

**Appendix B**  
**Site Development Plan Review Checklist**  
 (To Be Filled Out By Planning Board)

Name of Application: \_\_\_\_\_

Description of Action: \_\_\_\_\_

Owner:  
 Name: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant (if different from owner):  
 Name: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Procedural Sequence/Dates**

Initial contact with Town Enforcement Officer/Town Clerk or Town Planning Board \_\_\_\_\_

Date Presubmission Sketch Conference held \_\_\_\_\_

Date application filed \_\_\_\_\_

Date Fee paid and Amount \$ \_\_\_\_\_

Escrow Established? Yes  No  Date Escrow Received: \_\_\_\_\_

Date Environmental Assessment Form Received: \_\_\_\_\_

Date of SEQR Procedures:  
 Negative Declaration or  Positive Declaration Issued: \_\_\_\_\_

**Technical Considerations Satisfied**

Information	Item Satisfied
1. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;	
2. North arrow, scale and date;	
3. Boundaries of the property plotted to scale;	
4. Existing buildings and right-of-ways;	
5. Rock outcrops, depth to bedrock, soil characteristics, watercourses, and grading and drainage plan, showing existing and proposed contours. Show all slopes in excess of 15%;	
6. Location, architectural design, type of construction, proposed use and exterior dimensions of all buildings;	

7. Location, number, design and type of construction of all parking and truck loading areas, showing access and egress, including those spaces dedicated for handicapped parking;	
8. The location of all present and proposed public and private ways, driveways, sidewalks, ramps, curbs, paths, and other pedestrian access. The Planning Board may require a traffic study when average daily traffic is proposed to increase by more than 100 cars per day;	
9. Location of outdoor storage, and location, type and screening details for all waste disposal containers, if any;	
10. Location, design and construction materials of all existing or proposed site improvements including drains, culverts, catch basins, head walls, end walls, hydrants, detention ponds, drainage swales, retaining walls and fences. This shall include an erosion and stormwater control plan to prevent the pollution of surface of ground water, erosion of soil both during and after construction, excessive runoff, excessive raising or lowering of the water table and flooding of other properties, as applicable. This plan must comply with the New York Guidelines for Urban Erosion and Sediment Control and if more than one acre of a site is disturbed, must be permitted by the New York State Department of Environmental Conservation. Where appropriate, the Planning Board may request soil logs, percolation test results and storm runoff calculations;	
11. Description of the method of sewage disposal and location, design and construction materials of such facilities;	
12. Description of the method of securing potable water and location, design and construction materials of such facilities;	
13. Location of fire and other emergency zones, including the location of fire hydrants, if any;	
14. Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;	
15. Location, size, height, materials, and design and type of construction of all proposed signs;	
16. Location and proposed development of all buffer areas, including existing vegetative cover and buffers designed to protect stream corridors, if present;	
17. Location, height, design, intensity and bulb type of outdoor lighting facilities;	
18. Identification of the location and amount of building area proposed for retail sales or similar commercial activity;	
19. General landscaping plan and planting schedule. The landscape plan should show existing natural features that may influence the design of the proposed use such as rock outcrops, single trees eight or more inches in diameter located within any area where clearing will occur, forest cover and water sources and all proposed changes to these features. Water sources include ponds, lakes, wetlands, watercourses, aquifers, floodplains and drainage retention ponds;	
20. An estimated project construction schedule;	
21. Record of application for and status of all necessary permits from other governmental bodies;	
22. Identification of any permits from other governmental bodies required for the project's execution;	
23. While development in the floodplain should be avoided, if the proposed project is located within a floodplain, all site plans for development shall be in conformance with the provisions of the FEMA Flood Insurance Study, adopted as Town of Harpersfield Local Law Flood Damage Prevention.	

24. An Agricultural Data Statement as defined in this local law;	
25. A Full Environmental Assessment Form as required by SEQPA. A short Environmental Assessment Form will be sufficient for proposed single and two-family residences located in a New York State certified Agricultural District, and	
26. Other elements integral to the proposed development as may be considered necessary in the particular case by the planning board. (List below)	

Date Site Plan Application Deemed Complete (after negative declaration or draft EIS has been filed): \_\_\_\_\_  
Date of Public Hearing Notice Sent \_\_\_\_\_  
Date Public Hearing Held \_\_\_\_\_  
Date Referral to County made, if required \_\_\_\_\_  
Date comments returned from county and outcome: \_\_\_\_\_

**Planning Board Action (62 days from public hearing or if no hearing, 62 days from date completed application)**

Approval \_\_\_\_\_  
 Approval with modifications: What modifications have been required? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Conditions of Approval satisfied, building permit issued \_\_\_\_\_  
 Date Inspected, Conditions not satisfied, building permit not issued \_\_\_\_\_  
 Application Resubmitted to Planning Board \_\_\_\_\_

Disapproval. Reasons why site plan was disapproved? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance bond required \_\_\_\_\_  
Amount \$ \_\_\_\_\_  
Period \_\_\_\_\_  
Improvements to be covered by bond:  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Performance bond satisfied \_\_\_\_\_

Date Certificate of Occupancy issued \_\_\_\_\_