

**TOWN OF MARCELLUS**

**APPLICATION FOR SITE PLAN APPROVAL**

New Site Plan     Modification of Existing Site Plan

**Part 1**

Tax Map Number: \_\_\_\_\_ Property Zoning: \_\_\_\_\_

Property Location: \_\_\_\_\_

Prior Site Plan/Subdivision Action: \_\_\_\_\_ Date: \_\_\_\_\_

Prior ZBA Action: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Email Address: \_\_\_\_\_

Owner's Representative's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Total Land Area: \_\_\_\_\_

Is Property in floodway or floodplain? \_\_\_\_\_ Is Property in Federal or State wetlands? \_\_\_\_\_

Is Property in a Critical Environmental Area? \_\_\_\_\_

**Part 2**

Briefly describe the project. Include existing structures to remain, new structures, and general changes in grades. Attach a separate sheet if necessary.

---

---

---

---

**Part 3**

Statutory Requirements:	<u>PROPOSED</u>	<u>REQUIRED</u>
Number of parking spaces	_____	_____
Buildings: % of lot coverage	_____	_____
Pavement: % of lot coverage	_____	_____
Front yard setback	_____	_____
Side yard setbacks	_____	_____
Rear yard setback	_____	_____
Maximum height of building	_____	_____

## Part 4

Check yes/no to indicate information included with application.  
In general, all information is required.

### I. Survey and Site plan including the following information:

YES/NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Title of drawing, including name and address of applicant and person responsible for preparation of such drawing                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow, scale and date  |
| <input type="checkbox"/> | <input type="checkbox"/> | Boundaries of the property plotted to scale  |
| <input type="checkbox"/> | <input type="checkbox"/> | Center line and edge of pavement   |
| <input type="checkbox"/> | <input type="checkbox"/> | All existing easements   |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing watercourses  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of: State Wetlands, Federal Wetlands, Federal Floodway, Federal Floodplain  |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading and drainage plan, showing existing and proposed contours  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, design and type of construction proposed use and exterior dimensions of all buildings  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, design and type of construction of all parking and truck loading areas, showing access and egress                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Provisions for pedestrian access   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of outdoor storage, if any  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences |
| <input type="checkbox"/> | <input type="checkbox"/> | Description of the method of sewage disposal and location, design, and construction materials of such facilities                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | All existing utility lines   |
| <input type="checkbox"/> | <input type="checkbox"/> | Description of the method of securing public and/or potable water and locations, design and construction materials of such facilities            |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of fire and other emergency zones, including the location of fire hydrants  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, design and construction materials of all energy distribution facilities, including electrical, gas and alternative energy sources      |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, size and design and type of construction of all proposed signs;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and proposed development of all buffer areas, including existing vegetative cover   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and design of outdoor lighting facilities   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identification of the location and amount of building area proposed for retail sales or similar commercial activity                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all existing trees of greater than 6" diameter   |
| <input type="checkbox"/> | <input type="checkbox"/> | General landscaping plan and planting schedule   |
| <input type="checkbox"/> | <input type="checkbox"/> | An estimated project construction schedule   |
| <input type="checkbox"/> | <input type="checkbox"/> | Record of application for and approval status of all necessary permits from state and county officials   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identification of any state or county permits required for the project's execution   |
| <input type="checkbox"/> | <input type="checkbox"/> | Other elements integral to the proposed development as considered necessary by the Planning Board  |
| <input type="checkbox"/> | <input type="checkbox"/> | SEQR submission  |
| <input type="checkbox"/> | <input type="checkbox"/> | Names of property owners within 500 feet of property   |

II. Elevations of all sides of the structure to be added or modified including:

YES/NO

- Any rooftop HVAC or other equipment
- Maximum height of building
- Loading area.

**Part 5**

- Is the subject property within the Onondaga County Agricultural District #5? \_\_\_\_\_
- Is the subject property within 500' of the Onondaga County Ag District #5? \_\_\_\_\_
- Is the subject property within 500' of an operating farm? \_\_\_\_\_
- Do the subject premises presently contain a farm operation? \_\_\_\_\_

**\*\*If the answer to any of the questions in Part 5 is “yes”, you must complete and attach to this application the Agricultural Data statement which may be obtained from the clerk.**

**Part 6**

General Notes:

- a) Site plans must be signed by a licensed professional and must be scaled no larger than 1:20 and no less than 1:50.
- b) Submit one application, disclosure affidavit and EAF with original signatures along with a set of plans and twelve (12) copies of all submittals. A fee of \$100.00 for a New site plan or \$50 for a modification to an Existing site plant must be paid upon submission or it will not be accepted.
- c) Application must be filed with the Planning Board Clerk 15 days prior to the meeting date.
- d) Meetings are 7:00 p.m. on the first Monday of the month except for holidays.
- e) Professional fees to be paid by applicant will be determined by the Planning Board at the first meeting at which your application is considered.

Applicant Signature:

I have read the above list of items to be included with this application and to the best of my knowledge this application is accurate. If I am not the property owner, the property owner has authorized me to make this application, which is indicated by the signature below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

Approved       Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chairperson