

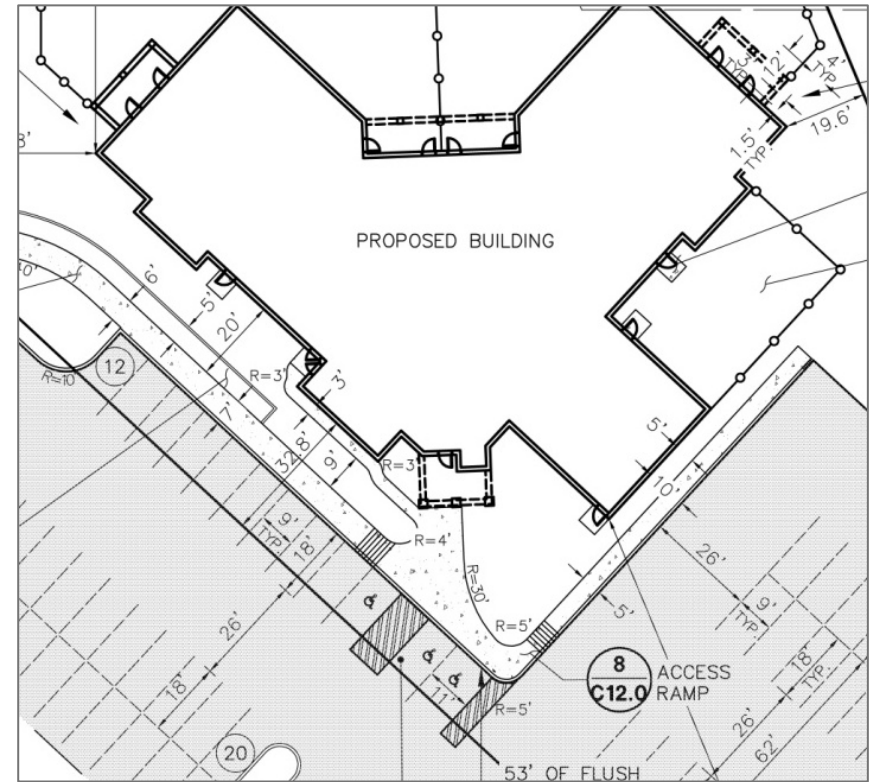


Department of State
Local Government

SITE PLAN REVIEW

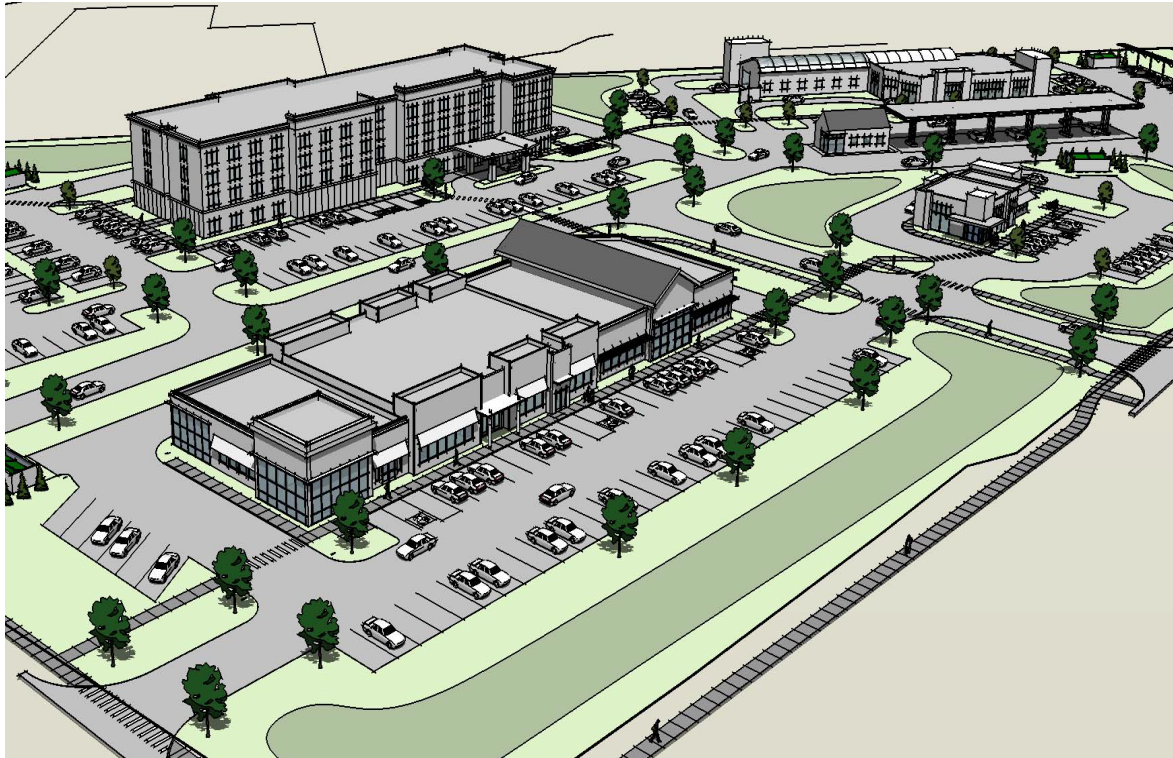
Site plan defined

- **Rendering, drawing, or sketch prepared to specifications, containing necessary elements (listed in zoning ordinance or local law), which shows the arrangement, layout and design of the proposed use of a single parcel of land as shown on plan**



General City Law § 27-a
Town Law § 274-a
Village Law § 7-725-a

Goal: Good Project Design



- Focus is on development of a single project/parcel
- Can be used without zoning
- Applicable to many uses
- Consider goals of the Comprehensive Plan
 - Protecting character, walkability etc.

Designating review board

Governing board may retain review authority or delegate authority to review some, or all uses to another board:

- Planning board
- Zoning board of appeals as “original” jurisdiction
- Other authorized boards

Once delegated, decisions are not appealed to the governing board

Local site plan review regulations

- Specify review board
- Specify activities requiring site plan approval
- Specify submission requirements
- Provide elements or criteria for review
- Provide local process for review
 - Public hearings not required by statute
- Indicate who will enforce conditions (if not part of zoning)

Common Activities Requiring Review

- Threshold based on activity anywhere in the community and/or location using zoning districts or overlays

Use Table										
	CBD	UMU	NMU	RM	R1	I	IMU	LC	MUC	Supp Regs
a. Residential										
Dwelling, single-family detached			P	P	P					
Dwelling, single-family attached			P	P						
Dwelling, two-family			P	P						
Dwelling, multifamily		P	P	S					P	
Dwelling, apartment buildings	S	S	S	SP			S		S	
Dwelling, accessory unit			P	P	SP					X
Dwelling, mixed-use (small)	P	P	P				P			
Home occupation, minor	P	P	P	P	P		P		P	X
Home occupation, major		P	P	S			P		P	X
Community residential facility/group home			SP	SP	SP				S	
Student housing	S	S	P				P		P	
Live-work unit	S	S	D				P			

Common Activities Requiring Review

- Multi-family and nonresidential
- Typically exempt: Single- and two-family dwellings, agricultural activities, common residential accessory structures, routine maintenance
- Project size threshold may exempt minor new development
- A change in use with no proposed site changes can require review if included in a local law

