

**SITE PLAN / SPECIAL PERMIT USE TECHNICAL REVIEW CHECKLIST**

The following are the Village of Millbrook Planning Board's guidelines used for its initial site plan and special use permit application screening review process. A conceptual review with the Planning Board may have taken place before this preliminary site plan and/or special use application is made. These guideline are included in site plan and/or special use application reviews as a checklist of items that have been developed for two primary reasons: 1) to inform the Applicant of the minimum information that the Board deems necessary to initially evaluate the site plan and/or special use proposal application, and 2) to allow for an efficient initial review of pertinent site conditions, technical requirements, development methods being proposed and other factors that will affect the overall site plan's design and the special use's potential impact on the neighboring properties. This checklist includes the minimum information required to be submitted before the Planning Board will consider the site plan and/or special use application ready for the Board's consideration. However, this checklist should not be construed to imply that no additional information will be required to qualify for the Board's review consideration, since unique features of certain properties and certain land uses require more detailed investigation and disclosure than others. For full site plan and associated report information submittal requirements, the applicant must refer to applicable regulations, specifications, and standards as detailed in the Village Zoning Code (Chapter 230), including the specific standards and provisions contained in Articles VI §230-43 and §230-44 of the zoning code.

Applicants or their professional consultants must fill out this checklist, certifying that all of the following items have been addressed in the site plan and/or special permit use application information being submitted, and attach a written explanation which provides the specific reason why a checklist item might not be applicable due to site specific or use specific circumstances. Until all checklist items are included as apart of the plan submission, with any required written specific explanation for all checklist items that have not been included, the application will not be eligible for the Board's review consideration. This checklist (and written explanation of omitted items, if necessary) must be submitted with the SITE PLAN / SPECIAL PERMIT USE APPLICATION INFORMATION FORM before it can be tentatively scheduled for review by the Planning Board.

Additionally, the Applicant must submit a written **PROJECT DESCRIPTION NARRATIVE**, which concisely describes the proposed project addressing: 1) its location, 2) a general description of existing adjacent and neighborhood uses, 3) the type and purpose of the proposed development, 4) the property's existing condition and use, 5) the zoning district in which it is located, 6) the scope of the proposed development (i.e., project acreage, number, size and use of buildings, parking facilities and expected traffic generation, hours of operation, total area of land disturbance), 7) any potential impact on the immediate area (i.e., aesthetics, drainage, natural resources, compatibility with neighboring uses, etc.), and 8) potential impacts on community services (i.e., school, traffic network, utilities, emergency services, etc.). The required narrative must be submitted with the SITE PLAN / SPECIAL USE PERMIT APPLICATION INFORMATION FORM. This required narrative should be limited to no more than one typewritten page.

NAME OF PROPOSED PROJECT: \_\_\_\_\_  
 LOCATION OF PROPOSED PROJECT: \_\_\_\_\_  
 NAME OF APPLICANT: \_\_\_\_\_

<b>1. LAND USE INFORMATION:</b>	<b>Yes</b>	<b>No</b>	<b>Does Not Apply</b>
Frontage access to public highway provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Variance(s) required and/or granted? (Circle either "required" or "granted")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Previous site plan / special permit use approvals granted (copy provided)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Planning Board referral required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Village Street, County or State Highway access approval required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Village Street, Private Road, Public Water or Sewer proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Health Dept. Approval required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NYSDEC Wastewater SPDES discharge permit required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NYSDEC Stormwater discharge permit required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property located within the Village's mapped aquifer area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetland (State or Federal) disturbance permit or stream disturbance permit(s) or Water Quality Certification required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, list _____			

**2. ENVIRONMENTAL INFORMATION:**

SEQRA classification: Type II:  Unlisted:  Type I:  Exempt or excluded:   
Environmental Assessment Form submitted Short EAF:  Full EAF:  Not Applicable:

**3. SKETCH PLAN CHECKLIST INFORMATION:**

(Sheet size shall be 22" by 34", 30" by 42" or 36" by 48", folded to 8 1/2" x 11"). All information to be shown at a scale not less than 1" = 50', or larger. When the plan consists of multiple sheets with match lines, a 1" = 200' overall plan must also be submitted. Plans shall include the following:

