

Site Development Plan Review Checklist

This list is used by the Village Planning Board to assure the documents are complete and that they have considered all issues. Not all are relevant to all projects. See Section 4 of Law for Basic Review Guidelines.

Name of proposed development: _____

Applicant name: _____

Phone: _____ E-Mail: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Procedural Sequence Satisfied

[Note dates on lines]:

- Initial contact with enforcement officer
Date: _____
- Pre-submission conference _____
- Preliminary application _____
- Fee paid: Amount \$ _____
- Public hearing notice _____
- Public hearing _____
 - Tentative action:
 - Approval
 - Approval with modifications
 - Disapproval
- Resubmitted: _____
- Lapse date for final approval _____
- Final application _____
- Referral _____
- Comments returned _____
- Final Action:
 - Approval
 - Approval with modifications
 - Conditions satisfied
 - Disapproval
- Resubmitted _____
- Building permit granted _____
- Performance bond required _____
- Amount \$ _____
- Period _____
- Improvements covered:

- Performance bond satisfied

- Certificate of occupancy issued _____
- Department of Health permits _____
- County Planning Review _____

Technical Considerations Satisfied:

- North arrow, scale, date
- Property boundary, dimensions & angles
- Easements and deed restrictions
- Names, locations and widths of adjacent streets
- Land use, ownership and physical improvement of adjacent properties
- Conformity with comprehensive plan

Impact on Environs Satisfied:

- Land use
- Transportation
- Community facilities and services
- Aesthetics
- Environmental, i.e., air, water, noise, etc.
- Energy conservation
- Historic preservation
- Environmental impact statement
- Existing, on-site physical improvements

Existing Natural Features Satisfied:

- Geologic features
- Soil characteristics
- Topography
- Vegetation
- Hydrologic features

Proposed Development Satisfied:

- Grading and drainage plan
- Buildings and other structures
- Improvements such as parking, storage and recreation areas
- Vehicular and pedestrian ways including ingress and egress
- Utility lines and appurtenances
- Outdoor lighting and public address systems
- Outdoor signs
- Landscaping plans
- Architectural plans
- Materials specifications
- Construction schedule

