

SITE PLAN APPLICATION

ARTICLE XVI - Site Plan Review and Ordinance - Town of Hopewell Zoning Ordinance **Specifications for Plans to be Submitted**

All material requiring Planning Board action shall be submitted to the Zoning Officer **prior** to the **4th Wednesday** of the month for a scheduled Planning Board meeting. The submittal package shall include entire checklist of plans, reports, sketches and exhibits that may be required for review by the Code Enforcement Officer, Ontario County Planning Board and Hopewell Planning Board.

Applications will NOT BE ACCEPTED or SENT to the Ontario County Planning Board for review or placed on agendas for Town of Hopewell Planning Board and Zoning Board of Appeals unless the application has been COMPLETED IN FULL.. NO EXCEPTIONS.

- A. The applicant shall meet with the Code Enforcement Officer and/or the Planning Board to review the basic site design concept and determine the information required on the Preliminary Site Plan. The purpose of the Sketch Plan Conference is to discuss with the applicant the project's conformity with the Town of Hopewell Comprehensive Plan, to determine whether the activity is subject to the Environmental Impact Standards of this Ordinance, and to advise the applicant of other issues or concerns. The Sketch Plan Conference provides an opportunity to indicate whether the proposal, in its major features, is acceptable or whether it should be modified before expenditures for more detailed plans are incurred. *Sketch Plan Conference - Article XVI - 1062 - a,b,d***
1. Title of the drawing.
 2. An area map showing the parcel under consideration for site plan review and all parcels, structures, subdivisions, streets, driveways, easements and permanent open space within 500 (five hundred) feet of the boundaries thereof or at the discretion of the Code Enforcement Officer.
 3. A map of site topography at no more than 10-foot (ten-foot) contour intervals, including 200 (two hundred) feet of adjacent property. If general site grades exceed 5 (five) percent or if portions of the site have susceptibility to erosion, flooding or ponding or contain Prime Farmland Soil, a soil overlay and topographic map showing contour intervals of not more than 2 (two) feet of elevation shall also be required.
 4. The general identification of all existing natural features and utilities on the site and in the area.
 5. The location of all existing and proposed structures on the site and designated uses for each.
 6. The identification of existing zoning classification(s) of the property and all properties within 1/4 (one-fourth) mile and any restrictions on land use of the site.
 7. The name of the owner of subject property and the names of the owners of adjacent properties within 500 (five hundred) feet.

Application for Preliminary Site Plan Approval

An application for Preliminary Site Plan approval shall be made in writing to the Code Enforcement Officer by the 4th Wednesday of the month, and shall be accompanied by information drawn from the following checklist, as determined necessary by the Planning Board at the Sketch Plan Conference. All site plan information and building designs shall be prepared by a licensed architect or engineer.

B. Preliminary Site Plan Checklist

Additional design standards and directions regarding the items to be shown on specific plan sheets may be found in the administrative checklist available from the Code Enforcement Officer. The Preliminary Site Plan shall include:

1. Title of drawing, including name and address of applicant and the seal of a NYS registered architect, engineer, or surveyor responsible for the preparation of such drawing.
2. North arrow, date, and graphic scale; minimum 1(one) inch = 50 (fifty) feet.
3. Boundaries of the property, plotted to scale.
4. Location of existing property lines, easements, structures, streets, driveways and natural features within 500 (five hundred) feet of the proposed site or at the discretion of the Planning Board. Natural features which may restrict development or other development constraints such as those listed in the Flood Plain Local Law #2 1989.
5. Grading and drainage plan, showing both existing and proposed contours. The drainage plan shall also clearly explain the methodology used to project storm water quantities and the resultant peak flow conditions.
6. Location, proposed use, hours of operation and height of all buildings. Summary of the amount of square footage devoted to each use requiring off-street parking or loading.
7. Number, location, design and construction materials of all parking and loading areas, showing ingress and egress. Location of reserved parking areas as required by the Off-Street Parking Regulations of Article XI (Off-Street Parking and Loading Regulations) of this Ordinance.
8. Provision for pedestrian access.
9. Size, type, location and screening of all facilities used for recycling and disposing of solid waste.
10. Location, dimensions and vehicle capacity of drive-in facilities and related queuing lanes, if applicable.
11. Building elevations showing building side elevations, window and door spacing, treatments and other architectural features and indication of building materials.
12. Location, purpose, and holder of all proposed easements or dedications for utilities, recreation, conservation or other purpose.
13. Location, size, and type of material for screening any proposed outdoor storage, including box-trailers.
14. Location, design, and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, and fences.
15. Description of the type and quantity of sewage anticipated. Method of sewage disposal and the location, design, and construction materials of such facilities.
16. Description of the type and quantity of water supply needed. Method of securing water supply, and the location, design, and construction materials of such facilities.
17. Location of fire lanes and other emergency zones, including the location of fire hydrants.
18. Location, design, and construction materials of all energy-distribution facilities, including electric, gas, wind power, solar energy and other public utility facilities, such as cable or phone.

19. Location, size, design, and construction materials of all proposed signs.
20. Location of proposed buffer areas, including existing vegetative cover.
21. Location, type, height, brightness and control of outdoor lighting facilities in accordance with Article XIV (Outdoor Lighting Regulations) of this Ordinance.
22. Size, location and features of recreation areas for multifamily dwellings as required by §803 of this Ordinance.
23. Identification of permanent open space or other amenities provided in conjunction with cluster or incentive zoning provisions.
24. Table summarizing each building footprint, total size in square feet and number of stories; the number of dwelling units and the amount of square feet devoted to each use type; size, in square feet or acres, of ingress, parking and circulation areas and the number of loading, queuing and parking space; size in square feet of landscaped and natural open space; and size in square feet and text of all signs.
25. Landscaping plan and planting schedule in accordance with Article X (Landscaping, Screening & Buffer Regulations) of this Ordinance.
26. Other elements integral to the proposed development as considered necessary by the Planning Board.
27. All forms and information pursuant to New York State Environmental Quality Review Act (SEQRA)
28. An agricultural data statement, pursuant to the requirements specified in §305a of the NYS Agriculture and Markets Law, if the proposed use is located on, or within 500 (five hundred) feet of a farm operation in a County Agricultural District.
29. A copy, as required by New York State Department of Environmental Conservation (NYSDEC), of the Storm Water Pollution Prevention Plan (SWPPP) for all developments disturbing more than 1 (one) acre. The owner is required to comply with the NYSDEC's "SPEDES General Permit for Storm Water Discharge from Construction Activity #GP-02-01.

C. Final Plans shall be prepared in accordance with Section 1607 of the Zoning Ordinance.