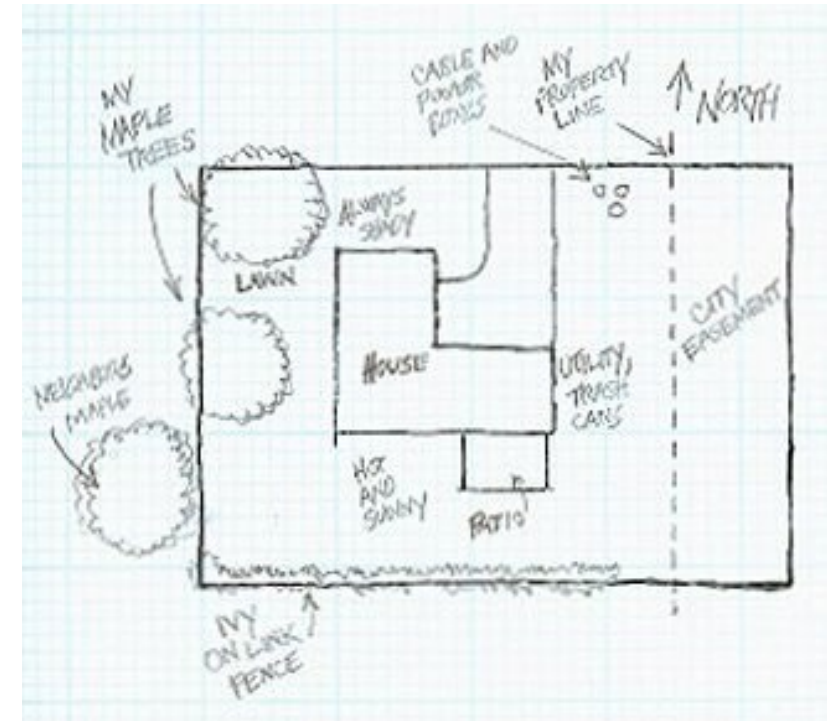
Professional project review services

- Review costs may be charged to applicant if locally authorized
- Local regulations can specify pre-established fees

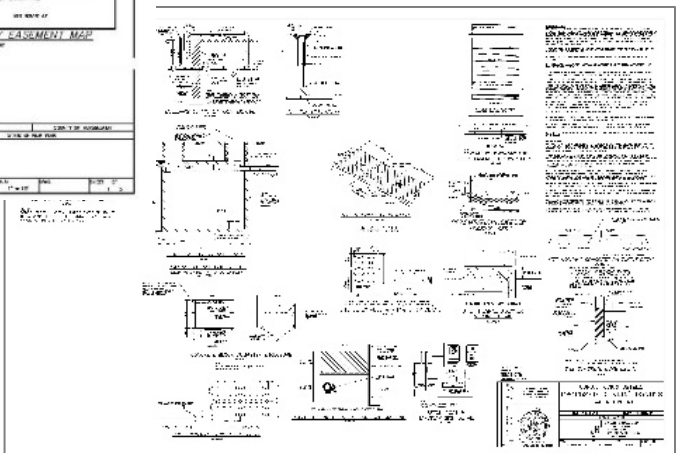
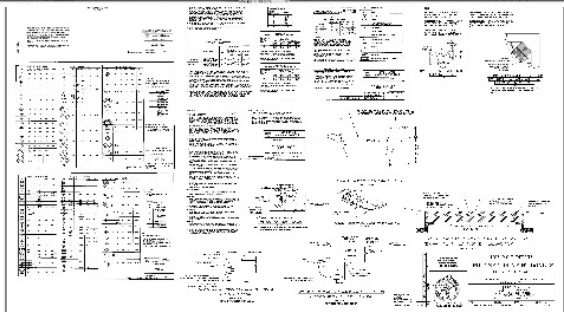
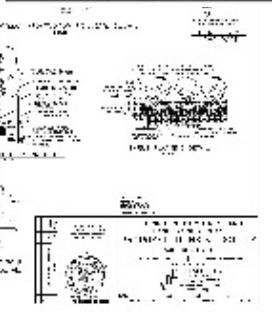
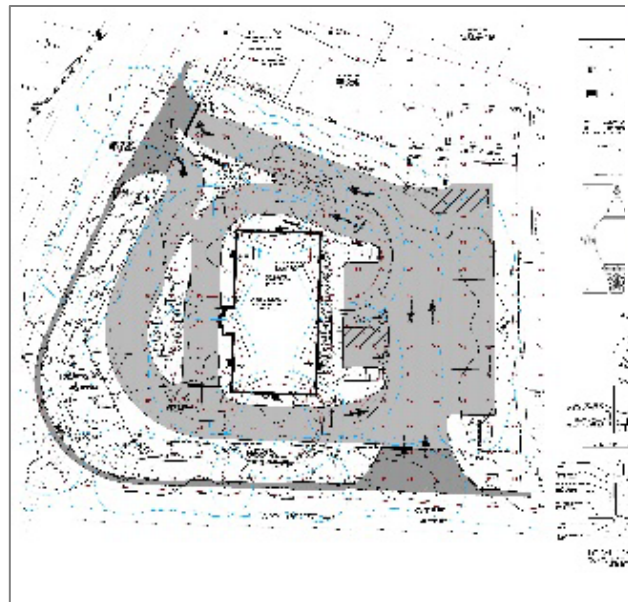
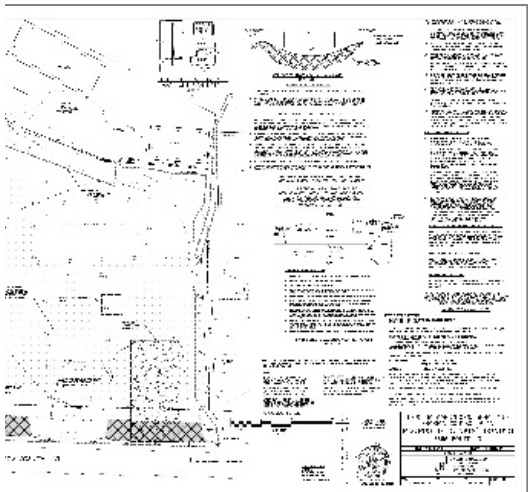
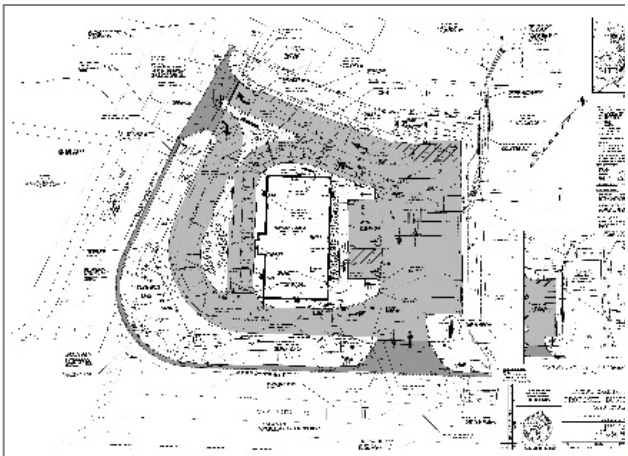
Office of State
Comptroller
Opinion 90-14

What constitutes a site plan?

- What does local site plan law require?
- At a minimum, law should authorize review board to require plans developed by a licensed surveyor, engineer etc.
- Pros of requiring stamped plans for all:
 - More consistency and accuracy in submissions – avoids the “back of the napkin”
 - Difficult to decide what projects must have stamped plans
- Cons: expensive and time consuming for small projects



