

VILLAGE OF COXSACKIE

Site Plan Application
MINOR PROJECT

Please submit 6 copies of a complete application package including a Project Narrative, Concept Site Development Plan, Short Environmental Assessment Form and the required Application Fee at least 14 days prior to the conduct of a Planning Board Meeting.

DESCRIPTION:

Project Name: _____

Location: _____ Tax Map (SBL) # _____

Zoning District: _____ Total Acreage: _____

APPLICANT:

Name: _____ Phone Number: _____

Address: _____ Fax Number: _____

_____ Email Address: _____

OWNER: (if different from Applicant)

Name: _____ Phone Number: _____

Address: _____ Fax Number: _____

_____ Email Address: _____

PROFESSIONAL ADVISOR: (Engineer, Architect, Attorney, etc.)

Name: _____ Phone Number: _____

Address: _____ Fax Number: _____

_____ Email Address: _____

APPLICANT'S SIGNATURE _____ DATE _____

OWNER'S SIGNATURE _____ DATE _____

MINOR PROJECT Site Plan Application Guidance:

This application is to be submitted for Minor Projects defined as the erection or enlargement of all buildings other than one-family residences in any zoning district, all land uses where no building is proposed, all projects that do not require a zoning change and are not in conflict with the provisions of the Comprehensive Plan, are not controversial, have no discernable impact on neighboring properties and land uses, and do not require the subdivision of land. This application can also be used to process amendments to previously approved MINOR PROJECT Site Plans. Building permits cannot be issued until the Site Plan has been properly reviewed and approved by the Planning Board. A Certificate of Occupancy may be issued for any building or use of land only if the land is developed in conformity with the approved Site Plan. Prior to submission of a formal site development plan application, applicants are encouraged to meet with the Planning Board to determine all requirements to obtain approvals.

PROJECT NARRATIVE:

Attach a Project Narrative that describes the proposed project and addresses its purpose, scope of operation, justification and impact on the immediate area and the Village in general.

Include a description of:

1. the existing site uses,
2. proposed development uses,
3. gross floor area,
4. building heights,
5. number of dwelling units,
6. number of employees,
7. hours and days of operation,
8. number of parking spaces,
9. site coverage statistics (building coverage, paved areas and green space, by percentage of site and square footage),
10. impact on adjoining property (noise, drainage, visual, etc.), and
11. anticipated impact on public services (traffic, sewer, water, solid waste).

Provide a discussion of potential impacts on schools, traffic generation, population, public utilities, recreation, aesthetics, land use compatibility, and neighborhood character.

CONCEPTUAL SITE PLAN:

Provide 6 folded copies of the sketch plan on a 24" x 36" drawing with a scale no smaller than 1" = 40':

1. Title block, project name, scale, date, tax map number(s), municipality
2. A vicinity map no smaller than 4"x 4" at a scale of 2000' = 1"
3. North arrow, scale and legend
4. Topography with 2' contours
5. Gross area of the site in acres and square feet
6. Existing zoning of all property within site (show any division lines and label each zoning classification)
7. Site boundary and any municipal boundaries
8. Depict land within 200' of site boundary including existing structures and roads
9. Location and size of site access
10. Location and size of all existing and proposed structures and easements on the property
11. Location and size of all existing and proposed roads, parking, rights-of-way, sewer, water, stormwater or other infrastructure
12. Location, size and type of open space or recreational areas
13. Location and identification of mapped wetlands and/or classified water courses as well as flood plains (if any)
14. Tabulation of development plan (e.g. number of dwelling units, area of retail space, etc.)

Refer to Section 122-3 of the Village Code for additional submission details.

§ 122-3. Information required.

- A. At least 14 days in advance of the Planning Board meeting at which meeting the site development plan or an amendment of it is to be submitted, the information enumerated below must be submitted, as required, to the Village Clerk, in quadruplicate, along with a letter of application. All maps and/or plans submitted must be at a scale of not less than 40 feet to the inch, on a sheet 24 inches by 36 inches, or multiples thereof.
- B. The information to be submitted for a site development plan is as follows:
- (1) Legal data.
 - (a) The names of all owners of record of all adjacent property.
 - (b) The existing school, zoning and special district boundaries, on an insert, on a scale of one inch equals 400 feet or one inch equals 800 feet.
 - (c) The boundaries of the property to be developed, the building or setback lines, if different from those required in the Building and Zoning Ordinances,¹ and the lines of existing streets, lots, reservations, easements and areas dedicated to public uses. All lengths shall be in feet and decimals of a foot, and all bearings shall be given to the nearest 10 seconds.
 - (d) A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.
 - (2) Existing buildings and facilities.
 - (a) The location of existing buildings.
 - (b) The location of existing water mains, culverts and drains on the property, with pipe sizes, grades and direction of flow, wells, etc.
 - (c) The sanitary sewers and disposal systems.
 - (3) Topographic data.
 - (a) The existing contours with intervals of two feet or less, referred to a datum satisfactory to the Board.
 - (b) The location of existing watercourses, marshes, wooded areas, rock outcrops, single trees with a diameter of eight inches or more, measured three feet above the base of the trunk, and other significant existing features.
 - (4) Development data.

¹ Editor's Note: See Ch. 66, Fire Prevention and Building Construction, and Ch. 155, Zoning, respectively.

- (a) The title of the development, the date, North point, scale and the name and address of the record owner, engineer, architect, land planner or landscape architect preparing the site development plan.
- (b) The proposed use or uses of the land and buildings and the proposed location of the buildings, including proposed grades.
- (c) All proposed lots, easements and public and community areas.
- (d) All proposed streets with profiles indicating grading and cross sections showing the width of the roadway, the location and width of the sidewalk and the location and size of the utility lines, according to the standards and specifications contained in the street improvement specifications of the village. All lengths shall be in feet and decimals of a foot, and all bearings shall be given to the nearest 10 seconds.
- (e) All means of vehicular access and egress to and from the site onto adjacent streets.
- (f) The location and design of any off-street parking areas or loading areas, including the proposed surfacing of the same.
- (g) The location of all proposed waterlines, valves and hydrants and of all sewer lines or alternative means of water supply and of sewage disposal and treatment.
- (h) The proposed location, direction, power and time of proposed outdoor lighting.
- (i) The proposed screening and landscaping, including a planting plan prepared by a qualified landscape architect, architect or engineer.
- (j) The proposed location, height and design of any proposed fences.
- (k) The proposed stormwater drainage system.