

TOWN OF SKANEATELES

Submission Content Guidelines – **OPTIONAL** CHECKLIST Special Permit - Site Plan Review and Variance Applications

This is a simplified checklist of information needed in the graphic materials accompanying an application to the Planning Board or Zoning Board of Appeals. **For full text See §148-18B(1-21).**

Survey – to show legal information about **entire** property

- _____ title block – property location and identifiers, owner name(s), address
- _____ scale, north arrow
- _____ certifications, date of completion professional seal and signature
- _____ vicinity map insert – 1"=2000" general location of site within town (may use USGS)
- _____ property – showing legal boundaries of lot lines, easements and structures.

Tax Map – to show property in relation to surrounding properties (OPTIONAL)

- _____ photocopy showing full property in relation to surrounding properties
- _____ property boundaries or location highlighted
- _____ property address – owner/applicant noted

Site Plan – shows full extent of site and details of existing conditions and proposed changes (§148-18B)

Identification and Basic info [§148-18B(1 thru 4)]

- _____ title block - project name, owner-applicant name(s), address, and tax map number
- _____ specify plan scale, north arrow
- _____ certifications, date of completion by design professional seal and signature
- _____ vicinity map insert – showing general location of site within town (may use USGS)
- _____ revision box (suggested) – record of plan changes with space for dates and notes
- _____ Zone District boundary (any district boundaries on site and within 200 ft of property lines)

Scale and Sheet size [§148-18B(4)] [appropriate scale determined by Planning Board see also code specifications]

- _____ clearly shows entire property and site details as determined by Planning to be to
- _____ email-digital submissions - **not** accepted (**with Board consent** - used for supplemental info only)

Buildings and main structures [§148-18B]

- _____ Existing buildings - with dimensions of length, width, height and floor area [§148-18B(5)]
- _____ Proposed buildings - with dimensions of length, width, height and floor area [§148-18B(5)]
- _____ Dimensional standards (setbacks, impermeable surface, open space, building footprint, parking): show required, existing & proposed (drawn on plan and in table format)
- _____ building entrances shown – pedestrian, vehicle, emergency [§148-18B(14)]
- _____ building use and occupancy table [§148-18B(15)]
- _____ building elevations showing design features and materials [§148-18B(16)]
- _____ traffic flow and parking – loading spaces (show required and proposed # spaces) [§148-18B(14)]

Other structures and site modifications – (the following **MAY be REQUIRED** depending on site conditions and proposal)

- _____ lighting [§148-18B(7)] separate plan sheet? _____
- _____ signs [§148-18B(8)] separate plan sheet? _____
- _____ utility systems [§148-18B(8)] separate plan sheet? _____
- _____ landscape treatments [§148-18B(12)] separate plan sheet? _____
- _____ pavement, walls, drives, parking areas, storage areas identified [§148-18B(6)]
- _____ topography (contour lines existing and proposed at appropriate interval) [§148-18B(11)]
- _____ Erosion & Stormwater Control Plan [§148-18B(10)]
- _____ environmental resources
 - ✓ _____ steep slopes
 - ✓ _____ wetlands
 - ✓ _____ flood hazard areas
 - ✓ _____ watercourses (streams, lakes) with required buffer or setback distances shown

Additional INFO: Permits-Approvals from other agencies – indicate if required and attach available correspondence

- _____ driveway/highway access permit: Town _____ County _____ State _____
- _____ Onon. Co. Health (septic)
- _____ City of Syracuse (watershed protection)
- _____ DEC type: _____
- _____ US Army Corps of Engineers type: _____
- _____ Town Special District formation type: _____

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COMMON TERMINOLOGY

Survey – A graphic depiction drawn by licensed land surveyor or civil engineer of the property showing precisely measured dimensions for the legally existing conditions of the property. The information includes: property identification, property boundary lines, structures, easements and rights-of way. For purposes of submission to the Town it shall be **certified to have been completed with five (5) years** of application date, stamped with a surveyor or civil engineer seal and signed by the surveyor-engineer. **Calculate** required zoning dimensional standards (lot area, setbacks) from **EDGE** of public ROW.

As-built Survey – Verifies the compliance of project work. It is the same as survey except that it is commonly required as a condition of approval and completed at a specified stage of project work (typically after foundation work but before project completion).

Site or Plot Plan – A graphic map or depiction **showing information about the entire property**, the affected portions of the property or all involved properties. It is usually based on the survey, drawn by design professionals (engineer, architect, landscape architect). It is drawn to specified scale, with measurable depictions of existing and proposed: structure dimensions, zoning setbacks, physical features (slopes, streams, vegetation), utilities (water, sanitary, drainage), and highway characteristics.

Most applications for Town approval require **both** a survey and a site/plot plan. Multiple site plan sheets may be needed depending on the actual size of the property(s) and the extent and complexity of the project activity. It is suggested that these should be treated as follows:

- Master Site Plan – shows **entire property** with major elements under consideration and graphic and/or text cross-references to supplemental sheets or sheet inserts.
- Supplemental sheets –a site plan showing the entire site or the affected portions of the site in greater detail and/or aspects of the project such as: drainage, lighting, landscaping, utilities.
- Inserts – typically a boxed or outlined portion of the site plan sheet or separate sheet magnifying a single detail (such as: sign profile and dimensions, topographic cross section, utility connections)

Sketch Plan – a draft or informal site plan or subdivision plat showing the conceptual or broad outline of a potential development project. It **precedes formal submission** to the Town (for actions possibly requiring a Special Permit, Site Plan, Variance and/or Subdivision approvals). It may be drawn by owner, applicant or a design professional and should be reasonably to scale, containing sufficient details to explain the project to the staff and/or Board. Based on the discussions about the sketch plan the applicant may obtain suggestions for modifications to the project concept and/or for preparing a formal site plan or subdivision plat submission.

TAX MAP – obtainable from Town office or Onondaga Co. Map of all properties based on filed deeds, surveys and subdivisions; it commonly has scaled dimensions for lot lines and lot area. Use to show existing property in relation to surrounding properties.