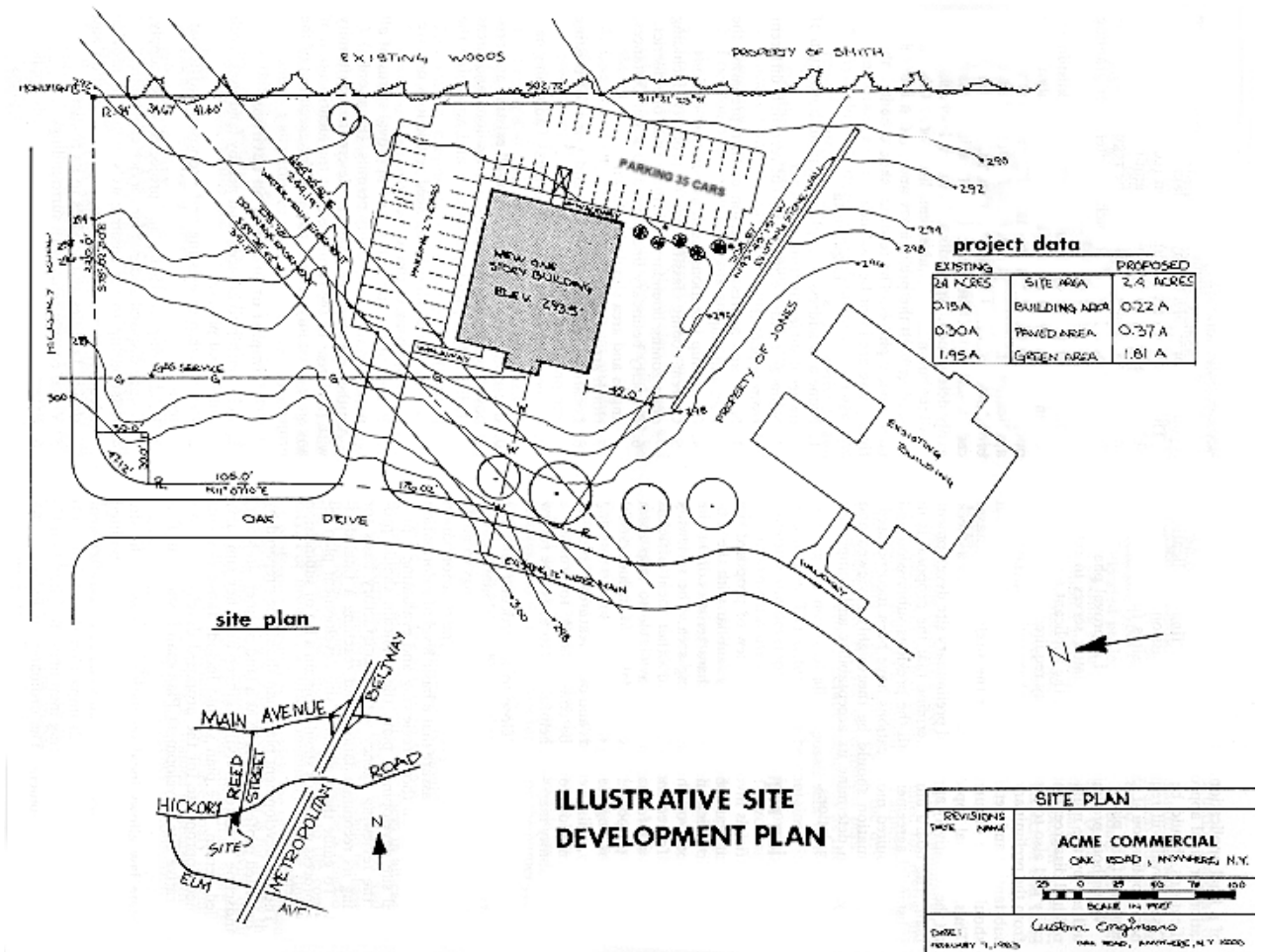
Or many...



Site plan layout & materials

Base plan elements:

- Survey map
- Location map
- Scale
- Title block
- Project data table
- Adjacent landowners/uses
- Existing physical/natural features
- ROWs and easements
- Topography



ELEMENTS FOR REVIEW

Examples of elements for review

- Building & accessory structure placement
- Architectural features
- Proposed grades & contours
- Sewage & storm drainage
- Traffic, access, parking, loading, snow storage
- Bike & pedestrian amenities
- Utilities, lighting, signage
- Greenspace, landscaping & screening
- Relationship with adjacent uses; noise

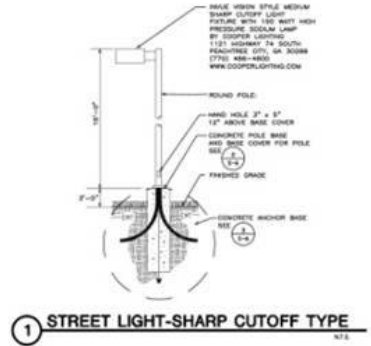
What can be reviewed?



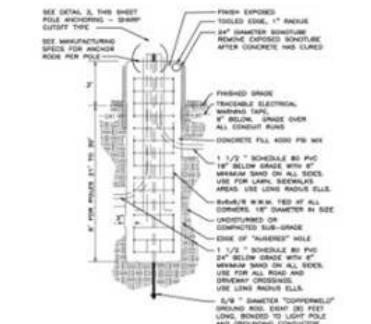
Only elements specified by governing board in law or ordinance

Sample detail sheet

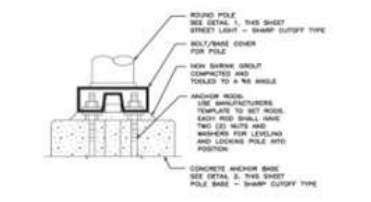
- Utilities
- Stormwater
- Parking
- Landscaping
- Access
- Sidewalks
- Signage
- Lighting



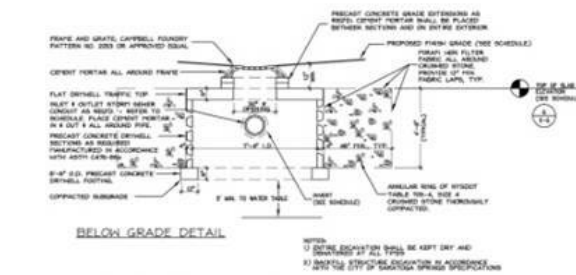
1 STREET LIGHT-SHARP CUTOFF TYPE N.T.S.



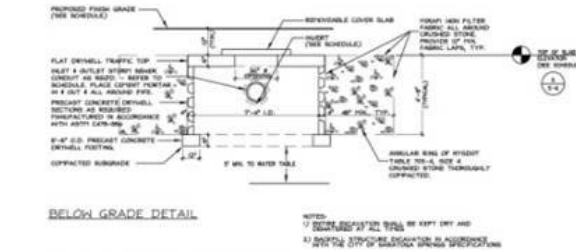
2 POLE BASE-SHARP CUTOFF TYPE N.T.S.



3 POLE ANCHORING-SHARP CUTOFF TYPE N.T.S.



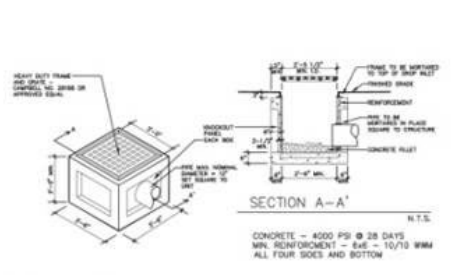
4 DRYWELL DETAIL - TYPE 'A' N.T.S.



5 DRYWELL DETAIL - TYPE 'B' N.T.S.

STRUCTURE TAG	F.O./FIN ELEVATION	TOP OF SLAB ELEVATION	PIPE SIZE	PIPE INVERT ELEVATION
1-A	323.75	322.85	8\"/>	

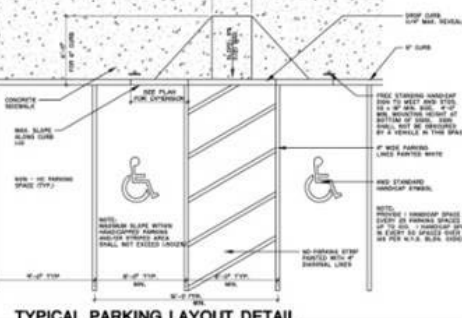
6 DRYWELL STRUCTURE SCHEDULE N.T.S.



