

Fee: _____ Application #: _____ Tax Parcel #: _____

Town of Urbana

PO Box 186, Hammondsport, New York 14840
Town Clerk (607) 569-3743 Codes Department (607) 569-3707



Site Plan Review Application

Upon receipt of a completed application, the Planning Board will begin its review at the next regularly scheduled Planning Board meeting.

Name of Applicant: _____

Property Owner: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Estimated Project Cost: _____

Property Presently Zoned As: _____

The following items are a list of required submissions to be submitted with a completed Site Plan Review Application. You are required to submit only the items that are checked, as well as any additional submissions itemized under #23.

Please submit 6 copies with your completed application simultaneously to the Office of the Town Clerk.

- 1. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing.
- 2. North arrow, scale, and date.
- 3. Boundaries of the property plotted to scale.
- 4. Existing buildings.
- 5. Grading and drainage plan, showing existing and proposed contours, rock outcrops, depth to bedrock, soil characteristics, and watercourses.
- 6. Location, design, type of construction, proposed use and exterior dimensions of all buildings.
- 7. Location, design, type of construction of all parking and truck loading areas, showing access and egress.
- 8. Provision for pedestrian access.
- 9. Location of outdoor storage, if any.
- 10. Location, design, and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.
- 11. Description of the method of sewage disposal and location, design and construction materials of such facilities.
- 12. Description of the method of securing public water and location, design, and construction

materials of such facilities.

13. Location of fire and other emergency zones, including the location of fire hydrants.

14. Location, design, and type of construction of all signs.

15. Location, design, and type of construction of all signs.

16. Location and proposed development of all buffer areas, including existing vegetative cover.

17. Location and design of all outdoor lighting facilities.

18. Identification of the location and amount of building area proposed for retail sales or similar commercial activity.

Also Document:

20. An estimated project construction schedule.

21. Record of application for and status of all necessary permits or variances from other governmental bodies.

22. Identification of any permits or variances from other governmental bodies.

23. Other elements integral to the proposed development as may be considered necessary, in the particular case, by the Planning Board, as per attached.

24. SEQR, Part I complete

The Planning Board has identified the following permits as required prior to commencing this project: (Certificate of Zoning Compliance & Certificate of Occupancy cannot be issued until completion of the Site Plan Review process).

Zoning Permit

Demolition Permit

Excavations Permit

Special Use Permit

Sign Permit

Building Permit

Wastewater Permit

Variance

Subdivision Approval