

REVIEW BOARD SUBMISSION CHECKLIST FOR CONDITIONAL USE REVIEWS

❑ ALL DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY

- ❑ Application coversheet – signed and notarized (1 copy only)
- ❑ Project Narrative
- ❑ Names & addresses of owner, developer, & professional consultants
- ❑ Copy of property deed with a list of restrictions (if applicable) (1 copy only)
- ❑ Proposed timetable or stages for development
- ❑ Hours of operation, # of employees, designation of the amount of building area, in square footage, for each conditional use proposed
- ❑ Title of drawing, including name of person(s) responsible for preparation of such drawing, scale, North arrow, and date
 - ❑ Boundaries and dimensions of the parcel plotted to scale, contiguous properties, any easements and/or public rights-of-ways, and existing waterways/wetlands
 - ❑ The proposed location and arrangement of buildings on the site, including setbacks from all property lines.
 - ❑ Location, proposed use, dimensions, and height of all buildings
 - ❑ Elevation drawings of all four sides, color renditions, and a photo simulation
 - ❑ Exterior materials – type, sizing, and colors (provide samples)
 - ❑ Location, design, and construction materials of all existing or proposed site improvements, including, but not limited to drains, culverts, retaining walls, and fences
 - ❑ Location of any outdoor storage and service areas, including, but not limited to dumpsters, tanks, generators, sheds, and canoe/kayak racks
 - ❑ Arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, channelization structures, and controls
 - ❑ Location, design, materials, appearance, and sufficiency of all off-street parking and truck-loading areas, with access and egress drives thereto

- ❑ Arrangement of pedestrian traffic access and circulation, including separation of pedestrians from vehicular traffic, walkway structures, control of intersections with vehicular traffic, and overall pedestrian convenience
- ❑ Description of the method of sewage disposal and the location, design, construction materials, and adequacy of such facilities
- ❑ Description of the method of securing water supply and location, design, construction materials, and adequacy of such facilities
- ❑ Location of fire lanes and other emergency zones, including the location of fire hydrants
- ❑ Location, design, construction materials, and adequacy of all energy distribution facilities, including electric, gas, and solar energy
- ❑ Location, height, design, and adequacy of all proposed lighting poles and fixtures, including the lighting levels both within the site and at the site's boundaries
- ❑ Location of all buffer areas, including indication of existing vegetative cover. Amount, type, and arrangement of trees, shrubs, and other landscaping constituting a visual and/or noise deterring buffer between the applicants and adjoining lands, including the maximum retention of existing vegetation
- ❑ Vegetation removal plan and/or general landscaping plan and planting schedule
- ❑ Grading and drainage plan, showing existing and proposed contours at an interval of 10' or at an interval specified by the Review Board
- ❑ Engineered Stormwater Management Plan
- ❑ Location, size, design, construction materials, and general site compatibility of all proposed signage
- ❑ Record of applications for approval status of all necessary permits from State and County officials
- ❑ A tabular summary (see example on the page below) relating the site plan to the specific dimensional standards of the Land Use Code, including, but not limited to: Lot Area in square feet; Residential Density; Lot Width; indication of all Front, Rear, and Side Yard Setbacks of the principal structure and all accessory structures; Building Height; Impervious Area – calculation of building area/structure coverage in square feet and as a percentage of Lot Area; and Off-Street Parking Requirements. Subdivisions required a column for each proposed lot.
- ❑ 1 paper copy of all submissions unless otherwise noted [**11"x17" maps preferred if easily readable**]

**** EXAMPLE ONLY ****

**TABULAR SUMMARY
VILLAGE OF LAKE PLACID/TOWN OF NORTH ELBA LAND USE CODE**

**ZONING DISTRICT: VILLAGE CENTER
CONDITIONAL USE: COMMERCIAL**

	<u>ZONING STANDARDS</u>	<u>PROPOSED/EXISTING STANDARDS</u>
MINIMUM LOT AREA:	4356 SF	5,226 SF
MINIMUM LOT WIDTH:	50'	101.25'
MAXIMUM IMPERVIOUS AREA:	75%	68.1%
MAXIMUM BUILDING HEIGHT:	35'	28'
MINIMUM FRONT YARD SETBACK:	0'	11.4'
MINIMUM SIDE YARD SETBACK:	0' OR 10'	10'
MINIMUM REAR YARD SETBACK:	15'	19'
PARKING:	TBD PER USE	12 SPACES