7 TYPE 1 DROP INLET-SHALLOW (AT PAVEMENT) N.T.S.



8 HANDICAP PARKING SIGN N.T.S.



9 TYPICAL PARKING LAYOUT DETAIL N.T.S.

The L.A. group
 Landscape Architecture
 and Engineering, P.C.
 45 Long Bay
 Garden Ridge
 Long Beach, CA 90805
 Tel: (562) 433-1000
 Fax: (562) 433-1002

Design: CM
 Drawn: JBR
 Checked: CM

ARCHITECT:
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 Volker Associates LLP
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 Aven., 10th Floor
 New York, NY 10011
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 180 New Avenue
 Roseton Square
 New York, NY 10013
 SCHEDULED:
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 90 Convent 18th Street
 Larchmont, NY 10538
 New York, NY 10538

PREPARED FOR:
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 Landscape Architects
 100 West 10th Street
 New York, NY 10011

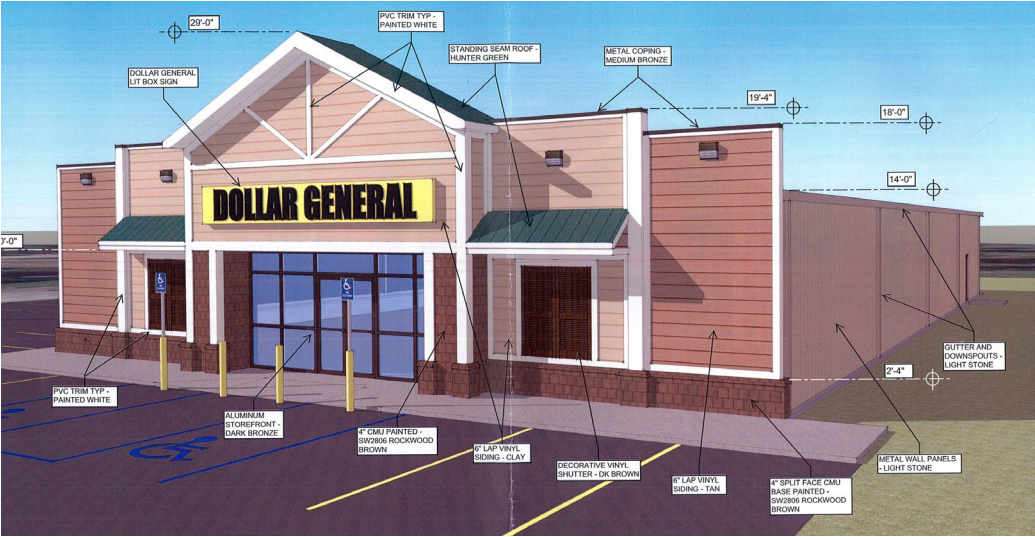
CHURCH ST. MEDICAL OFFICE BUILDING
 N.Y.S. Route 9 / 381 Church Street
 Saugerties Springs, New York
 SITE DETAILS

PROJECT NO.: 2017-01
 DATE: 05/18/18
 CAD # 201701008
 DRAWING: S-6

Building location, orientation, design

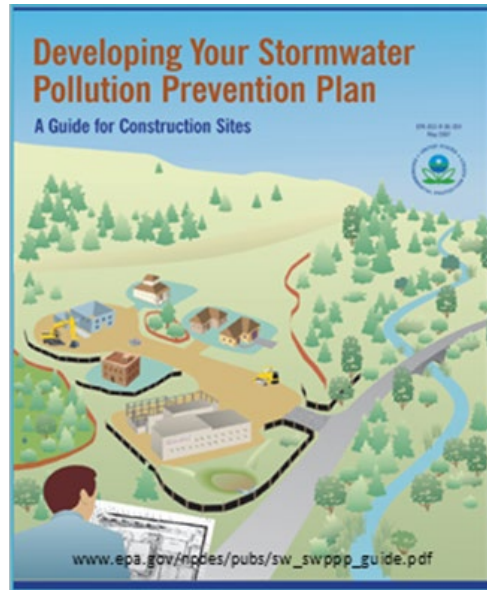


Elevation drawings of proposed design

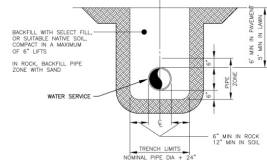


Grading, stormwater and erosion control

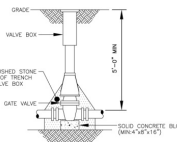
- Address stormwater retention, runoff rate & volume
- Remove pollutants from runoff generated on site
- Natural alternatives to engineered systems:
 - LID (Low Impact Development): preserve natural drainage features & patterns
 - Green Infrastructure: use vegetation and soil to manage rainwater where it falls



Utilities

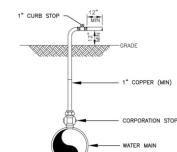


1 WATER TRENCH



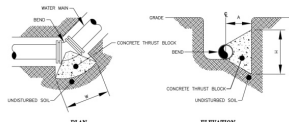
- NOTES:**
1. VALVE BOX SHALL BE CENTERED ON VALVE AND SET ON COMPACTED BACKFILL.
 2. VALVE SHALL NOT SUPPORT VALVE BOX.
 3. ALL BODY AND BOLT BOLTS SHALL BE STAINLESS STEEL.
 4. ALL VALVES SHALL BE OPEN LEFT EXCEPT VALVES 1" AND SMALLER INSTALLED IN THE TOWN OF WEBSTER (WHICH SHALL BE OPEN RIGHT).

2 VALVE



- NOTE:** IMMEDIATELY PRIOR TO THE AUTHORITY PLACING WATER MAIN/WATER SERVICE AND SERVICE THE CONTRACTOR IS REQUIRED TO REMOVE ALL COPPERWORK ASSOCIATED WITH TEMPORARY FACILITIES SUCH AS SAMPLING/INSPECTION TAPS AND TRENCH WALLS THROUGH GROUND PEGS. THE REMOVAL OF THE PEGS MUST BE WITNESSED BY A WATER AUTHORITY REPRESENTATIVE.

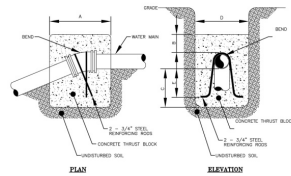
3 DISINFESTION / SAMPLING TAP BLOW-OFF



FITTING	H	W	A
4" x 22-1/2" BEND	2	2	1
4" x 45" BEND	2	2	1
4" x 90" TURN	2	2	1.5

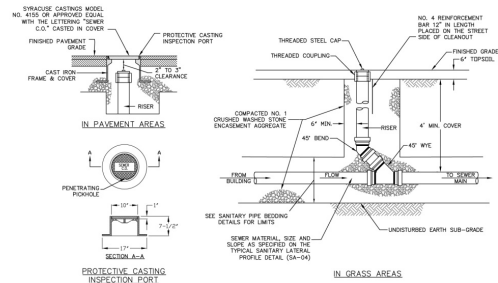
NOTE: WIDTH (W) OF BLOCK SHALL NOT EXCEED TWICE THE HEIGHT (H).

4 HORIZONTAL THRUST BLOCKS



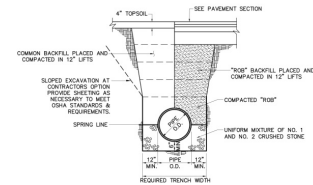
BEND	MINIMUM VOLUME OF CONCRETE	MINIMUM ALLOWABLE DIMENSIONS FOR VERTICAL THRUST BLOCKS (IN FEET)				
		A	B	C	D	E
4" x 22-1/2"	1.2	2	1	2	2	1.5
4" x 45"	0.80 CV	2.5	1.5	2	2.5	1.5

5 VERTICAL THRUST BLOCKS

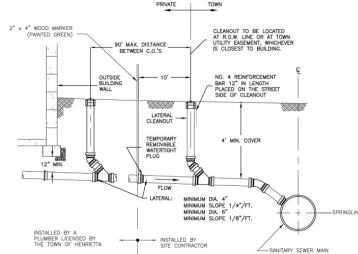


- NOTES:**
1. MATERIAL SHALL BE GRAY CAST IRON CONFORMING TO A.S.T.M. A818 (LATEST VERSION) CLASS SOK.
 2. HEAVY DUTY CASTING SHALL BE DESIGNED PER A.S.T.M. A124-10-100-10 WHEEL LOADS.

6 SANITARY LATERAL CLEANOUT

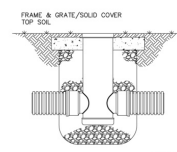


7 SANITARY TRENCH



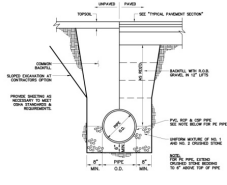
- NOTES:**
1. WHEN THE SEWER MAIN IS LESS THAN 8 FT. IN DEPTH, THE LATERAL SHALL HAVE A CONSTANT SLOPE TO THE SEWER MAIN CONNECTION.
 2. WHEN THE SEWER MAIN IS GREATER THAN 8 FT. IN DEPTH, A FLOOR WALKOFF MAT SHALL BE USED TO COMPENSATE THE CONSTANT GRADE LATERAL WITH THE SEWER MAIN.

