

# VILLAGE OF UNADILLA

## APPLICATION FOR SITE PLAN REVIEW

Application No.	_____
Date received	_____
Amount of fee collected	_____
Date fee collected	_____
Review required by zoning code §	_____
Date planning board review scheduled	_____
Date planning board review completed	_____

Applicant Name(s)	Applicant Telephone
Applicant Address	
Property Owner Name(s)	Property Owner Telephone
Property Owner Address:	
Contractor Name(s)	Contractor Telephone:
Contractor Address	
Drawing Prepared By	Telephone:
Address	
Project Name	Project Address

Proposed Start Date	Proposed Completion Date
Zoning District	Tax Map Number
Size of Property      Sq. Ft. OR      Acres	Estimated Project Cost \$
Is Project in a Flood Protection District? Yes ( )    No ( )	Is Project in an Aquifer District? Yes ( )    No ( )

List any permits currently held that are applicable to this property.

Cite the provision(s) of the Village Comprehensive Plan that apply to this project.
Describe how this project will meet the objectives of the Village Comprehensive Plan.

Describe current and proposed use of site. Indicate if current use is agricultural.

Describe character of surrounding lands and land use for a distance of two hundred (200) feet outside the boundaries of the lot.

Describe the usage of all proposed or existing buildings on the site.

List construction sequence and time frame.

Describe current and proposed pedestrian and vehicular patterns, parking and loading.

Describe any current and proposed buffering or landscaping.

Describe current and proposed provisions for water supply, sewage disposal, stormwater drainage and fire hydrants.

Describe current and proposed ownership and maintenance of open and recreational spaces.

Signature of Applicant(s)

Date



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Signature of Applicant(s)

Date



## **SITE PLAN REVIEW APPLICATION INSTRUCTIONS**

**Please read instructions before beginning application.**

**The application package must include:**

- **APPLICATION** for the site plan review. Fill in ALL requested information, be explicit and as brief as possible. Write NA when "not applicable". List the names and addresses of all applicants. If applicant and owner are the same list under applicant and write same under owner. Call the Zoning Enforcement Officer at the Village Office, 607-369-3421, with any questions or problems with completing the forms.
- **DRAWING OF THE PROJECT** as detailed below. If the project is within a Business or Industrial District the drawing must be prepared by an engineer or architect licensed by the State of New York and must include a boundary survey that shows all legal property boundaries and the location of existing easements and improvements.
- Complete the **SEQR** form provided by the ZEO.
- Obtain the tax map number and a copy of the Village of Unadilla Comprehensive Plan from the Village Clerk.
- Use additional sheets of paper as necessary.
- File the Application, SEQR and Project Drawing with the Zoning Enforcement Officer. You will be informed of the date of the hearing and any further information required.
- Pay any application fee to the Village Clerk.
- The activity covered by the application **MAY NOT** begin before the review and ruling.

## **DRAWING OF THE PROJECT**

**The drawing accompanying the application MUST show the following:**

- North arrow and date.
- All details and boundaries must be as shown on property deed and must be plotted to scale.
- Location of existing watercourses and bodies of water, including wells, utility and electric systems, including existing or proposed outdoor lighting.
- Location of any slopes of five percent (5%) or greater.
- All proposed site improvements including grading, drainage, sewage disposal, culverts, retaining walls and fencing.
- Location and dimensions (length, width, height and depth), in sq.ft., of all existing and proposed building(s) or structure(s) and storage. Indicate which buildings are proposed and which are existing and indicate the primary and secondary uses of both. Indicate the distances to ALL property lines from buildings or structures. For residential buildings include the number of dwelling units by size (efficiency, one bedroom, two bedroom, etc.). For non-residential buildings include the total sales area.
- Location, design and construction materials of all existing and proposed parking and truck loading areas, showing points of ingress and egress.
- Location and size of existing and proposed signs.