

APPLICATION TO THE PLANNING BOARD FOR SITE PLAN REVIEW

To: **Town of Guilderland
Planning Board**

Date: _____

I, _____ of _____
hereby apply to the Planning Board for a Site Plan Review for:

Location of property:

Address: _____ Zoning: _____

Site Plan Review is requested for:

1. Construction of:

And/or

2. Change of Use to:

The applicant hereby certifies that he is the owner of record of the above property or has been duly authorized in writing by the owner of record to make this application.

Signature of applicant

PROJECT NARRATIVE

Please provide a detailed description of the proposed construction site plan, landscaping plan, lighting plan, stormwater management plan, property use, hours of operation, number of employees, type of deliveries, etc.:

Site Plan Checklist: The application shall be accompanied by the following information, as required by the Planning Board, prepared by a licensed engineer, architect, landscape architect or surveyor, and certified by the seal and signature of such professional:

- An area map showing the applicant's property under consideration, the applicant's entire adjacent holdings and all adjacent properties, showing the relationship to adjacent parking and loading areas, points of ingress and egress, lighting, fences and landscaping.
- A grading plan showing existing and proposed contours at intervals of not more than two feet.
- An erosion and sedimentation control plan showing all soil areas and their classification, and those areas, if any, with moderate to high susceptibility to flooding, and moderate to high susceptibility to erosion.
- A stormwater pollution prevention plan in compliance with applicable state and local regulations, including an evaluation of green infrastructure measures.

A site plan including the following information:

- (a) Title of drawing, including name and address of applicant and owners of record.
- (b) Name, stamp and signature of the licensed professional preparing the map.
- (c) North arrow, scale and date showing when the plan/map was prepared or revised.
- (d) Location map, preferably as an inset, showing location of the site in relationship to adjacent roads, intersections and landmarks.
- (e) Boundaries of the property plotted to scale.
- (f) Existing natural features, including wooded/vegetated areas, trees with a diameter greater than 12 inches, watercourses, wetlands, drainage patterns and topography showing existing contours at intervals of no more than five feet.
- (g) Location of rock outcrops, natural buffers, wooded areas, and single trees with a diameter of 12 inches or more as measured three feet above the base of the trunk and other significant existing natural features which should be preserved to the maximum extent practical.
- (h) Location of all existing or proposed site improvements, including:
 - (1) Existing and proposed buildings, showing setback dimensions from property lines and gross floor area of each structure.
 - (2) Existing and proposed parking areas, showing internal street pattern, highway access and existing/proposed easements;
 - (3) Location and size of off-street loading facilities, with access and egress drives thereto;
 - (4) Location and size of outdoor storage, if any, and the method of screening the storage area from view;
 - (5) Stormwater management facilities, culverts, retaining walls, and fences;
 - (6) Landscaping plan and planting schedule, including green space area calculation;
 - (7) Description of method of sewage disposal and location of such facilities;
 - (8) Location and size of all signs;
 - (9) Location and design of lighting facilities;
 - (10) Location, if any, of waste storage and the method of screening from view; and
 - (11) Other elements integral to the proposed development as considered necessary by the Planning Board.

Building Elevation drawing (north, south, east and west) drawn at an appropriate scale (1/8 inches equals one foot), including:

- (a) Colors, material and textures to be used;
- (b) Building dimensions for each elevation;
- (c) Architectural treatments (entrances, windows, eaves, etc.):
- (d) Proposed signs, including dimensions and copy.