8 SANITARY LATERAL



- NOTES:**
1. GRATES/COVERS SHALL MEET H-20 LOAD RATING FOR 30" FOOTSTRAN & 12" x 30" STANDARD & SOLID.
 2. THE BACKFILL MATERIAL SHALL BE CRUSHED STONE OR OTHER GRANULAR MATERIAL MEETING THE REQUIREMENTS OF CLASS II MATERIAL AS DEFINED BY ASTM D2422, OR AS DETERMINED BY LOCAL STANDARDS & SITE ENGINEER. BEDDING & BACKFILL FOR SURFACE DRAINAGE DETAILS SHALL BE PLACED & COMPACTED UNIFORMITY IN ACCORDANCE WITH ASTM D2321.

9 NYLOPLAST DRAIN BASIN



10 STORM TRENCH

SW BR
S.W.B.R. ARCHITECTS
PERFECT BALANCE
387 East Main Street
Rochester, NY 14604-2107
Voice: 585.232.8300
Fax: 585.232.9221
www.swbr.com

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Civil
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REVISIONS

NO.	DATE	BY	DESCRIPTION

PROJECT:
**CHILD CARE CENTER
PIETERS LIFE CENTER CAMPUS**

CLIENT:
**HERITAGE CHRISTIAN
SERVICES, INC.**
349 W. COMMERCIAL ST
EAST ROCHESTER, NY 14645

DRAWING TITLE
DETAILS

DRAWING NO.
C12.4

ISSUE DATE
SEPTEMBER 17, 2010

drawn by J. R. R.
checked by M. P. M.
date 07/08/10
proj. no. 6253



Traffic impacts and access management

- Trip generation impacts
- Limit access points
 - Increase spacing
- Sight distance
- Intersections and turn lanes
- Side road access
- Internal roads

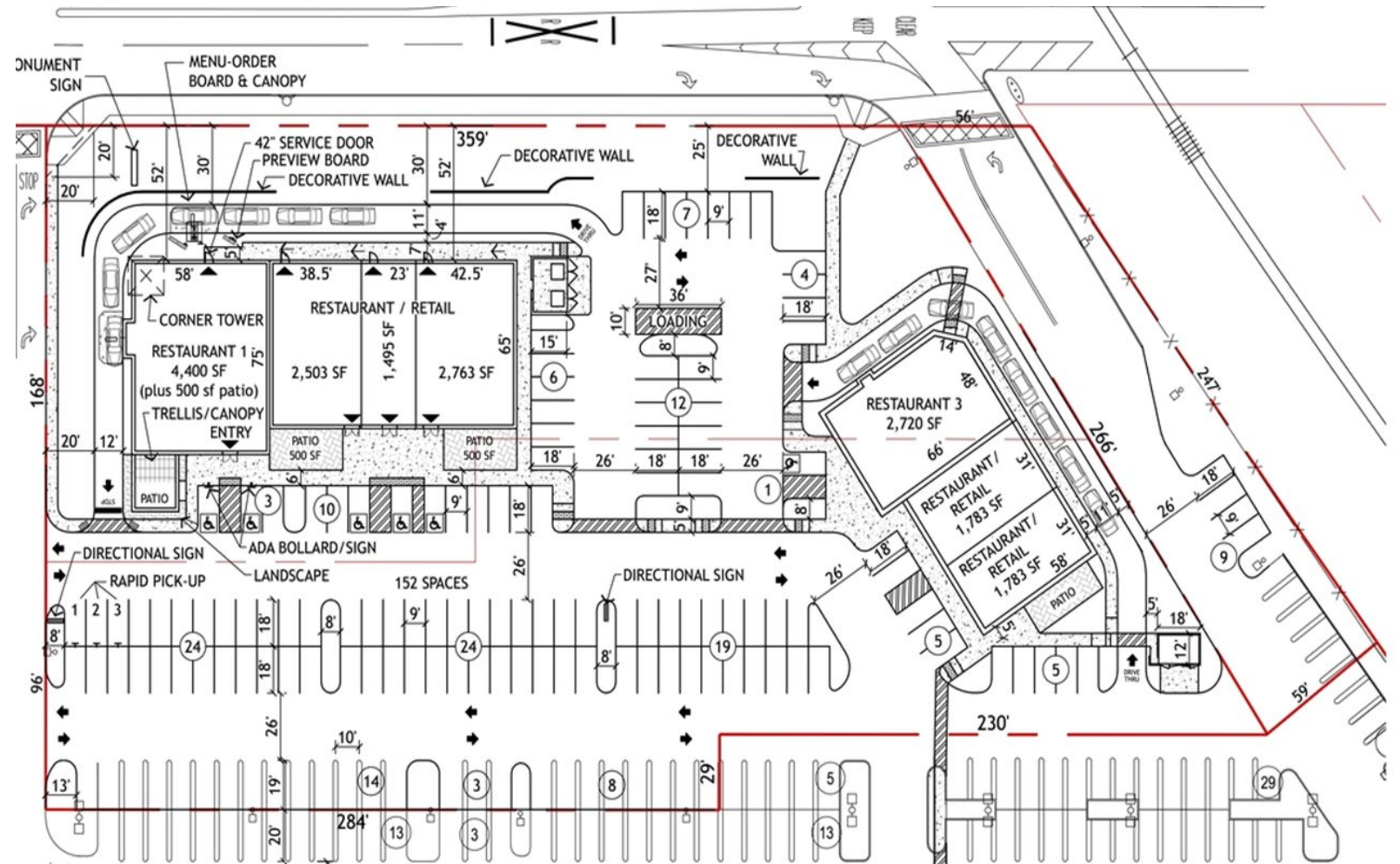


INSTITUTE OF TRANSPORTATION ENGINEERS COMMON TRIP GENERATION RATES (PM Peak Hour)

Land Use	Unit of Measurement	Trips Generated per Unit	Suburban	Urban
Residential Subdivision	Dwelling Units	.99	-	-

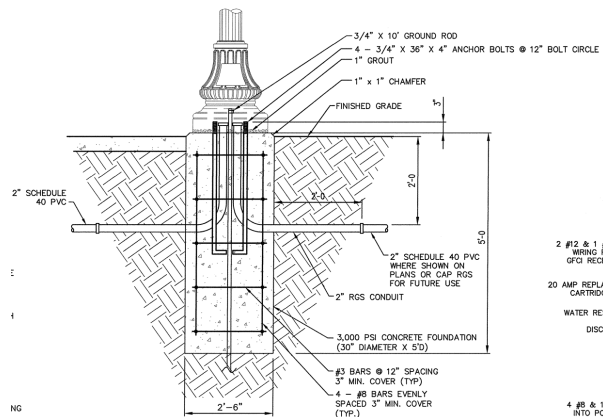
Parking lots and internal circulation

- Impervious surface impacts
- Stormwater run-off
- Water quality
- Heat island effect
- Aesthetics – lighting
- Pedestrian safety in circulation
- EV Charging Stations
- Bicycle Parking

