



Town of Grand Island Site Plan Application Supplemental Checklist

To be completed by applicant.

Site Plan Applications must be submitted to the Town Code Enforcement Office in accordance with Section 407-108 of the Town Zoning Code. The Code Enforcement Office will verify the application is complete. A complete Site Plan Application includes all of the items below pursuant to section 407-109 of the Zoning Code. **Check the column labeled Submitted by Applicant to certify that each item has been submitted or note why it has not been submitted. Applications will not be reviewed until all items have been submitted or submission requirements have been appropriately waived.**

In addition to this checklist, a complete Site Plan Application includes the following:

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| <input type="checkbox"/> Site Plan Application Form | <input type="checkbox"/> Building Elevations |
| <input type="checkbox"/> Written Description of the Project | <input type="checkbox"/> Open Space Plan |
| <input type="checkbox"/> Subdivision/Plat Plan (as applicable) | <input type="checkbox"/> Landscaping Plan |
| <input type="checkbox"/> Zoning of Surrounding Area | <input type="checkbox"/> Drainage Plan |
| <input type="checkbox"/> Adjacent Land Uses & Property Owners | <input type="checkbox"/> Storm Water Pollution Prevention Plan |
| <input type="checkbox"/> Property Boundary Survey | <input type="checkbox"/> Lighting Plan |
| <input type="checkbox"/> Site Plan (proposed layout of site) | <input type="checkbox"/> Signage Plan |
| <input type="checkbox"/> Utility Plan (water, sewer, etc.) | |

*The site plan must be prepared by a licensed New York State professional engineer, architect, landscape architect or licensed land surveyor as appropriate.

** It is suggested to submit the completed checklist to the Code Enforcement Officer well in advance of (minimum of 2 weeks before) the "Complete Application Deadline" published in the schedule of Planning Board Meetings.

Applicants should also consult:

- Engineering Department Required Technical Checklist for Site Plan Approval
- Town of Grand Island Design and Performance Standards (applicable to North, Central, and South Business Districts and Ferry Village only)
- Zoning Code Chapter 295 – Signs
- Zoning Code Chapter 407 Article XXVIII – Parking, Stacking and Loading Requirements
- Zoning Code Chapter 407 Article XXIX – Landscaping Requirements

Applicants should provide the following in their drawing package:

- | | |
|---|---|
| <input type="checkbox"/> Site Plan (20 copies, 2 full size, 18: 11 x 17) | <input type="checkbox"/> Statement of Quantities |
| <input type="checkbox"/> Engineers Report (2 copies) | <input type="checkbox"/> State / County Permits |
| <input type="checkbox"/> Building Elevations – if applicable (2 copies) | <input type="checkbox"/> Short-form EAF or other SEQRA docs (6 copies) |
| <input type="checkbox"/> Other – List below | <input type="checkbox"/> Application for backflow prevention (optional) |

A. Site Plan Submission Requirements	Submitted by applicant	For official use only
From Section 407-109 of Grand Island, NY Town Code:		
(1) Application and supporting documentation. Application form, notes, and other required written information (including a written description of the project). Notes:		
(2) Drawing requirements. Title of drawings, including the name of the development, name, telephone number and address of applicant and the name of the person who prepared the drawing. Notes:		
(3) Drawing requirements. Location plan, north point, professional stamp, scale (1 in. equals 20 ft. or other appropriate scale) and date. Notes:		
(4) Zoning and land use map. Zoning, land use and ownership of surrounding and adjacent properties, including all structures on adjacent and surrounding properties. Notes:		
(5) Property survey. A boundary survey of the proposed development, plotted to scale, and existing topographic features including contours or spot elevations at a fifty-foot grid, large trees, buildings, structures, streets, property lines, utility easements, rights-of-way, sewers, water mains, fire hydrants, culverts and other significant man-made features, delineated wetlands and land uses. Notes:		
(6) Subdivision map. Layout and number of lots. Notes:		
(7) Site plan. All lot dimensions including, but not limited to, lot frontage, lot area, building coverage, lot coverage, front yard, side yard, rear yard, building heights and floor area ratio, where applicable. Notes:		

