

**TOWN OF GRANVILLE PLANNING BOARD**  
**Site Plan Application Form**

**(Submit Form, Fee and Other Application Materials to Town Clerk)**

*Please refer to Site Plan Review Local Law No. 1 of 2018  
and contact the Building Inspector with any questions or concerns you may have.*

APPROVAL REQUESTED FOR: (Check one)

Site Plan \_\_\_\_\_  
Site Plan Amendment \_\_\_\_\_  
Modified Site Plan \_\_\_\_\_

Name of Site Plan: \_\_\_\_\_

Location of Project/ Street Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name, Address and Telephone # of Applicant(s): (Required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, Address and Telephone # of Property Owner(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tax Map Number of all Parcels: \_\_\_\_\_

\_\_\_\_\_

*(The Planning Board may require you to attach a copy of the current deed and any easements affecting property)*

Detailed Description of Proposed Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, Address and Telephone # of Responsible Person for Billing Purposes: (If different from applicant)

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Name, Address and Telephone # of Professional Engineer, licensed land surveyor, attorney, or other consultant for Applicant: (If applicable)

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Current land use of the site: \_\_\_\_\_

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Character of surrounding lands: \_\_\_\_\_

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Total acreage involved in project: \_\_\_\_\_

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Total contiguous acreage controlled by applicant/owner: \_\_\_\_\_

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*(This shall include lands owned by family members of the applicant, and any corporation(s), partnership(s), limited liability company(ies) or other entities in which the applicant has an interest.)*

**Type of construction or activity proposed: (Check all that apply)**

New Construction: Residential \_\_\_\_ Commercial \_\_\_\_ Institutional \_\_\_\_

Expansion: Residential \_\_\_\_ Commercial \_\_\_\_ Institutional \_\_\_\_

Change to exterior, sign, parking lot or other element requiring site plan review: \_\_\_\_

Conversion of residence to commercial use: \_\_\_\_\_

Home Occupation \_\_\_\_\_

Change in Use \_\_\_\_\_

Other \_\_\_\_\_

Total square footage of all new construction: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total number of parking spaces \_\_\_\_\_

The signature of the Owner or Agent of the Owner below shall mean that the applicant is familiar with and will comply with the requirements of the Town Site Plan Law and any additional amendments therein and other appropriate Town regulations with regards to this project.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Site Plan Drawings Checklist

THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION

### Sketch Plan Submissions (Section 3.2):

- \_\_\_1. Statement and rough sketch showing locations and dimensions of all proposed structures, parking areas, signs, existing and proposed vegetation, changes in existing topography, natural features.
- \_\_\_2. Proof of compliance with flood hazard or flood insurance regulations, if any.
- \_\_\_3. Area map showing all properties, subdivisions, rights-of-ways, easements and pertinent natural features within 200 feet of all boundaries of the parcel.
- \_\_\_4. A topographic or contour map showing site topography.
- \_\_\_5. Fee for sketch plan phase as may be determined by Town Board.

Full Site Plan (Section 3.3): Seven copies and digital versions of the site plan shall be submitted with this application, checklist and required site plan fee at least seven days prior to the Planning Board meeting to be placed on the agenda. The site plan shall be prepared at a scale of not more than fifty (50) feet to the inch, shall be prepared by a licensed land surveyor, a professional engineer, a landscape architect, or an architect licensed by the State of New York and shall include the following information along with any other information determined to be necessary by the Planning Board at the sketch plan meeting:

