style, and enclosure for outdoor storage display
- b) _____ Location, size, type of exterior storage display(s) including signage
19. _____ Easements provided for all dedicated facilities located outside road right-of-way
20. _____ Easement descriptions
21. _____ Present and anticipated number of employees
22. _____ Proposed landscaping
23. _____ Type & arrangement of trees, shrubs, & other landscaping intended as a buffer between the site and adjoining lands.
24. _____ Completed New York State Environmental Assessment Form

25. ROADS AND PARKING AREAS.

- _____ Adjacent roads including rights-of-way, ditches, culverts, and pavement
- _____ Driveways including sight distances and internal circulation
- _____ Type of foundation course provided for driveway and parking area(s)
- _____ Typical section of roadways and parking areas
- _____ Parking layout
- _____ Exterior lighting type, location, height, style (supply catalog information)

26. WATER DISTRIBUTION SYSTEM

Public Water Supply

- _____ Location and size of water mains, including nearest hydrant
- _____ Available and required fire flows.
- _____ Estimated water consumption
- _____ Location, size and material of proposed water service
- _____ *Capacity Assurance Letter Onondaga County Water Authority*

27. SANITARY SEWER SYSTEM.

Public Sanitary Sewer System

- _____ Location, slope, size, depth and material of sanitary sewer system
- _____ *Capacity Assurance Letter Onondaga County WEP**

28. DRAINAGE SYSTEM.

- _____ Drainage Study Map
- _____ Grading plan including existing and proposed contours
- _____ Drainage easements

29. EROSION AND SEDIMENT CONTROL.

- _____ Erosion control plan showing locations and details of erosion control measures.

30. STORM WATER MANAGEMENT

- _____ Storm Water Protection Program for construction activity that results in land disturbance of equal to or greater than one acre, or activities disturbing less than one acres of total land area that is part of a larger common plan of development

31. ACCESSIBILITY

- _____ Compliance with the Americans with Disabilities Act (A.D.A) and **Chapter 11** of the New York State Building Code; including but not limited to:

- Entrances
- Parking Areas
- Restrooms

(Regulations available at: www.ada.gov/smbusdg.pdf and www.publicecodes.citation.com/st/ny/st/b200v10/index.htm or at the Village Hall.

*[*A 1:1 offset of Infiltration and Inflow is now required by Onondaga County and associated fees may apply.]*



Village of Fayetteville
Planning Board

SITE PLAN

(Please fill out the Application completely)

Date Filed: _____ Tax Map Number: _____ Zone: _____

Property Address: _____

Property Owner /Tenant: _____

Telephone: _____ Email: _____

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: _____
Owner's Address _____	

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 Tenant/Owner

Sworn to before me this ____ day of _____

Notary Public _____

County _____

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

Received by: _____ Date: _____ Fee: _____ PAID/Not Paid

	APPROVED	DENIED	DATE
Code Enforcement review:	_____	_____	_____
Planning Board Review:	_____	_____	_____
Zoning Board of Appeals:	_____	_____	_____

Condition(s) made part of approval: _____