

**REVIEW BOARD SUBMISSION CHECKLIST FOR
OVERLAY AND/OR ARCHITECTURAL REVIEWS**

(Submit checklist with application)

- _____ Project Narrative (no. of stories, square footage, # & type of rooms, seasonal vs year-round, etc.)
Names & addresses of owner and professional consultants
Proposed timetable or stages for development

- _____ Site Plan – Complete (or to include at a minimum):
 - Title, scale, North arrow, and date
 - Location map showing boundaries and dimensions of the parcel or tract of land, contiguous properties, and any easements and/or public rights-of-ways
 - Existing features of the site including land use, land and water areas, buildings, and water and/or sewer systems on or immediately adjacent to the site, and surface drainage characteristics
 - Proposed location and arrangement of buildings or installations on the site, including setbacks from all property lines (indicate measurements if map not to scale)
 - Tabular Summary – including the Zoning District and District Standards and a column with proposed data (column for each lot if a subdivision) (sample format on next page)

- _____ Elevation Drawings of all four sides, including exterior dimensions and height
Color renditions of the proposed building
Materials – Exterior type and sizing
Colors – provide color samples (include vendor color numbers)

- _____ Photographs of existing conditions – On Site & from water (if applicable)

- _____ Photo simulation of proposed building

- _____ Review Board Application completed and required fee

- _____ Building Permit Application & SEQR form completed

- _____ APA Jurisdictional Inquiry Form & Approvals (as applicable)

- _____ Authorization Letter – If owner is not representing self

- _____ Deed Restrictions – Provide one copy of deed

- _____ Exterior Lighting Plan (Dark sky initiative in effect)

- _____ Vegetation Removal Plan and/or Landscaping/Planting Plan

- _____ Engineered Stormwater Management Plan

- _____ Submit **complete** application/documents electronically (no partial submissions)

- _____ Submit one (1) paper copy of application/documents (additional copies upon request)(maps can usually be submitted on 11"x17" but must be 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>CODE REGULATION</u>	<u>PROPOSED LOT 1</u>	(Column for each lot if applicable)
MINIMUM LOT AREA:	4356 SF	5,226 SF	
MAXIMUM RESIDENTIAL DENSITY:	N/A	N/A	
MINIMUM LOT WIDTH:	50'	101.25'	
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'	
MAXIMUM IMPERVIOUS AREA:	75%	68.1%	
PARKING:	TBD PER USE	12 SPACES	