

**VILLAGE OF PENN YAN**  
**APPLICATION FOR SITE PLAN REVIEW**

**NOTE**

BEFORE plans, fees and completed application are submitted, you may request a sketch plan conference with a member of the Planning Board for assistance.

See Village code chapter 60, Article III, Section 60-10 for procedures and requirements.

**GENERAL INFORMATION**

**Planning Board fee - \$100.00 plus all legal and engineering costs incurred by the Village related to the review of the site plan.**

**Fee and costs apply to all applications.**

**Plans, completed application and \$100.00 fee must be submitted to the Planning Board by applicable submission deadline.**  
**(See Secretary for the date.)**

**Any temporary Certificate of Occupancy requested from the Building and Code Department will automatically initiate requirement of a performance bond. The performance bond will be submitted to the Planning Board for deposit in an escrow account. Such performance bond will be 200% of the estimated cost of project completion, and will be determined by the Village Planning Board.**

Name: \_\_\_\_\_ Application No. \_\_\_\_\_

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



## SITE PLAN REVIEW CHECKLIST

➔The plan should contain all of the following. Attach notes if necessary◀

1.		PB		A site plan scaled to 1" = 20' (or 40'). Sized to a maximum of 34" by 44".
2.		PB		North arrow.
3.		CEO		Property boundaries plotted to scale.
4.		CEO		Site dimensions and setbacks.
5.		CEO		The building location with first floor elevations noted.
6.		CEO		Design and type of construction materials.
7.		CEO	202.43	Parking lot details showing layout with spaces visibly marked, wheel stops, calculations for required spaces.
8.		CEO	202.43	Landscaping of at least 10% of the area useable for parking and for screening from adjacent lots.
9.		DPW		Adjacent roads with pavement, right of way and culvert details.
10.		DPW	202.47	Proposed vehicular access with sight distances.
11.		FD		Existing buildings.
12.		FD		Nearest fire hydrant and flow test details
13.		MUB&PB		Electrical needs (load & voltage) and service location.
14.		MUB		Energy distribution facilities (electrical, gas, solar).
15.		MUB		Existing water & sewer mains.
16.		MUB &PB		Location of water service and size. Water needs, including demand for water flow (gallons per minutes).
17.		MUB		Location of natural gas lines.
18.		MUB	202.52	Existing easements and proposed utility or drainage easements.
19.		PB		A grading plan with existing and proposed grades.
20.		PB		Existing land features such as creeks, springs, woods.
21.		PB	202.42	Pedestrian access.
22.		PB	202.60	Location of buffer areas.
23.		PB	202.60	Proposed landscaping with details about species, spacing and heights.
24.		PB		Exterior lighting with manufacturer's photometric details
25.		CEO	202.64	Location, size and design of all exterior signs. Include lighting details for all lighted signs.
26.		PB		A locator map using a 3" x 3" inset.
27.		PB		A 3" x 5" block marked "For Village Use Only"
28.		PB		Completed SEAF (State Environmental Assessment Form) <b>PART I only.</b>
29.		PB		Engineer's seal, signature, date of plan and dates of revisions.
30.		PB		A color rendering of proposed buildings.
31.		PB		Other items determined as result of sketch plan conference.
32.		PB		Present and anticipated future number of employees.
33.		PB		Project schedule and phases.
34.		PB		Status of other required permits.
35.		PB		Nine (9) copies of site plan and attachments.
36.		SWCD	202.50	A storm water management plan with TR-55 hydrology calculations for the site for the existing land use condition and the developed land use condition. Three (3) copies.
37.		SWCD	202.50	An erosion and sediment control plan for during and after construction with a maintenance plan.
38.		PB		Pollution control devices.

**\*\*\*REVISED site-plans MUST HAVE all changes CLEARLY identified using clouds, symbols, notes, or some other readily recognizable format\*\*\***