



3. A narrative description of the proposed project, addressing its scope of operation, purpose, justification and impact on the immediate area of influence and the town in general (school, traffic generation, population, utilities aesthetics and land use compatibility) and including the following:

- a.) Address of site (street and number) \_\_\_\_\_
- b.) Name of applicant \_\_\_\_\_
- c.) Name of proposed tenant/business \_\_\_\_\_
- d.) Site zoning \_\_\_\_\_
- e.) Description of existing site and use \_\_\_\_\_
- f.) Description of intended site development and use \_\_\_\_\_
- g.) Existing gross floor area (including basement area) \_\_\_\_\_
- h.) Proposed gross floor area (including basement area) \_\_\_\_\_
- i.) Building height and number of floors \_\_\_\_\_
- j.) Number of guest rooms or dwelling units where applicable \_\_\_\_\_
- k.) Number of employees \_\_\_\_\_
- l.) Hours and days of operation \_\_\_\_\_
- m.) Proposed number of parking spaces \_\_\_\_\_
- n.) Site coverage statistics (building coverage, paved areas, green area, by percentage of site and square footage) \_\_\_\_\_
- o.) Impact on adjoining property:  
noise, visual, drainage, other \_\_\_\_\_
- p.) Anticipated impact on services: (quantify and discuss impacts)  
traffic (provide 2 hr. PM peak if within GEIS area) \_\_\_\_\_  
sewer \_\_\_\_\_  
water \_\_\_\_\_  
solid waste \_\_\_\_\_
- q.) Description of project construction sequence and phasing \_\_\_\_\_
- r.) Storage and disposal method of chemicals used  
(solvents, soaps, etc.) \_\_\_\_\_
- s.) Impact on Town communications system or any proposed  
communications devices (e.g., microwave transmitters) \_\_\_\_\_

4. Site analysis diagram at a scale of 1" = 10', 1" = 20', 1" = 30' or 1" = 40'; sheet size shall be 22" x 34" or 34" x 44", folded to 8½"x11"; to include the following features:

- a.) Location map at scale of 1" = 2000' as inset; map shall be oriented the same as the site analysis plan \_\_\_\_\_
- b.) North arrow \_\_\_\_\_
- c.) Boundary survey map of property at a scale of 1" = 10', 1" = 20', 1" = 30', or 1" = 40' \_\_\_\_\_
- d.) Existing topography, related to NGVD 1929 (show benchmark), at contour intervals of 2' or less \_\_\_\_\_
- e.) Existing zoning district, with district boundaries within 300' of the site \_\_\_\_\_
- f.) Names of all adjoining property owners \_\_\_\_\_
- g.) Identification, by both verbal description and graphic depiction, of all adjacent land uses \_\_\_\_\_
- h.) Location and description of existing vegetation (species, size, condition, and value), watercourses, wetlands, flood plains, other natural features \_\_\_\_\_
- i.) Soil analysis describing soil types, surface and subsurface rock and ground water conditions \_\_\_\_\_

- j.) Existing streets, structures, utilities, and site improvements on or within 50' of the property - where a boundary of a zoning district which permits residences exists within 100 feet of the site, existing structures, utilities and site improvements shall be extended to a distance of 100 feet in the direction of the district boundary. \_\_\_\_\_
  - k.) Existing easements – show boundaries and identify grantee and purpose. \_\_\_\_\_
  - l.) Identification of visual features such as smoke stacks, borrow pits, overhead utility lines, junk yards, refuse areas, billboards (if none, so note) \_\_\_\_\_
  - m.) Identification of sources of smoke, noise, odors or other emissions (if none, so note) \_\_\_\_\_
  - n.) Where the site is a component or phase of a larger development (e.g., a commercial subdivision or a multi-phased project), an overall plan of the larger development must be submitted, showing existing development and uses \_\_\_\_\_
5. Concept site plan on site analysis base map (sheet size shall be 22" x 34" or 34" x 44", folded to 8½"x11"). All information to be shown on a single sheet - when plan consists of multiple sheets with match lines, a 1"=200' or larger overall site plan must be submitted. Plans must include all items in Section 4 above, and show the following added information:
- a.) Title block with names of project, applicant, and map preparer; address of site; date of map; and work record with revision dates \_\_\_\_\_
  - b.) Proposed buildings, other improvements (with building and setback dimensions) \_\_\_\_\_
  - c.) Proposed utilities, including lateral locations, sizes, and connection points \_\_\_\_\_
  - d.) Proposed vegetation and landscaping \_\_\_\_\_
  - e.) Proposed parking, circulation, storage, service, display areas, solid waste containment/recycling areas; label minimum parking setbacks from lot lines and buildings \_\_\_\_\_
  - f.) Number of parking spaces, including handicapped spaces as required by NYS Uniform Fire Prevention and Building Code \_\_\_\_\_
  - g.) Analysis of parking requirement \_\_\_\_\_
  - h.) Existing/proposed pedestrian & bicyclist accommodations \_\_\_\_\_
  - i.) Access \_\_\_\_\_
  - j.) Proposed drainage concept \_\_\_\_\_
  - k.) Approximate limits of clearing and grading \_\_\_\_\_
  - l.) Existing/proposed easements \_\_\_\_\_
  - m.) Site coverage statistics (building coverage, green area, and paved areas by percentage of site and square footage) \_\_\_\_\_
  - n.) Building height and number of floors \_\_\_\_\_
  - o.) Existing limits of Latham Water District or note stating that site is entirely inside or outside district \_\_\_\_\_
- 6.) Criteria for Incentive Zoning – All applicants seeking incentives in exchange for providing amenities shall include the following additional information.
- a.) The requested incentive \_\_\_\_\_
  - b.) The proposed amenity \_\_\_\_\_
  - c.) The location of the proposed amenity \_\_\_\_\_

