

## REDEVELOPMENT

### Additions, Site Changes, Redevelopment on Parcels less than 1 acre

- 1) **DCC:**
- 10 General Descriptions of Proposal
  - 10 Sketch Plans showing general site layout (see checklist)
  - 1 Digital image file of plans (PDF)
- 2) **FIRST SUBMITTAL**
- PRELIMINARY FINAL:**
- 1 Approved Zoning Verification Form (Approved by Building Dept.)
  - 20 Site Analysis Plans (see checklist)  
**(folded to 8-1/2" x 14" or smaller, printed side out)**
  - 20 Preliminary Final Plans (see checklist)  
**(folded to 8-1/2" x 14" or smaller, printed side out)**
  - 20 Floor Plans and Architectural Elevation Plans (see checklist)
  - 20 Narratives (see checklist)
  - 20 Letters describing changes made to address DCC review comments
  - 1 Original Application signed by property owner
  - 1 Copy of purchase contract (if applicant is not property owner)
  - 1 Environmental Assessment Form (long form if type I action or new construction)
  - 1 Latham Water District Information Sheet
  - 1 Digital image file of plans (PDF)
  - 1 Professional Certification Form
  - Review Fee
  - Site Photos
  - 2 copies of the storm water management report
  - 2 copies engineering reports and supporting documentation as needed
  - 2 copies cultural resource report (for projects located within the NYSOPRHP map of archeological sensitive areas)
- 3) **PRELIMINARY FINAL**
- RESUBMITTALS:**
- Plans and reports as requested in comment letter on previous submittal  
**(folded to 8 1/2" x 14" or smaller, printed side out)**
  - 1 Digital image file of plans (PDF)
  - 1 Letter describing changes made to address comments on previous submittal