<p>(8) Site plan. All improvement dimensions, including, but not limited to, access roads, snow removal/storage areas, parking areas, walkways, buildings, etc. Notes:</p>		
<p>(9) Site plan. Existing and proposed streets, sidewalks and pedestrian paths immediately adjoining and within the proposed site and the names of all proposed streets. Notes:</p>		
<p>(10) Site plan. Location and dimension of all parking, including but not limited to handicapped parking, loading and stacking areas with access drive. Notes:</p>		
<p>(11) Site plan. Paving, including typical cross sections and profiles of proposed streets, pedestrian walkways and bike ways. Notes:</p>		
<p>(12) Building Details. Location and proposed use, height, building elevations, and finished elevations of all structures. Notes:</p>		
<p>(13) Building Details. Colors, materials, dimensions, access and rooftop plans of all structures. Notes:</p>		
<p>(14) Open space plan. Location and proposed development of all open spaces, including parks, playgrounds, etc. Notes:</p>		
<p>(15) Drainage plan. Existing and proposed watercourses, direction of flow and the impact on the watershed. Notes:</p>		
<p>(16) Drainage plan. Drainage plan showing existing and finished grades, size and type of pipe, location of receivers, and stormwater management plan evaluating the impacts on the watershed. The best management practices employed to mitigate the impacts of stormwater management shall be set forth in detail. A copy of the storm drainage analysis shall be submitted for review when required by the Town Engineer. Detention/retention basins shall be designed in accordance with Town standards. Notes:</p>		

<p>(17) Water supply plan. Water supply plan, including existing and proposed location of fire hydrants, size of service line and a note indicating any required backflow preventer. Notes:</p>		
<p>(18) Sewer plan. Sewage disposal method and data as required by the Town Engineer. Notes:</p>		
<p>(19) Landscaping plan. Landscape plan indicating location, type and size of existing trees and vegetation identifying those to be preserved or removed as well as location, type and size of trees, vegetation and amenities to be provided. Notes:</p>		
<p>(20) Lighting plan. Location, design and illumination field of lighting, fences and walls. (Also see below/end of list for “Additional Considerations,” number 2.) Notes:</p>		
<p>(21) Signage plan. Location and dimension of all signs as required in Town Code Chapter 295. Notes:</p>		
<p>(22) Site plan. Garbage screening and enclosures. Notes:</p>		
<p>(23) Site plan. Provisions for barrier-free access. Notes:</p>		
<p>(24) General requirements. Applicable pollution control. Notes:</p>		
<p>(25) Site plan. Size and location of hazardous materials storage areas. Notes:</p>		
<p>(26) Site plan. Location of bus stops and shelters. Notes:</p>		
<p>(27) Subdivision plan/site plan. Proposed easements, restrictions, covenants and provision for homeowners' associations and common ownerships. Notes:</p>		

<p>(28) General requirements. Estimated construction schedule and phasing plan for buildings, earthwork and landscaping. Notes:</p>		
Additional Considerations		
<p>(1) Compliance with Town Design and Performance Standards (if project is located in the North, Central, or South Business Districts or Ferry Village)</p>		
<p>(2) Lighting Plan (additional considerations for #20 above): (a) Location, type, and mounting of illumination devices; and intensity of lighting (per Chapter 407-1098). (b) Exterior lighting shall be planned, erected and maintained so the light is confined to the property and will not cast direct light or glare upon adjacent properties or public roads. The light source shall not be higher than 20 feet and shall not be directed onto adjacent properties or public roads. High-intensity lighting shall not be permitted (per Chapter 407-110C). (c) Also refer to the Town of Grand Island Design and Performance Standards, section 2.2.6 – Site and Exterior Building Lighting (page 7 of 20).</p>		

B. In addition to the required site plan and supporting data, the Planning Board may request additional supporting data or plans deemed necessary and relevant to carry out its responsibility for site plan review.

Submitted by:

Received by:

Name of Applicant

Name of Code Enforcement Official

Title

Title

Signature

Signature

Date

Date