**Plan Content Checklist**

	<u>Yes</u>	<u>No</u>
a. Title block with names of project and map preparer; location of site; date of map; and submission record with revision dates	<input type="checkbox"/>	<input type="checkbox"/>
b. The name and address of the owner or owners of the land	<input type="checkbox"/>	<input type="checkbox"/>
c. The name and address of the applicant, if other than the owner	<input type="checkbox"/>	<input type="checkbox"/>
d. A vicinity map at a scale of not less than 1" = 2000' and an area (tax) map showing the tax parcels within 500' of the site	<input type="checkbox"/>	<input type="checkbox"/>
e. North arrow and graphic map scale	<input type="checkbox"/>	<input type="checkbox"/>
f. Existing zoning district, with district boundaries on or within 500' of the site	<input type="checkbox"/>	<input type="checkbox"/>
g. Names of all adjoining property owners, including those across streets, roadways, right of ways and easements	<input type="checkbox"/>	<input type="checkbox"/>
h. Boundary survey information of property, road names, easements and right of ways, with map and deed references	<input type="checkbox"/>	<input type="checkbox"/>
i. The location of streams, waterbodies, and wetlands, with the regulated buffer areas depicted on the plan; the location of floodplains	<input type="checkbox"/>	<input type="checkbox"/>
j. The location of all existing buildings, structures, sidewalks and other man-made and natural features on the property, including fences, hedges, retaining walls and stone walls (with setback dimensions for existing structures)	<input type="checkbox"/>	<input type="checkbox"/>
k. The location of all utilities (water, sewer, electric, telephone and gas) on or nearby to the property	<input type="checkbox"/>	<input type="checkbox"/>
l. The location of all culverts and drainage facilities on or nearby the property, with pipe sizes, materials and grades	<input type="checkbox"/>	<input type="checkbox"/>
m. Topographic information at a minimum of 5' contour interval, using USGS NGVD 1929 vertical datum and extending onto adjacent property as necessary to indicate natural drainage patterns, limits of slopes in excess of 10%, etc.	<input type="checkbox"/>	<input type="checkbox"/>
n. The location of existing water supply wells, if present	<input type="checkbox"/>	<input type="checkbox"/>
o. The location of existing wastewater disposal facilities, if present	<input type="checkbox"/>	<input type="checkbox"/>
p. The location of existing tree lines and individual trees 8" dbh and greater	<input type="checkbox"/>	<input type="checkbox"/>
q. The location of existing landscaping areas	<input type="checkbox"/>	<input type="checkbox"/>
r. Approximate limits of clearing and grading	<input type="checkbox"/>	<input type="checkbox"/>
s. Bulk Standards Schedule, indicating zoning district dimensional standards compliance, listed as both "required" and "provided"	<input type="checkbox"/>	<input type="checkbox"/>
t. The proposed location, use and floor area of each proposed building	<input type="checkbox"/>	<input type="checkbox"/>
u. Schematic rendering of building elevation, including general architectural style, dimensions, construction materials, color, etc.	<input type="checkbox"/>	<input type="checkbox"/>
v. Location of proposed roadways, driveways, parking and loading areas	<input type="checkbox"/>	<input type="checkbox"/>
w. Sight distance dimensions at intersections with existing streets and roadways, location of proposed highway improvements	<input type="checkbox"/>	<input type="checkbox"/>

**Plan Content Checklist (continued)**

	<u>Yes</u>	<u>No</u>
x. Proposed utilities (water, sewer, electric, telephone, etc.) and schematic drainage analysis with the approximate size and location of proposed stormwater management facilities, location of proposed utility and drainage easements	<input type="checkbox"/>	<input type="checkbox"/>
y. Location of proposed open spaces and recreation areas, location of buffer areas and screening devices	<input type="checkbox"/>	<input type="checkbox"/>
z. Location of proposed pedestrian trails and sidewalks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
aa. Location of proposed outdoor storage and refuse handling provisions	<input type="checkbox"/>	<input type="checkbox"/>
bb. Location and detail of all proposed site signage (including size, color, illumination, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
cc. Location and detail of all proposed site signage (including size, color, illumination, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
dd. Proposed landscaping, including species type, size and spacing	<input type="checkbox"/>	<input type="checkbox"/>
ee. Proposed grading, indicating a minimum 2 feet contour intervals	<input type="checkbox"/>	<input type="checkbox"/>
ff. Stamp and signature of licensed engineer or architect	<input type="checkbox"/>	<input type="checkbox"/>
gg. Any other information that is clearly necessary to determine compliance with the provisions of this law	<input type="checkbox"/>	<input type="checkbox"/>

**\*\*\*\* APPLICANT'S SUBMITTAL INFORMATION COMPLETENESS CERTIFICATION \*\*\*\***

I hereby certify that I have carefully reviewed the above listed Village's requirements for subdivision review applications, including each of the above checklist items listed above, have accurately addressed these requirements and certify to the best of my knowledge and belief that all submittal requirements are included in this plan and application submission. I further understand that any required submittal item that is determined by the Village Planning Board to not be adequately addressed will delay the processing of the attached application and will result in additional review expense.

By: \_\_\_\_\_  
Applicant or Agent for the Applicant

Date: \_\_\_\_\_

**\*\*\*\* FOR PLANNING BOARD USE ONLY \*\*\*\***

Date TECHNICAL REVIEW CHECKLIST, EAF, LETTER OF AGENT and PROJECT DESCRIPTION NARRATIVE Submitted: \_\_\_\_\_

Date CHECKLIST Checked: \_\_\_\_\_ Checked By: \_\_\_\_\_

<u>Subdivision Application Submittal Review Completion Status</u>	<u>Yes</u>	<u>No</u>	<u>Date Accepted</u>
1. LETTER OF AGENT, if required, attached	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Copy of SUBDIVISION APPLICATION INFORMATION Form	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. PROJECT DESCRIPTION NARRATIVE	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Environmental Assessment Form	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. TECHNICAL REVIEW CHECKLIST complete	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Application review fee and initial consultant review escrow fee paid	<input type="checkbox"/>	<input type="checkbox"/>	_____