

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