

**TOWN OF RICHMONDVILLE PLANNING BOARD  
SITE PLAN REVIEW CHECKLIST**

**Applicant:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**SECTION 902 PLAN REQUIREMENTS:**

<b>Planning Board Initial</b>	<b>LEGAL DATA</b>
	The names of all owners of record of all adjacent property owners.
	Existing zoning boundaries.
	Boundaries of the property including those of building setback lines and lot lines and lines of existing streets as shown on the Town's Official Map. Reservations, easements and areas dedicated to public use, if known, shall be shown.
	Short Environmental Assessment Form (EAF) (unless the Planning Board requests the Full EAF or the SEQRA requires a Full EAF).
	Agricultural Data Statement, if required.
	*Storm water Pollution Prevention Plan (SWPPP), as applicable. The applicant must prepare a SWPPP for erosion and sediment control, if construction will disturb more than one acre of land. (Disturbance includes the driveway for a single family home.) This is part of the NY SPDES GP-0-08-001. The DEC website has more information.
	*Location of NYSDEC wetlands (including buffer area)
	*Location of federal wetlands privately delineated or through Army Corps of Engineers consultation.
	*Location of Federal Emergency Management Agency mapped floodway and floodplain (if applicable).
	<b>EXISTING BUILDINGS</b>
	A drawing showing the location of existing buildings on the property.
	<b>DEVELOPMENT DATA</b>
	Title of Development, date, north point, scale, name and address of record owner, engineer, architect, land planner or surveyor preparing the Site Development Plan.
	The proposed use or uses of land and buildings and proposed location of new buildings or modifications to existing buildings (any signs, fences, lighting facilities, architecture of buildings, and similar items shall be indicated).
	All means of vehicular access to the site from public streets and egress from the site to public streets.
	The location and design of any off-street parking areas or loading areas.
	The location of all proposed water lines, valves and hydrants, and of all sewer

	lines or alternative means of water supply and sewage disposal and treatment, as approved by the Schoharie County Health Department.
	The proposed location, direction, power and time of proposed outdoor lighting.
	Proposed screening and landscaping.
	Proposed storm water drainage system.
	Location of all uses not requiring a structure.
	Where the applicant wishes to develop in stages, a site plan indicating ultimate development shall be presented for approval.

*\* These items are legally required, but are not currently listed in the Section 902 of the Town of Richmondville's Zoning Law.\**

#### SECTION 903 ADDITIONAL DATA:

At the Pre-submission stage, where due to special conditions peculiar to a site, or the size, nature or complexity of the proposed use or development of land or buildings, the Planning Board finds that all portions or portions of the additional data listed below are necessary for proper review of the Site Development Plan, the Planning Board may require any or all of such data to be included in the submission of the final Site Development Plan

Planning Board Initial	LEGAL DATA
	A survey showing all lengths shall be in feet and decimals of a foot, and all angles shall be given to the nearest ten (10) seconds or closer if deemed necessary by the surveyor. The error of closure shall not exceed one to ten thousand.
	A copy of any covenants or deed restrictions that is intended to cover all or any part of the tract.
	EXISTING FACILITIES
	Location of existing water mains, culverts and drains on the property, with pipe sizes, grades and direction of flow.
	TOPOGRAPHIC DATA
	Existing contours with intervals of twenty (20) feet or less, referred to a datum satisfactory to the Board.
	Location of existing watercourses, marshes, wooded areas, rock outcrops, and other significant existing features.
	DEVELOPMENT DATA
	All proposed lots, easements, and public and community areas. All proposed streets with [a] profiles indicating grading and [b] cross-sections showing width of roadway, location and size of utility lines. All lengths shall be in feet and decimals of a foot, and all angles shall be given to the nearest ten (10) seconds or closer ( <i>Refer to Article 7, Section 700.</i> )
	All proposed grades.
	All proposed screening and/or landscaping as shown on a planting plan by a qualified Landscape Architect or Architect.

## SECTION 904-CONSIDERATIONS OF THE PLANNING BOARD:

In approving the Site Development Plan for any particular use, the Planning Board shall give specific consideration to the design of the following:

*Please initial if the Planning Board has made specific consideration to the design of the following:*

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### TRAFFIC AREAS

That all traffic access and ways are adequate but not excessive in number; adequate in width, grade, alignment and visibility; not located too near street corners or other places of public assembly; and other similar safety considerations; and be in accordance with state and local regulations. At all times, the number of curb cuts shall be kept at a minimum and one main access road for projects versus multiple curb cuts for each use in the PDD shall be encouraged. Regardless of preexisting conditions, the Planning Board may reduce existing curb cuts or the size of existing curb cuts for newly proposed projects if deemed unnecessary. The NYS Department of Transportation (Region 9) shall be given the opportunity to review all plans and provide technical expertise as to the number, size, and location of curb cuts.

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### CIRCULATION AND PARKING

That adequate off-street parking and loading spaces are provided to prevent parking in public streets of all vehicles of persons connected with, or visiting the site and that the interior circulation system is adequate to provide safe accessibility to all required off-street parking lots. Parking lots should be located to the rear of a building or on side-lots screened from the street.

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### LANDSCAPING AND SCREENING

That all playground, parking and service areas are reasonably screened all seasons of the year from view of adjacent residential lots and streets and that the general landscaping of the site is in character with that generally prevailing in the neighborhood. Where the landscaping in the neighborhood is deficient, the Planning Board may require additional landscaping in order to properly screen parking and services areas. Existing trees over 12 inches in diameter, measured 3 feet above grade shall be retained to the maximum extent possible.

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### VISUAL/AESTHETIC IMPACTS

That proposed building designs have a pitched roof equal to or greater than a 4:1 pitch. Mansard and flat roofs should be discouraged. Lighting should not be obtrusive and kept a minimum especially when the project adjoins residential property.

**SECTION 905- WAIVER REQUIRED INFORMATION:**

Upon findings by the Planning Board that, due to special conditions peculiar to a site, certain information normally required as part of the Site Plan is inappropriate or creates unnecessary hardships, the Board may vary or waive the provisions of such information, provided that such waiver will not have detrimental effects on the public health, safety or general welfare, or have the effect of nullifying the intent and purposes of the Site Plan Submissions, Official Map, Master Plan, or this Law.

<b>LIST ALL WAIVERS REQUESTED</b>	<b>WAIVER WAS APPROVED OR DENIED</b>	<b>REASON WHY WAIVER WAS APPROVED OR DENIED.</b>

# **REQUIREMENTS OF GENERAL MUNICIPAL LAW, SECTION 239 M**

If the proposed Site Plan applies to real property located within five hundred feet of the following, it will need to be submitted and reviewed by the Schoharie County Planning Commission prior to final approval by the Town of Richmondville Planning Board:

	The boundary of any city, village or town; or
	The boundary of any existing or proposed county or state park or any other recreation area; or
	The right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway; or
	The existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines; or
	The existing or proposed boundary of any county or state owned land on which a public building or institution is situated; or
	The boundary of a farm operation located in an agricultural district, as defined by article twenty-five AA of the agriculture and markets law, except the subparagraph shall not apply to the granting of area variances.

Town of Richmondville Planning Board Chair Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

