REQUIRED DOCUMENTATION FOR SITE PLAN REVIEW

Incomplete applications will not be reviewed

§ 25-89. Site plan review.

A. Purpose Site plan review has the purpose of specifying for all involved parties what the intended design, arrangement and uses of the land shall consist of so as to optimize the physical, social and economic effects on the community for specified types of development.

B. Administration.

(1) Permits. The permitting board shall be responsible for a site plan review of all Proposals which involve commercial development of three thousand (3,000) square feet or more of floor space or residential development with five (5) or more units, one acre or more, and alteration/conversion of existing structures greater than 5,000 square feet gross building area. Additionally, the permitting board may require site plan reviews for any other significant project which, in the board's opinion, could have a major impact with respect to traffic safety, health, neighborhood character, municipal cost, environment, nuisances or aesthetics. The review process shall take place concurrently with the special use permit process.

(2) Expiration. A site plan review shall be deemed to authorize only one (1) particular use and shall expire if the use shall cease for more than one (1) year.

(3) Hearings. An attempt shall be made to integrate, where appropriate, the site plan review requirements into the required special use permit hearing, thus eliminating the need for two (2) hearings.

(4) Referral. The permitting board shall, within seven (7) days of receipt of the complete application, submit to the Municipal Board a request for an opinion on any proposed project involving over one (1) acre of land or for any other project where the Municipal Board requests the right to give an opinion. The permitting board shall wait fourteen (14) days for a response prior to acting on the matter.

(5) Decision requirements. Within forty-five (45) days of receipt of the complete application, the permitting board shall render a decision to the Code Enforcement Officer. If no decision is made within the forty-five-day period, the site plan shall be considered approved. The permitting board shall notify the applicant, in writing, of its decision with the reasons for the decision specified. Where the Municipal Board provides an opinion, the permitting board shall only override that decision with a majority plus one (1) vote of the quorum of members present.

C. Information required. Sketches drawn to approximate scale will be prepared by the applicant, where feasible to display the following information:

(1) Administration, legal and other miscellaneous information.

(a) Project title and date.

(b) Name, address and telephone number of applicant, owner (if different), contractor, architect and other major involved parties.

(c) Construction schedule to include phasing and the completion date.

(d) Performance bond to include amount, public improvements covered and bond approval.

(e) Location, width and purpose of all easements, public land holdings, leases covenants, deed restrictions or any other unique land restrictions.

(f) Record of all applications for permits from the federal, state or county governments to include approval status.

(2) Existing man-made features to be shown.

(a) Boundary lines of project site as well as adjacent properties.
(b) Ownership pattern of all adjacent parcels.
(c) Existing structures on project site and adjacent property to include location, dimensions, height and use. Decks and accessory structures should also be shown, as well as historic structures.
(d) Roadways to include public roads, private roads or driveways on the site, on and off street parking, load/unload zones, access and egress, pedestrian pathways or sidewalks. Width and elevations should be included.
(e) Utilities shall be identified to include location and size of water, sewer, drainage pipes, telephone, electric, gas and television cable. Additionally, any solar systems should be identified.
(f) Miscellaneous features to include fences, signs, outside lighting, public-address systems, storage areas and retaining walls shall be shown.
(g) Fire lanes and fire hydrants, if any exist, should be displayed.
(h) Recreational areas, both on the site and adjacent, should be displayed to include public and private facilities. Decks, pools, tennis courts, etc., should be included.
(i) Trash or garbage collection areas shall be identified.
(j) Services such as banks, schools, retail or service districts should be identified.
(k) Zoning district boundaries shall be identified.
(l) Other information deemed necessary by the permitting board.

(3) Existing natural features to be shown.

(a) Topographic features with a minimum interval of ten (10) feet but preferably two (2) ft. areas of steep slope should be delineated.
(b) Geographic features such as depth to bedrock and load bearing capacity for large development proposals.
(c) Hydro geological features, including drainage and runoff patterns, flood hazard areas, wetlands, depth to groundwater and drainage capacity of soil.
(d) Landscaping and vegetative cover, including wooded areas, significant isolated trees, ground cover, shrubs and other similar features. Buffers should be identified.
(e) Watercourses to include lakes, streams or ponds.
(f) Archaeologically significant areas.
(g) Significant viewscapes should be identified.
(h) Other information deemed necessary by the permitting board.

(4) New proposal features.

(a) Referring to the existing man-made and natural features above, provide a description/sketch of any changes that are being proposed.
(b) Include construction materials proposed for use.
(c) Provide design features.
(d) List the positive and negative effects for each existing feature listed above, e.g., traffic to be generated and the effects it will have on specific roadways.

Request for a

SPECIAL USE PERMIT / SITE PLAN REVIEW
from the VILLAGE OF LAKEWOOD, NY
(Planning Board) (Municipal Board)

I. A. SPECIAL USE PERMIT DEFINED: A Special Use Permit is a zoning device which relates to uses specifically listed as being allowed by Special Use Permit. It allows conditions to be imposed on those potentially troublesome uses in order to preserve the character of a neighborhood and reduce incompatible situations. A Special Use Permit is not the same as a variance.

B. SITE PLAN REVIEW: Commercial Development of 3,000 sq. ft. or more.
- Commercial alterations/conversions of existing structures greater than 5,000 sq. ft. gross building area; Residential - 5 or more units.

II. WHEN TO USE THIS FORM: The zoning law itself will specify which uses are to be allowed by Special Use Permit and the standards which must be met. An application must be made to the (Municipal Board) (Planning Board) whenever a Special Use / Site Plan Review is proposed.

III. NAME OF APPLICANT: _____

Mailing Address: _____ Phone: _____

Town: _____

IV. PROPERTY IDENTIFICATION:

Section _____ Block _____ Lot _____;

Street Address: _____

Town (Village): _____

V. PROJECT DESCRIPTION: (Include diagram, parking to be provided, etc.)
The use requested (specify) _____
is listed as a permitted use in the _____ District (Section _____).
The following describes the proposed project:

A. General Description: _____
_____
_____

B. Dimensional description (illustrate on back of form).

C. Parking provided: _____ No. of Spaces: _____

D. Buffers _____
_____

E. Signs/Lighting: _____
_____

F. Flood Plain/Wetlands/Grading: _____

_____

G. Other: _____

VI. CONDITIONS TO BE SELF-IMPOSED: To preserve the character of the neighborhood and reduce incompatible situations, the following conditions will be self-imposed or are presently in place. Examples include: vegetation buffers; absence of noise, smoke, etc; sufficient parking, etc:

_____

_____

_____

_____

_____

VII. HEARING: Public hearing is required within _____ days of this request. Please specify which days or times are inconvenient for you or your representative to attend such a hearing: _____
You will be notified in writing of the time and place for the hearing.

VIII. SIGNATURE OF APPLICANT: _____

Representative authorized to speak on behalf of owner in their absence:

_____

Date _____, 20___

Fee $_____: Paid_____ Not Paid_____