- d.) The constrained land and unconstrained land must be mapped, with the proposed amenity land area specifically identified and highlighted on the map. \_\_\_\_\_
  - e.) The proposed land conservation mechanism(s) \_\_\_\_\_
  - f.) The estimated cash value of the proposed amenity \_\_\_\_\_
  - g.) A narrative which demonstrates the following:
    - 1. The benefits to the community, including the immediate benefit area, from the proposed amenity \_\_\_\_\_
    - 2. Consistency with the goals and objectives of the Town's Comprehensive Plan \_\_\_\_\_
    - 3. The relative importance and need for the amenity \_\_\_\_\_
  - h.) A demonstration there are adequate sewer, water, transportation, waste and fire-protection facilities to handle the additional demands the incentive may place on the those facilities beyond the demand that would be placed on them if the project were developed without incentives \_\_\_\_\_
  - i.) Any other information or support materials as needed or requested by the Planning Board \_\_\_\_\_
7. Floor plan (folded to 8½"x11"), indicating use of each area \_\_\_\_\_
  8. Architectural plans (folded to 8½"x11"), including a color perspective rendering of the building, and building elevations from the front, rear and side, showing design elements, materials and colors to be used on exterior finishes, roof top or other exterior mechanical and HVAC units (if none, so note), and any other features the Planning Board may reasonably request. \_\_\_\_\_
  9. A feasibility test per Chapter 7 of the NY State Storm Water Design Manual for all proposed stormwater management areas must be provided for sites greater than 1 acre of disturbance. \_\_\_\_\_
  10. A response letter addressing all the DCC comments. \_\_\_\_\_
  11. Digital image files (TIF or Auto CAD) of full set of concept site plans in format acceptable to the PEDD. \_\_\_\_\_
  12. Photograph(s) of site \_\_\_\_\_
  13. Approved Building Department zoning verification determination (for Planned Development District proposals, submit a completed, unapproved form) \_\_\_\_\_
  14. Such additional reports, maps or materials as the Planning Board may reasonably request and deem necessary to make the determinations required by the New York State Environmental Quality Review Act and Chapter 192 of the Town Code. \_\_\_\_\_
  15. Application form complete \_\_\_\_\_
  16. Environmental assessment form complete \_\_\_\_\_
  17. Latham Water District information sheet complete \_\_\_\_\_
  18. Review fee paid \_\_\_\_\_

19. SEQR	Date
Lead agency determined	_____
Determination of significance made	
negative _____ positive _____	_____
Positive or negative declaration filed	_____
EIS complete	_____
Findings made	_____
Compliance with GEIS	_____

**COMMENTS ON CONCEPT SUBMISSION/REVIEW:**

NAME OF PROPOSED PROJECT: \_\_\_\_\_

ADDRESS OF PROPOSED PROJECT: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

II. FINAL SUBMISSION

- Date Submitted:

- Date Checked:

- Checked by:

1. Final site plan at same scale as concept submission (sheet size shall be 22" x 34" or 34" x 44", folded to 8½"x11"). Separate layout, grading, utility, and landscape plans may be submitted for clarity; storm sewers must be shown on same plan as proposed grading. Plans shall include:

