

The Village of Menands

250 Broadway
Menands, NY 12204
518-434-2922

Site Plan Application Checklist
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Notes:

1. A Site Plan Application Checklist (this document) must be submitted with every site plan submission to the Village of Menands.
2. A Site Plan Review Application must accompany this document.

Project Name: _____

Project Address: _____

Type of review requested:

- Preapplication Sketch Plan (Village of Menands Code A172-2-A)
- Preliminary Site Plan (Village of Menands Code A172-2-B, A172-2-C, A172-2-D)
- Final Site Plan (Village of Menands Code A172-2-E, A172-2-F)

Complete the appropriate portions of this checklist corresponding to the type of review requested.

A. Preapplication Sketch Plan			
Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Five (5) hard copies of a sketch plan showing the arrangement, layout and design of the proposed use of land plus one (1) CD containing the same in electronic form are enclosed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sketch plan shows boundaries of the property plotted to scale: 1" = 20' for properties two acres or less 1" = 50' for properties larger than two acres
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sketch plan shows applicant's entire parcel.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sketch plan shows all properties, subdivisions, streets, watercourses and easements which pass through or are within 100 feet of the site boundaries.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sketch plan shows location and dimensions of buildings, structures, parking areas, access points, signs, landscaping, architectural features and any other features commonly considered accessory to the proposed use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Five (5) copies of a project statement describing what is proposed is enclosed.

B. Preliminary Site Plan			
Y	N	N/A	
			<i>Preliminary Site Plans must have the following elements:</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title of the drawing, including name and address of applicant or owner of record.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow, scale, and date.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and address of person, firm, or organization preparing the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of the property plotted to scale: 1" = 20' for properties two acres or less. 1" = 50' for properties larger than two acres.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing watercourses and direction of drainage flow.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading and drainage plan, showing existing and proposed contours at two-foot intervals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, proposed use, and height of all principal and accessory buildings and structures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing or proposed site improvements, including storm drains, culverts, retaining walls and fences, water lines and sanitary sewers and connections thereto, permitted signs, lighting facilities, parking areas, access drives and roads, existing vegetation, and trees over four inches in diameter.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design and construction details of all the proposed site improvements listed above.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A designation of the amount of building area proposed for retail sales, offices or similar commercial activity in terms of gross floor area or gross leasable area in regard to a proposed shopping center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A landscaping plan and planting schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A lighting plan showing proposed and existing exterior lighting and lighting densities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An erosion and sediment control plan and details conforming to the NYS Standards and Specifications for Erosion and Sediment Control.
			<i>The following elements must also be included in the submission:</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification of any required state or county permits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of site's susceptibility to flooding, ponding, or severe erosion, and proposed solutions to such issues.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written statement in which the impact of the proposed use on adjacent land uses and all other environmental considerations requested by the Board of Trustees are discussed and assessed by the applicant.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short Environmental Assessment Form (SEAF) or Full Environmental Assessment Form (FEAF) as appropriate in accordance with the SEQRA process.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Pollution Prevention Plan (SWPPP) where required in accordance with the SPDES General Permit for Stormwater Discharges.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage Report identifying proposed stormwater management practices if a SWPPP is not required by the SPDES General Permit for Stormwater Discharges.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utility Report which identifies anticipated water and sanitary sewer demands and addresses how service for the same is to be provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fee, as established by the Village Board of Trustees.

C. Final Site Plan			
Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Five (5) copies of a final detailed site plan which conforms substantially to the approved preliminary site plan are enclosed.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan meets all of the requirements for a preliminary site plan as listed in Checklist B above and in the Village Code, A172-2-B.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan incorporates any modifications that were recommended by the Board in its review of the preliminary site plan, and is accompanied by a written statement describing those recommendations and how they were incorporated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submission includes a record of application for and approval status of all necessary permits from state and county officials.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submission includes detailed material specifications and construction details for all proposed improvements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submission includes an estimated project construction schedule.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plans are signed and sealed by a licensed professional engineer, architect, or surveyor, or any combination thereof.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fee, as established by the Village Board of Trustees.

Checklist completed by: _____ Date: _____