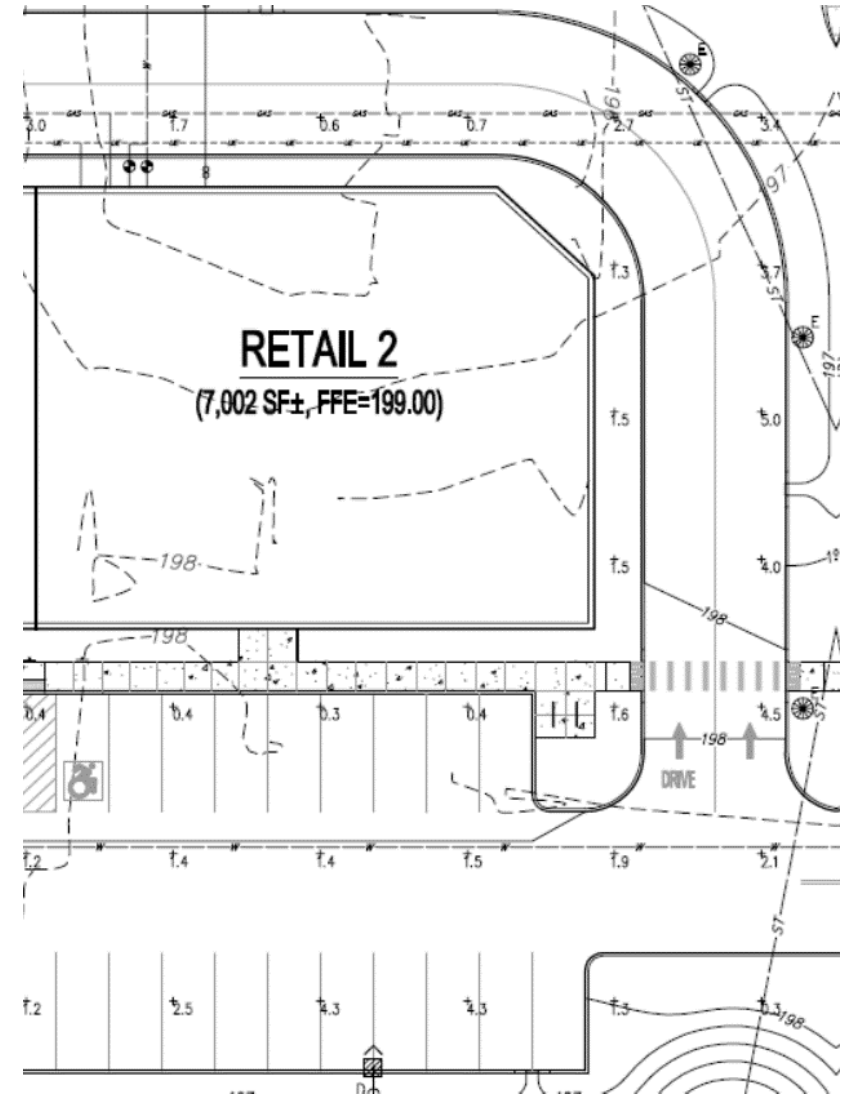
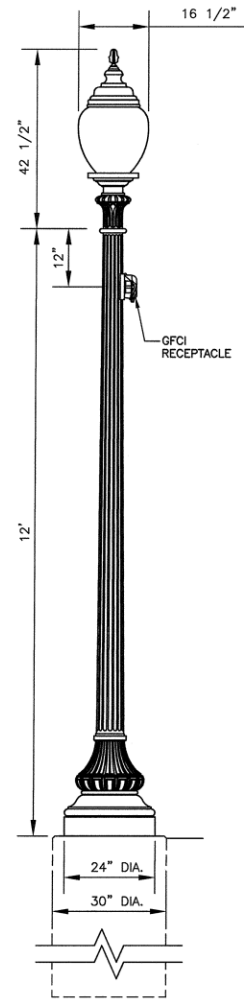


Lighting detail

- How much lighting is needed for safety?
- Light trespass concerns
 - Full cut-off fixtures
 - Types of bulbs
 - Height
- Fixture aesthetic appearance
 - Consistency with existing streetlights

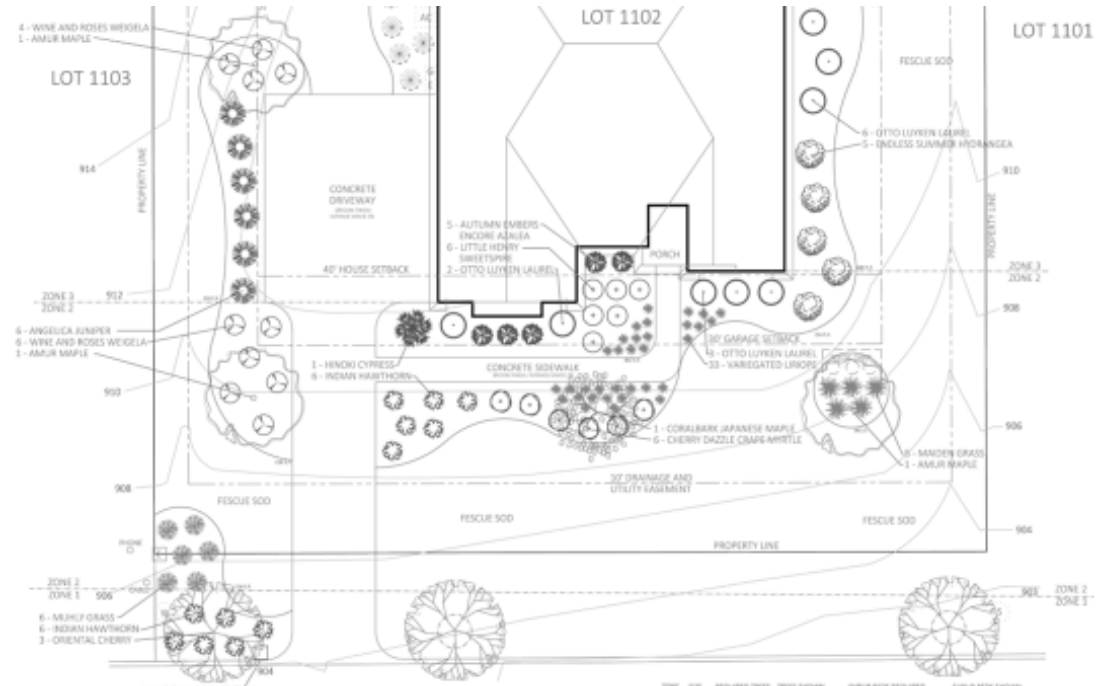


2 #2 & 1 # WIRING FT. GFCI RECI
20 AMP REPLAC CARTRIDGE
WATER RES
DISCO
4 #5 * 1 INTO POL



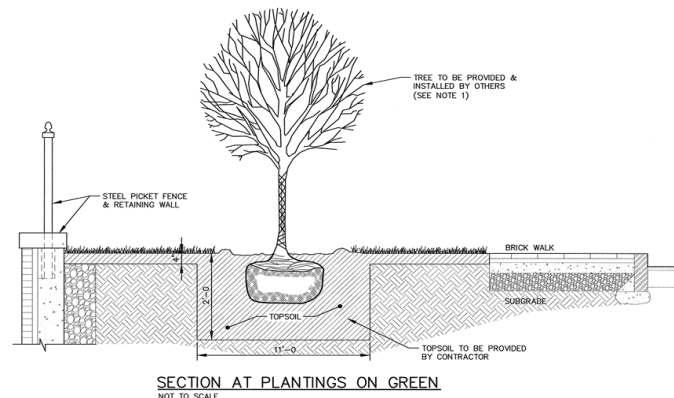
Landscape plan

- Attractive form of buffer/screening
- Mitigates stormwater impacts, heat island affect, buffers sound
- Plan includes:
 - Location of new plantings and maintained existing vegetation
 - Chart listing trees, shrubs & groundcover materials number, sizes and plant names for each
 - Irrigation system or notes
 - **Require maintenance and replacem of plantings in site plan approval**
- Use native species tolerant of conditions