- a.) Title block including name of project, name of applicant, name of map preparer, date of map, and address of property \_\_\_\_\_
- b.) A 3" x 3" block for Planning Board decision stamp (at lower right side of plan) \_\_\_\_\_
- c.) Location map at scale of 1" = 2000' as inset, oriented same as site plan \_\_\_\_\_
- d.) North arrow \_\_\_\_\_
- e.) Exact boundary and lot lines, showing bearings and distances, including any interior lot lines \_\_\_\_\_
- f.) Owners and use of adjacent land \_\_\_\_\_
- g.) Existing zoning, with location of any district boundaries within 300' of property to be developed \_\_\_\_\_
- h.) Fire and school district boundaries within the site \_\_\_\_\_
- i.) Lot number(s) as approved by the Town Assessor \_\_\_\_\_
- j.) Lot area in acres and square feet \_\_\_\_\_
- k.) Existing utilities (location and size) \_\_\_\_\_
- l.) Proposed utilities (location, size, and connection to existing) \_\_\_\_\_
- m.) Location of all easements (with boundary & filing data, name of grantee) \_\_\_\_\_
- n.) Building location and dimensions \_\_\_\_\_
- o.) Building height and number of floors \_\_\_\_\_
- p.) Building setback dimensions to each lot line \_\_\_\_\_
- q.) Surface treatment (paving, gravel, lawn, ground cover, etc.) identified for all areas \_\_\_\_\_
- r.) Site coverage statistics (building coverage, paved areas and green areas) in square feet and as percentage of the total area \_\_\_\_\_
- s.) Layout and dimensions of parking, drives, walks; label minimum parking setbacks from lot lines \_\_\_\_\_
- t.) Number of parking spaces \_\_\_\_\_
- u.) Access/parking for the disabled, as required by NYS Uniform Fire Prevention and Building Code \_\_\_\_\_
- v.) Existing/proposed pedestrian & bicyclist accommodations \_\_\_\_\_
- w.) Traffic flow pattern and directional signage \_\_\_\_\_
- x.) Location of fire lanes, hydrants \_\_\_\_\_
- y.) Service, equipment locations - HVAC, refuse, loading, storage, solid waste recycling with appropriate screening \_\_\_\_\_
- z.) Fencing/retaining walls - location, type, height \_\_\_\_\_

- aa.) Existing and proposed topography at contour intervals of 2' or less, extending 50' from the site, and based on a NGVD 1929 benchmark (show benchmark on plan) \_\_\_\_\_
- bb.) Proposed finished floor elevations \_\_\_\_\_
- cc.) Limits of grading and clearing \_\_\_\_\_
- dd.) Proposed erosion control measures in accordance with the NY State Standards & Specifications for Erosion and Sediment Control \_\_\_\_\_
- ee.) Landscaping - \_\_\_\_\_
  - 1. existing to be preserved \_\_\_\_\_
  - 2. proposed species, size, location \_\_\_\_\_
  - 3. deciduous trees 2-2 1/2" cal. min. \_\_\_\_\_
  - 4. evergreen trees 5' ht. min. \_\_\_\_\_
- ff.) Curbing to protect green space \_\_\_\_\_
- gg.) Location of freestanding signs with setback dimensions \_\_\_\_\_
- hh.) Location of and data on soil tests, ground water elevation \_\_\_\_\_
- ii.) Details - storm system, walls, curbs, pavement sections, etc. \_\_\_\_\_
- jj.) Lighting plan showing fixture location, pole height and lighting pattern (submit cut sheets for proposed fixtures) \_\_\_\_\_
- kk.) The following standard Town notes: \_\_\_\_\_
  - 1. The Applicant shall comply with all applicable federal, state, and local laws, rules and regulations, including but not limited to the State Environmental Quality Review Act (SEQR), Freshwater Wetlands Permit Regulations, the Town Grading Law, and the Town Flood Plains Management.
  - 2. The Applicant shall bear the sole responsibility for ensuring that all improvements are completed and maintained in accordance with approved plans, specifications, and standards.
  - 3. No certificate of Occupancy shall be issued until all required improvements are satisfactorily completed, and the Planning and Economic Development Department has issued written authorization to the Building Department.
  - 4. The Applicant shall be responsible for keeping existing public highways and adjacent lands free of debris, soil, and other matter which may accumulate due to construction related to the site.
  - 5. All site lighting shall be designed and installed so as not to illuminate adjacent properties or highways.
  - 6. All plant materials installed pursuant to this site development plan shall conform to the American Standard Nursery Stock (ANSI Z60.1-1986) of the American Association of Nurserymen or equivalent recognized standard, and shall be installed and maintained in accordance with accepted industry practice.
  - 7. No portion of this site shall be used for storage or display of any product or material, or for parking of any vehicles, or for the conduct of any other business operations, unless specifically designated for such use on this site development plan.
  - 8. All required erosion control measures shall be installed in accordance with the NY State Standards & Specifications for Erosion and Sediment Control. \_\_\_\_\_
- ll.) Separate plan showing existing structures or other site features to be removed \_\_\_\_\_
- mm.) Stamp and signature of a New York State licensed professional - plans shall be prepared by an engineer, surveyor, architect or landscape \_\_\_\_\_



III. POST-HEARING SUBMITTALS

- 1. For projects involving public sewer, water, highway or drainage:
  - a.) Required warranty deeds, real property transfer gains tax affidavits and 8½" x 11" or 8½" x 14" boundary maps \_\_\_\_\_
  - b.) Construction time estimate sheet \_\_\_\_\_
  - c.) Inspection escrow and agreement, with insurance certificate \_\_\_\_\_
  - d.) Title insurance commitment for streets and storm water management areas \_\_\_\_\_
  
- 2. Additional items required prior to issuance of final approval (if applicable):
  - a.) County Public Works Department or New York State Department of Transportation approval \_\_\_\_\_
  - b.) County Health Department approval \_\_\_\_\_
  - c.) New York State Department of Environmental Conservation approval \_\_\_\_\_
  - d.) U.S. Army Corps of Engineers permit \_\_\_\_\_
  - d.) Digital image files of full set of final site plans in format acceptable to the PEDD. \_\_\_\_\_