

Town of Yates Planning Board

8 South Main St. | Lyndonville, NY 14098 | Phone: (585) 765-9716 | Fax: (585) 765-2961

SITE PLAN REVIEW APPLICATION

Return the completed application, all required materials, and the application fee to:
Town of Yates 8 South Main Street, Lyndonville NY 14098

**Applications must be submitted by the appropriate scheduled date to be included on the Planning Board
Agenda**

The intent of this site plan review process is to set forth additional standards applying to certain uses and activities. The nature of these uses and activities require special consideration of their impacts upon surrounding properties, the environment, community character, and the ability of the Town of Yates to accommodate development consistent with the Zoning Regulations of the Town of Yates.

APPLICATION PROCEDURE

Applications for the site plan review shall be in writing, shall be accompanied by a site plan, shall include any additional information required by the Town of Yates Zoning Regulations and shall be filed with the Code Enforcement Officer who shall refer such application and site plan to the Town of Yates Planning Board.

Within sixty-two (62) days of the receipt of a complete application and site plan, the Town of Yates Planning Board shall render a decision to approve, approve with conditions, or deny the site plan application unless the time period is extended by mutual consent of the Town Planning Board and the applicant. The sixty-two (62) day time period shall commence at such time as the application and site plan are presented to and accepted as complete by the Town of Yates at a duly called meeting. The Town of Yates Planning Board will not act within the first thirty (30) days for the application required to be to the Orleans County Planning Board under Article 12-b, 239-m of the General Municipal Law.

PRE-APPLICATION CONFERENCE

A pre-application conference may be held between the Town of Yates Planning Board and the applicant to review the basic site design concept and generally determine the information to be required on the site plan.

Date _____

Name of Proposed Development _____

Applicant _____

Applicant's Address _____

Phone _____ E-Mail _____

Plans Prepared By _____
Address _____
Phone _____ E-Mail _____

Site Information:

Address _____
Tax ID# _____ Zoning District _____
Total Project Area in Square Feet _____
Total Area of Disturbance in Acres _____
Current Land Use _____
Current Site Conditions _____
County, State and/or Federal Permits Required for This Project _____

Anticipated Construction Time _____
Will Development Be in Phases _____

Application Fee _____ Paid _____

The applicant shall provide ten (10) sets of all applicable indicated materials listed below:

A "Site Plan" submittal should generally consist of the following three (3) separate plans/sheets: 1) Site Layout Plan; 2) Grading and Drainage Plan; and 3) Landscape Plan. It is possible, however, on minor site plans, to combine two (2) or more of the plans on to one (1) sheet, provided that the plans remain easily legible. Plans should be no larger than 24 inches by 36 inches. All plans shall be prepared by a New York State Licenses Design Professional. Address each of the following by location on the site plan or as part of the written application. Mark N/A if an item does not apply to your project.

Basic Information:

_____ Title of Drawing
_____ Name, address and telephone number of applicant
_____ Name, address and telephone number of person preparing drawings
_____ North Arrow
_____ Graphic Scale
_____ Date
_____ Environmental Assessment Form (EAF) in compliance with the State Environmental
Quality Review Act

Map or Drawing Showing:

_____ Boundaries of the property plotted to scale
_____ Names of owner(s) of the subject property and all abutting parcels
_____ Seal and signature of surveyor, engineer, and/or architect
_____ Date of survey

Utilities, Easements & Rights of Way:

- _____ Electric, gas, water & sewer lines
- _____ Description of method of sewage disposal and location
- _____ Description of method of securing public water and location
- _____ Location of fire hydrants, if any
- _____ Drainage Ways
- _____ Easements
- _____ Public and/or private rights of way
- _____ Other utility line or easements

Access Ways, Interior Circulation, Parking & Loading:

- _____ Pedestrian access ways
- _____ Vehicular access ways
- _____ Loading and unloading areas
- _____ Parking areas (number, location, dimensions)
- _____ Exits and Entrances
- _____ Curb and sidewalk lines
- _____ Fire lanes and apparatus access roads
- _____ Location of fire and other emergency zones

Watercourses & Drainage:

- _____ Watercourses and bodies of water
- _____ Location, design and construction materials of all existing or proposed drainage ways including culverts, drains or other such site improvements
- _____ Location of any storm sewer drains and catch basins
- _____ Topography
- _____ Slopes of 5% or greater
- _____ Grading plan
- _____ Storm water pollution prevention plan

Location Design & Dimensions Of:

- _____ Elevation drawings of all buildings and structures including exterior building materials and colors
- _____ Location of outdoor storage, including dumpsters and provision for screening
- _____ Wells
- _____ Septic systems
- _____ Underground storage tanks
- _____ Existing or proposed signs, including size, design, materials, colors and illumination
- _____ Refuse collection and storage facilities
- _____ Exterior lighting including fixture design and a photometric grid
- _____ Existing or proposed retaining walls including design and materials

Landscaping & Buffers:

- _____ Location, scientific name, common name, and size of existing proposed trees and shrubs
- _____ Identification of all ground covers
- _____ Landscaping plan and planting schedule
- _____ Location dimensions and description of all fencing
- _____ Location and proposed development of all buffer areas, including existing vegetation cover and screening
- _____ Recreation or conservation areas

Notes:

- The Town of Yates Planning Board may require additional information relevant to the proposed development considered necessary to complete the site plan review.
- The cost of all consultant review deemed necessary by the Planning Board shall be paid by the applicant.

I certify that I am the owner or authorized agent for which the forgoing work is proposed to be done, and that I am duly authorized to perform such work, and that all will be performed in accordance with the above information and in compliance with all the existing local and state laws. I further understand that any deviation from the information on this application, once approved, must have prior written approval from the Code Enforcement Officer.

Signature of Applicant _____

Printed Name _____

Date _____

For additional information contact:

Daniel Wolfe
Code Enforcement/Zoning Officer
Town of Yates
(585) 765-9716
codemanwolfe@gmail.com