



# Town of DeWitt – Planning Board

## Concept Review

### Project Name

Review date



This checklist is to be used for the review of an application that has been presented for “Concept Review” as provided for in the Design Guidelines, Section III-A and discussion with the applicant at the meeting.

#### Notes to applicant:

When re-submitting drawings in response to this list, include a letter indicating how each item has been addressed. This would include: complied with, do not understand comment, would like to discuss, etc.

You should review the appropriate sections of the Town Code, including Chapter 117 Outdoor Lighting and Chapter 192 Zoning and the Design Guidelines. The current versions are available on-line at [www.Townofdewitt.com](http://www.Townofdewitt.com) under Planning and Zoning.

#### A. Submission requirements

1. Site Plan Review application, completely filled out, including:
  - a. Owner signature
  - b. Tax parcel number
  - c. Description of project
2. Current original stamped survey. This should clearly indicate:
  - a. Property lines
  - b. Street ROW and pavement edges
  - c. Adjoining properties
  - d. Easements shown
3. Sketch site plan
4. Sketch building elevations
5. Does applicant have “clean hands” on this project or are there outstanding problems? See §192-120-B.
6. General comments to applicant:
  - a. Advise applicant to make sure he reviews the Design Guidelines and Code Chapter 117-Lighting
  - b. Advise applicant of sign procedures
  - c. Advise applicant of next step and submission times and requirements.

## **B. Sketch site plan**

1. Is subdivision required to create lots, combine lots or clean up old issues
2. Any ZBA action required: Specific Permit and variances
3. Other reviews/actions: SEQRA required, Public Hearing required, informational hearing desired, lot notice posting of action, referral to County Planning
4. Adequate green space provided:
  - a. Normal: 10' at side and rear, 20' at front yard to property lines
  - b. To residential neighborhoods: 30' at side and 30'/100' at rear yard to property lines.
5. Storm water management addressed
6. General grading works
7. Site access and general layout seems to work
8. Parking layout and drive aisles work
9. Residential neighborhood protected

## **C. Sketch Building Elevations**

1. All four elevations provided or clear what is intended?
2. All materials identified and appropriate for the area?
3. Show sign band location.
4. Multi-tenant sign plan required?

## **D. Zoning**

1. Any Zoning Board action needed?
2. Is the proposed use allowed in the zoning district?
3. Verify compliance with building height, lot coverage, building coverage and front, side and rear yards.
  - a. Note that rear yards must be increased to 100 feet when abutting a residential district.
  - b. Note that corner yards have two front and two side yards. See exception to this where a corner lot abuts a residential district. See §192-94-D.
  - c. In Industrial Districts when within 750 of the perimeter of the Industrial District.
4. Is Public Hearing required in accordance with the enumerated uses listed in §192-122 A-(2)?
5. Is a Specific Permit required?
  - a. Uses requiring Specific Permit for the specific zoning district.
  - b. Size exceeds 5000 square feet in Special Business Transitional District
6. Is posting of sign at project required in accordance with §192-120 G-(5)?
7. Provide a note on the first sheet of the plans indicating the date and issue addressed in any ZBA action for this project.
8. Is notice required to adjoining town or village in accordance with NYS Law §239-nn for the following actions on lots within 500 feet of the boundary for:

- a. Issuance of specific use permit or use variance
- b. Site plan review

**E. Planning Board Resolution/Actions**

*The following items list typical conditions that may be included in the approval resolution. Additional actions of the Planning Board may also be listed.*

1. This approval is for plans and other submitted documents “Site Plan Documents” that have been signed by the Planning Board Chairperson and the applicant and requires that all of the work shown be completed by the applicant in order for a Certificate of Occupancy or Compliance to be issued. Any proposed changes, additions or deletions to the scope of work or materials from the Site Plan Documents are NOT approved and are subject to further Site Plan Review pursuant to Town of DeWitt Code Section 92-122.
2. If a referral to County Planning [SOCPA] for review was required, the specific action by the Planning Board for both Comment and Modification recommendations shall be noted in the resolution and be a condition of the approval.
3. “Zoning Board of Appeals Action” If an action is required by the Zoning Board of Appeals, the Planning Board and applicant should review the meeting schedules of both boards to establish a timeline for any referrals and actions. Note that the Zoning Board of Appeals meets once per month on the third Monday with applications required by the last Monday of the previous month.
4. Any action by the Zoning Board of Appeals shall be noted on the first sheet of the Site Plan Documents including the date of the meeting and the specific action.
5. If the Planning Board Engineer reviewed the project, compliance with the latest “clean” review letter with date of \_\_\_\_\_ shall be a condition of the approval.
6. If subdivision is required for the project, the recording of the subdivision plan shall be a condition of the approval
7. If easements to the Town or any party are required for the project, the recording of the easements shall be a condition of the approval.
8. If restrictive covenants are required for the project, the recording of such restrictive covenants shall be a condition of the approval.
9. If operating agreements with the Town or any other party are required for the project, the recording of such operating agreements shall be a condition of the approval