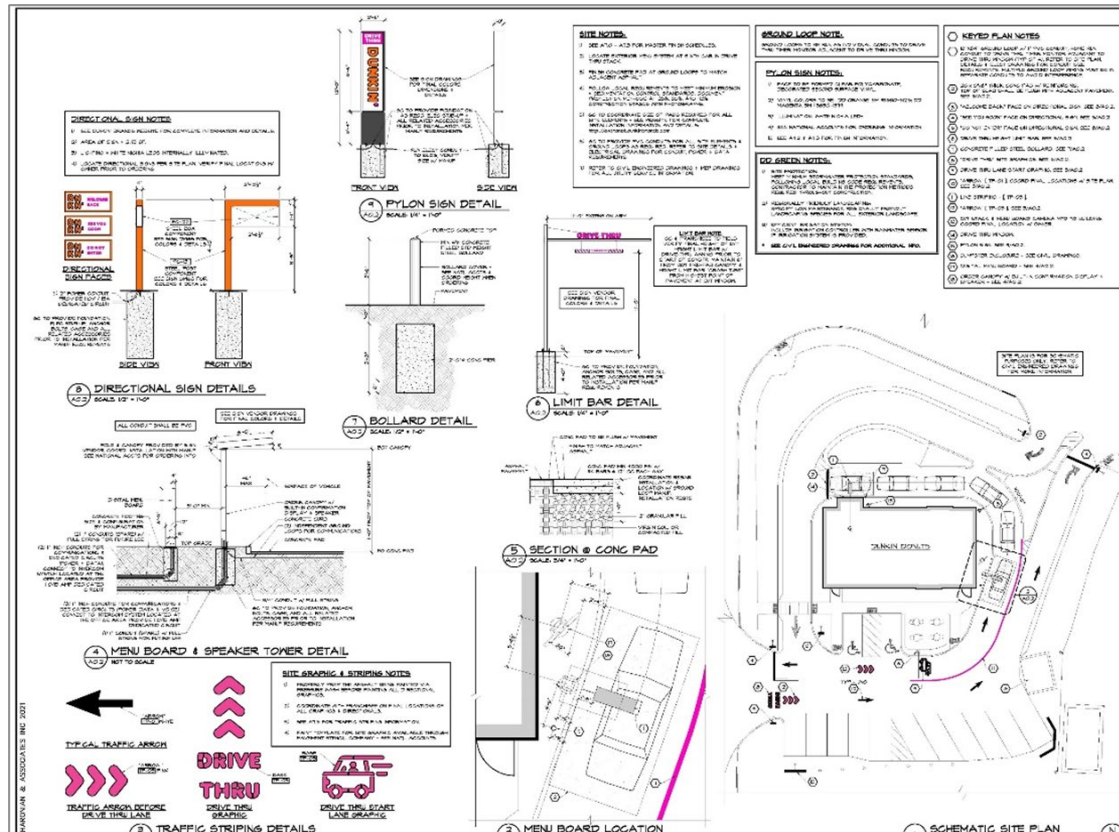
ZONE	SIZE	REQUIRED TREES	MIN. SPACING	SHRUBS/GRASSES REQUIRED	SHRUBS/GRASS SPECIES
1	10' x 14'	2 PER SCALE = 3	3	N/A	N/A
2	14' x 14'	2 PER SCALE = 4	4	25% IN + 1 LABEL AREA	1 LABEL
3	18' x 14'	2 PER SCALE = 3	3	100% IN + 1 LABEL AREA	1 LABEL

*ALL MULCH TO BE REGULAR BROWN SHIPPED BARK



Signage

- Advertising vs. directional
- Type
- Size
- Location
- Appearance/materials
- Illumination



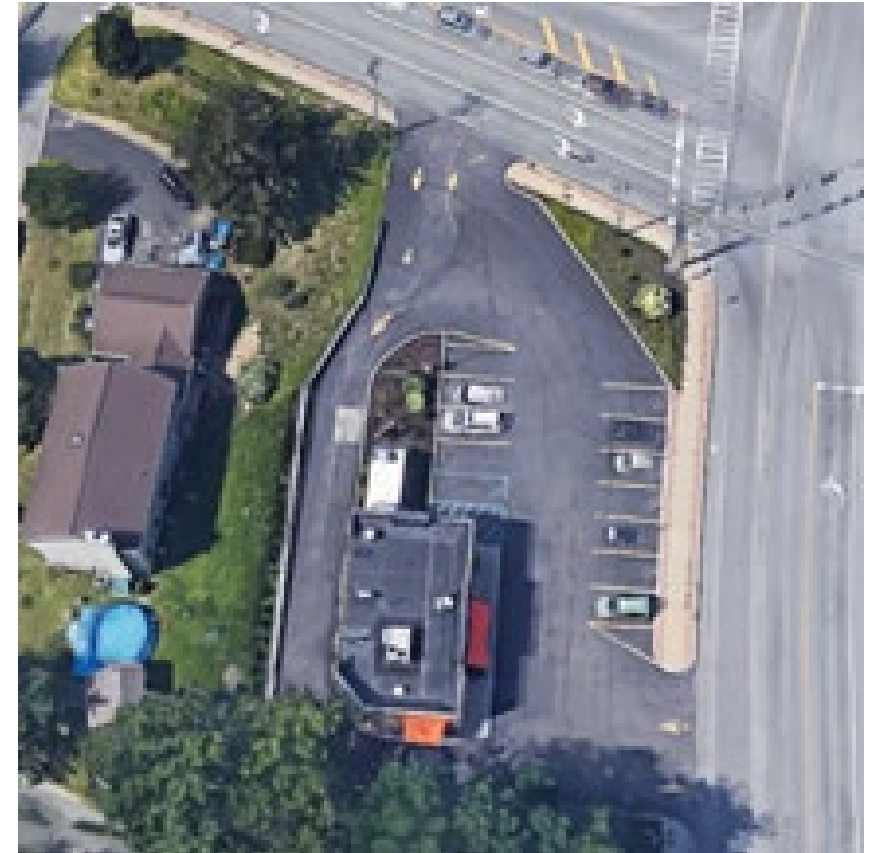
REVIEW PROCEDURES

Review process at a glance

- Sketch plan conference or conceptual review – OPTIONAL
 - Recommended for more complicated projects
 - Flag concerns early
 - Confirm expected application submission; identify requirements that could be waived
- Submission of formal application
- Coordination with municipal departments/agencies (Building, DPW, FD)
- Address SEQR
- Notices/referrals to county/adjacent municipalities
- Approval of area variances (as necessary)
- Public hearing (optional in statute)
- Decision within 62 days of close of public hearing
- File decision

Coordination with Special Use Permits

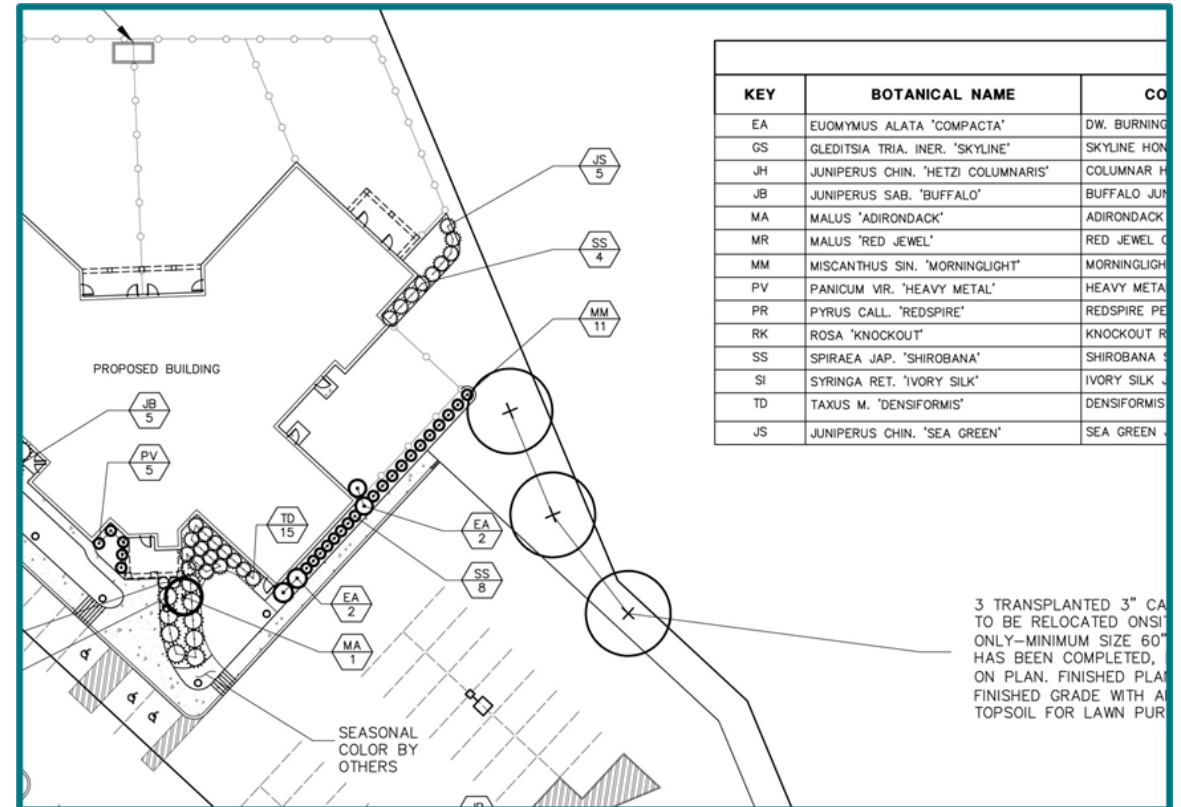
- SUP applications commonly require SPR
- SPR review should be conducted simultaneously
- If different review boards, coordination may be important for mitigating impacts through site development considerations
- If Planning Board reviewing both; both approved at once
- Streamlines review process for all



