

Village of Penn Yan

Application for Site Plan Review

Planning Board meetings are held on the first Monday of the month at 7:00 PM in the Village Hall, 111 Elm Street. *In the event, a regularly scheduled meeting is on a holiday, confirm the rescheduled date with the Planning Board secretary.*

The application submission deadline is the 1st Thursday of the prior month.

The application fee is \$100. All legal and engineering costs incurred by the Village of Penn Yan will be billed to the applicant. Fee and costs apply to all applications.

All items on the attached checklist must be answered.

Site plan approval expires one year from the date an approval letter is issued, in pursuant to §202.39.14 of the Village Code if actual construction has not begun.

A member of the Planning Board can meet with you for a sketch plan conference prior to submitting a completed application, plan and fee.

Development in the Historic District that call for exterior alterations will require a Certificate of Appropriateness from the Historic Preservation Commission.

See Village Code [§202-39.5 Site plan review procedures](#)

Project Name: _____

Project Address: _____

Applicant Name: _____

Email Address: _____

Date Received: _____ Fee Paid _____

Village of Penn Yan

Application for Site Plan Review

Proposed Project

Please type or clearly print

Address: _____ Tax Map ID _____

Zoned: _____ Historic District: ___ Yes ___ No

Name: _____

Description: _____

Applicant

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Property Owner

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Supply proof of consent from property owner for this proposed project.

Engineer

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Site Detail

Parking Requirements, *per Village Code* _____

Easements: ___ Yes ___ No If yes, briefly describe _____

Deed Restrictions: ___ Yes ___ No If yes, briefly describe _____

Square footage

Building: _____ Open Storage Area: _____

Parking: _____ Landscaped area: _____

Other: _____ **Total Site sf:** _____

Do you plan to dedicate infrastructure facilities to the Village? ___ Yes ___ No

If yes, please refer to Penn Yan Design & Construction Standards Handbook for Land Development.

Applicant Signature: _____ 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	Parking lot details showing layout with spaces visibly marked, wheel stops, calculations for required spaces. §202.43
8.		CEO	Landscaping of at least 10% of the area useable for parking and for screening from adjacent lots. §202.43
9.		DPW	Adjacent roads with pavement, right of way and culvert details.
10.		DPW	Proposed vehicular access with sight distances. §202.47
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 minute).
17.		MUB	Location of natural gas lines.
18.		MUB	Existing easements and proposed utility or drainage easements. §202.52
19.		PB	A grading plan with existing and proposed grades.
20.		PB	Existing land features such as creeks, springs, woods.
21.		PB	Pedestrian access. §202.42
22.		PB	Location of buffer areas. §202.60
23.		PB	Proposed landscaping with details about species, spacing and heights. §202.60
24.		PB	Exterior lighting with manufacturer's photometric details
25.		CEO	Location, size and design of all exterior signs. Include lighting details for all lighted signs. §202.64
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	State Environmental Quality Review SEQR - <u>Short Environmental Assessment Form</u>
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 AND one (1) pdf.
36.		SWCD	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. §202.50
37.		SWCD	An erosion and sediment control plan for during and after construction with a maintenance plan. §202.50
38.		PB	Pollution control devices.

Revised site plans MUST HAVE all changes CLEARLY identified using clouds, symbols, notes or some other readily recognizable format.