

MEMO TO: Village of Brewster Planning Board Applicants

FROM: Village Engineer: John E. Folchetti, P.E.

SUBJECT: **SITE PLAN SUBMITTAL CHECKLIST**

We have developed the attached list of minimum requirements for site plan submissions to the Board. The list is based on the Code of the Village of Brewster section 170-17-B items 1-24. We recommend that this list be distributed to potential applicants and their consultants with the application for approval of Project Development Forms. It is our belief that this will aid in the preparation of quality site plans and reduce the number of submittals required due to lack of information.

cc: File

Village of Brewster Planning Board Checklist

Submittal Date _____

Project: _____

Not Shown/ Clarification Required	Board Waiver Sought	Comment Identifier	Site Plan Information Required by Village Code ' 170-17-B
G	G	CCC	(1) The title of the development; a North arrow; a scale of not less than one (1) inch equals eight hundred (800) feet; a location map; the name and address of the record owner and of the architect, engineer, landscape architect, surveyor or planner preparing the site plan; and the lot, block and section number of the property.
G	G	CCC	(2) The existing zoning of the property and all property within one-hundred-fifty-foot radius and a narrative describing conformity to applicable zoning regulations, including variances.
G	G	CCC	(3) Statement of Use: (a) A written statement of use describing in detail the nature and extent of the proposed use and occupancy; the provisions to be made for water supply, sewage disposal, solid waste disposal, drainage and other utilities; the anticipated vehicular traffic generation; and the impact upon adjoining property, the neighborhood and community facilities and services. (b) The statement of use shall include a schedule indicating the area of the lot; the floor area of buildings and structures; the ground coverage by buildings and structures; the total ground coverage by buildings, other structures, paving and outside storage areas; and the computations of required off-street parking and loading spaces.
G	G	CCC	(4) The boundaries of the property; building and setback lines; lines of existing streets, lots, easements and areas dedicated to public use; and an existing pedestrian and vehicular circulation diagram for the site and immediate area.
G	G	CCC	(5) The location of existing buildings on the applicant=s entire property and approximate location of all neighboring structures within one hundred (100) feet of all lot lines of the premises, including the approximate location and dimensions of all existing structures.

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			(6) The location of all existing and proposed water mains, culverts and drains on the property, with pipe sizes, grades and direction of flow, and other underground utilities to the extent relevant and the location of all utilities in the adjacent street and connections to structures on the premises.
G	G	CCC	(7) Existing contours with intervals of two (2) feet or less extended at least ten (10) feet into adjoining properties, referenced to a datum satisfactory to the Planning Board; locations of existing watercourses, marshes, rock outcrops, vegetative cover, wooded areas, trees with eight-inch diameter or more and other significant features and the location, depth and results of soils samples, test borings, test pits and seepage tests.
G	G	CCC	(8) Existing and proposed fences, landscaping and screening and all other existing improvements.
G	G	CCC	(9) The boundaries of any area subject to flooding or storm water overflows, including flood hazard areas established by the United States Department of Housing and Urban Development, and the locations of all proposed water hydrants.
G	G	CCC	(10) The proposed stormwater drainage system.
G	G	CCC	(11) The locations and specifications of all proposed exterior site illumination, including lighting for public walkways, parking areas and other public spaces. The proposed location, direction, intensity and timing of proposed outdoor lighting shall be highlighted.
G	G	CCC	(12) The location, type, size, wording, design, color and illumination of all signs.

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G	G	CCC	(13) The location, layout, finished grade pavement specifications and curbing proposed for all parking and loading areas, driveways and access roads and sidewalks, including profiles.
G	G	CCC	(14) The extent and amount of cut and fill for all disturbed areas, including before and after profiles of typical development areas, parking lots, roads and retaining walls.
G	G	CCC	(15) A description of measures planned to assure proper erosion and sedimentation control both during and after construction.
	G	CCC	(16) The proposed use or uses and locations of buildings, including proposed grades.
G	G	CCC	(17) All proposed lots, easements and public community areas; all proposed streets, with profiles indicating grading and cross sections showing the width of proposed sidewalks; and locations and sizes of utility lines and/ or pipes and proposed curbs.
G	G	CCC	(18) A proposed screening and landscaping plan, including a planting plan prepared by a landscape architect or architect. Included in the plan shall be an indication of all existing vegetation to be retained and the methods to be used to protect such vegetation during the course of construction as well as the location, design and proposed screening of outdoor storage areas.
G	G	CCC	(19) In the Light Industrial and Warehousing District (I), the specific uses proposed, the number of employees for which buildings are designed, the type of power to be used for any manufacturing process, the type of wastes or by-products to be produced by any manufacturing process and the proposed method of disposal of such wastes or by-products.
G	G	CCC	(20) The stages of development or construction proposed and a statement from the applicant on steps the applicant will take to protect the surrounding neighborhood from noise, pollution, traffic or disruption.

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G	G	CCC	(21) Schematic architectural plans of all proposed buildings, structures, signs and outdoor storage facilities, which may be preliminary in form but shall include exterior elevation drawings in sufficient detail to indicate the exterior building materials, color, height, bulk, roofline, ornamentation, interior uses and general character and, with the exception of signs and outdoor illumination of facilities shall bear the seal of a registered architect or professional engineer licensed to practice in the State of New York.
G	G	CCC	(22) The application shall be signed by the applicant and the owner of record if the owner is not the applicant.
G	G	CCC	(23) A statement from the applicant=s engineer indicating the estimated cost of construction of all new public streets and sidewalks and of the water supply, sanitary sewerage and storm drainage systems upon submission of a final site plan.
G	G	CCC	(24) In accordance with the State Environmental Quality Review Act (SEQR) an environmental assessment form and a negative or positive declaration as to whether a draft environmental impact statement (DEIS) should be prepared shall accompany the development data. If a DEIS is necessary, it shall be prepared prior to submission of a final site plan.