Example: Drive-through window requiring an SUP; traffic circulation impacts potentially mitigated through site development configuration

When an area variance is also required

- Site Plans may not be approved without compliance with Zoning
- Area variance must be approved prior to site plan approval
- Applicant can make a “direct appeal” to the ZBA during review process
 - Recommend starting site plan review first



SEQR compliance

- Must complete SEQR before making final local decision
- Require Environmental Assessment Form (EAF) with application submission
- Establish lead agency if coordinated review
- Make determination of significance
 - Positive (EIS required) or negative declaration

Public hearing

- Not statutorily required, but could be required locally
- Hold within 62 days of “complete application”
- If DEIS hearing, hold in conjunction with SPR hearing
- Open Meetings Law
- Publish legal notice in newspaper of general circulation at least 5 days prior
 - Extend to at least 14 days when DEIS hearing
- Mail notice 10 days prior:
 - Applicant
 - County planning (GML 239-m) if applicable
 - Adjacent municipality (GML 239-nn) if applicable

County referrals GML § 239-m

Must be referred to County Planning Agency if within 500 feet of the boundary of:

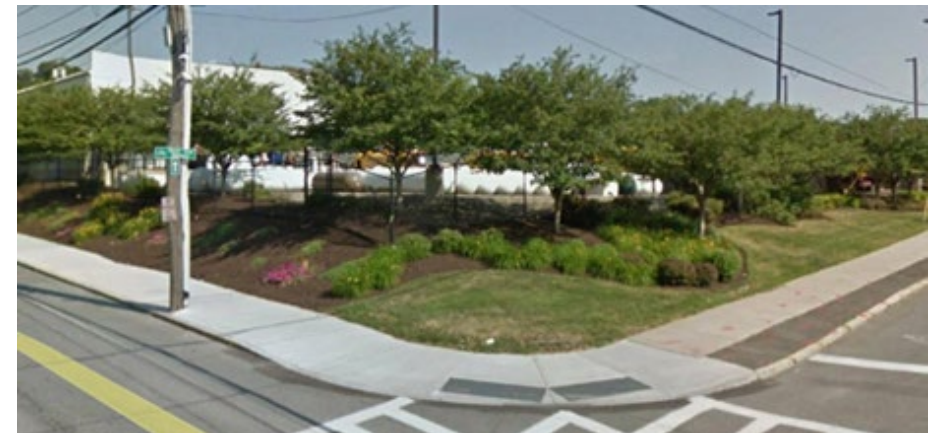
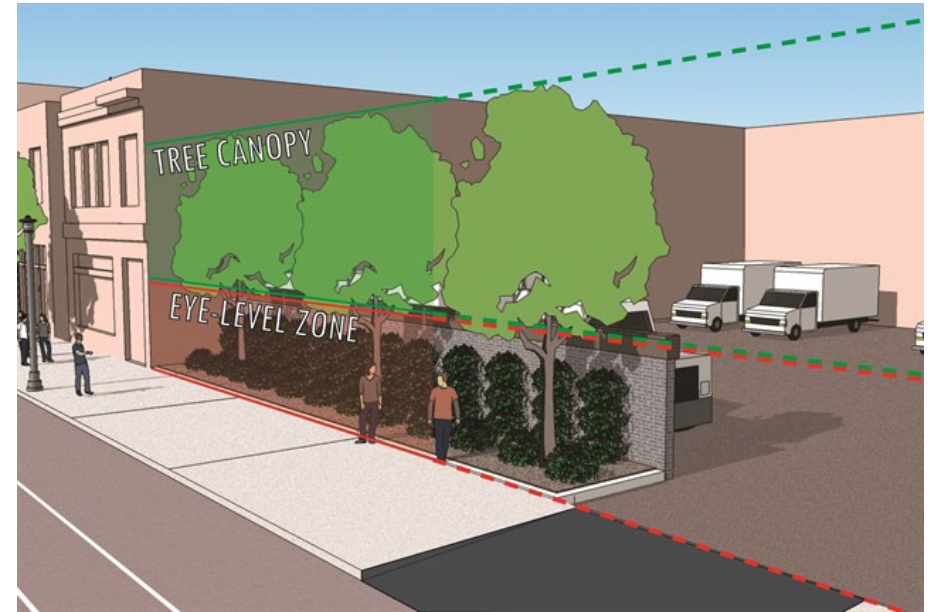
- Municipality
- State or county park or recreation area
- R-O-W of state or county road
- R-O-W of county-owned stream or drainage channel
- State or county land on which a public building is located
- Farm operation in a state agricultural district
 - Except for area variances

Notice to adjacent municipalities

- GML § 239-nn requires notice of public hearings held for approvals on property within 500 feet from municipal boundary for:
 - Site plan review
 - Special use permit
 - Subdivision review
- Notice clerk of adjacent municipality at least 10 days prior to public hearing by mail or email

Ability to place conditions

- “...directly related to and incidental to a proposed site plan”
- Conditions should address adequacy of project to meet review criteria
- For example: landscaping to screen parking lot; drainage



Waiver of requirements

Example:
Waive screening with existing
natural buffer



- Review board may waive submission or permit requirements if:
 - Authorized by governing board
 - Deemed unnecessary in interest of public health, safety or general welfare or inappropriate to particular property

Parkland

- Land or money in lieu of parkland if project includes residential units
- Must be based on findings by local governing board on recreational facilities needs

General City Law § 27-a(6)

Town Law § 274-a(6)

Village Law § 7-725-a(6)



Security agreements

- If improvement will not be installed prior to issuance of certificate of occupancy, be sure to get a security agreement
 - Cash in escrow
 - Performance bond
 - Letter of credit



Decision document

- Must render within 62 days after close of hearing
- Audience: applicant, CEO/ZEO, courts
- Includes approved plans and resolution, form, minutes or other record of decision
- Clearly detail in writing any requirements not delineated on the site plan(s)
- Refer to related criteria within local law to justify conditions

tip

Note the approved set of plans by date or version name in the decision document for future reference by the CEO/Building Dept.

Filing decision and appeals

- File with municipal clerk within 5 business days
 - 30-day statute of limitations for appeal
- Decisions are not appealed to governing board
- Aggrieved parties may file appeals under Article 78 Civil Practice Law and Rules in NYS Supreme Court

Enforcement

- Authorize CEO/ZEO to enforce site plan completed as agreed, and any conditions imposed
 - Require approval conditions be met to extent practicable prior to issuance of certificate of occupancy or compliance
- Could be stated in site plan local law, zoning code, or statement of CEO/ZEO duties





Department of State
Local Government

Division of Local Government Services

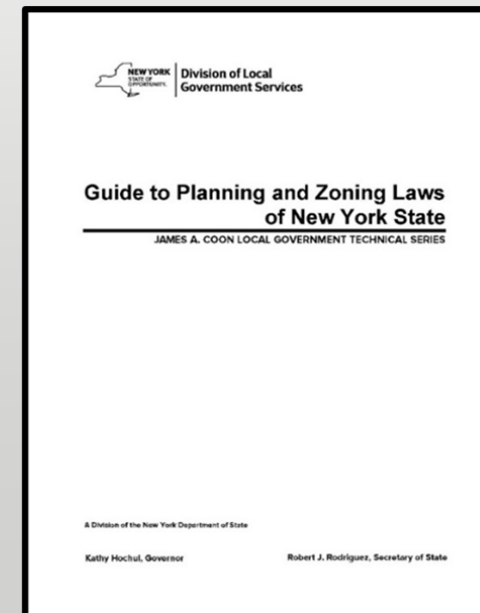
(518) 473-3355

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