- \_\_\_1. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;
- \_\_\_2. North arrow, scale of 1:50, and date; and tax identification numbers of all parcels included in the application;
- \_\_\_3. Boundaries of the property plotted to scale;
- \_\_\_4. Ownership identification of all adjacent lands including across roadways and waterways.
- \_\_\_5. Ownership identification of all farm operations if in a NYS Agricultural District and if so, a completed Agricultural Data Statement.
- \_\_\_6. Location, size, existing use and all other existing buildings and structures on the parcel;
- \_\_\_7. Location and identification of any existing or proposed right-of-way, easements, setbacks, reservations and areas dedicated to public use on site or adjacent to the property.
- \_\_\_8. Location of steep slopes, wetlands, floodplain areas, watercourses, and other environmental features on and within 100 feet of the property line.
- \_\_\_9. Grading and drainage plan, including drains, culverts, berms, retaining walls, fences, etc. showing existing and proposed contours, rock outcrops, depth to bedrock, soil characteristics, and watercourses;
- \_\_\_10. Location, design, type of construction, proposed use and exterior dimensions of all proposed buildings and structures;
- \_\_\_11. Elevations, cross-sections or illustrations of proposed buildings may be required by the Planning Board. When required, elevations and/or cross-sections, illustrating front, rear and side profiles drawn to the scale of one eighth inch equals one-foot shall clearly delineate dimensions of all buildings, building materials and other permanent structures included in the proposal, including the dimensions and height of lighting facilities and signs.
- \_\_\_12. Location, design and type of construction of all existing and proposed roads, driveways, parking and truck loading areas, showing access and egress;
- \_\_\_13. Provision for pedestrian access;
- \_\_\_14. Location of outdoor storage, if any;
- \_\_\_15. Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences;
- \_\_\_16. Description of the method of sewage disposal and location, design and construction materials of such facilities;
- \_\_\_17. Description of the method of securing public water and location, design and construction materials of such facilities;
- \_\_\_18. Location of fire and other emergency zones, including the location of fire hydrants;
- \_\_\_19. Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;
- \_\_\_20. Location, size, design and type of construction of all proposed signs;

- \_\_\_21. Location and proposed development of all buffer areas, including existing vegetative cover;
- \_\_\_22. Location and design of outdoor lighting facilities;
- \_\_\_23. Identification of any noise to be produced;
- \_\_\_24. Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
- \_\_\_25. General landscaping plan and planting schedule;
- \_\_\_26. An estimated project construction schedule;
- \_\_\_27. Record of application for and status of all necessary permits from other governmental bodies;
- \_\_\_28. Verification of ownership. For non-owner applicants, a notarized written permission of the owner(s) that references the proposed land use shall be submitted.
- \_\_\_29. Identification of any permits from other governmental bodies required for the project's implementation;
- \_\_\_30. Other elements integral to the proposed development as may be considered necessary in the particular case by the Planning Board.
- \_\_\_31. Additional Requirements for Site Plans. If, in the opinion of the Planning Board, projects could have traffic, visual, or stormwater impacts, the applicant shall submit, at their expense, traffic impact, drainage design reports, visual impact assessment, and proposed grading plans as follows.
  - \_\_\_a. Traffic Report. Traffic Reports shall include the following for the study area:
    1. Internal traffic flow analysis.
    2. Existing and projected average daily traffic and peak hour levels.
    3. Existing and projected intersection levels of service (LOS).
    4. Directional vehicular flows resulting from the proposed project.
    5. Proposed methods to mitigate the estimated traffic impact.
    6. Identification of any pedestrian crossing issues.
    7. The methodology and sources used to derive existing data and estimations.
  - \_\_\_b. Visual Impact Report. The Visual Impact Assessment shall be prepared by a registered Landscape Architect or other qualified professional and shall include:
    1. The Visual Assessment Form pursuant to State Environmental Quality Review Act.
    2. A report that visually illustrates and evaluates the relationship of proposed new structures or alterations to nearby natural landscapes; and to pre-existing structures in terms of visual character and intensity/scale of use (e.g. scale, materials, color, door and window size and locations, setbacks, roof and cornice lines, and other major design elements);
    3. An analysis of the visual impacts on neighboring properties from the proposed development and alterations, and of the location and configuration of proposed structures, parking areas, open space, and gradient changes;
    4. The Planning Board may require use of photo-simulations or other tests as part of the visual impact assessment.
  - \_\_\_c. Stormwater Management Plan. For all developments one acre in size or more, a stormwater plan pursuant to NYS DEC shall be required. The contents of the stormwater management plan shall contain sufficient information for the Planning Board to evaluate the hydrological and hydrological-dependent characteristics of the land to be developed, the potential and predicted impacts of land development on the local hydrology, and the effectiveness and acceptability of all measures proposed by the applicant for reducing adverse impacts. The stormwater management and stormwater pollution prevention plans shall be prepared in compliance with the Stormwater Design Manual of the New York State Department of Environmental Conservation (SPDES), and/or with the requirements of the Environmental Protection Agency's Phase II National Pollutant Discharge Elimination System (NPDES) regulations.
- \_\_\_32. Any other information as may be deemed by the Planning Board as necessary to determine and provide for the proper enforcement of this Chapter.