



Town of DeWitt – Planning Board Site Plan Review



Project Name
Review/revision date

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 under Planning and Zoning.

A. General

1. Provide current survey
2. Is there an existing facility to be considered?
3. Is this Concept review or Approval review?
4. Drawings require NYSDOT or County DOT approval?
5. Drawings require County Planning [SOCPA] review?
6. O'Brien & Gere review
7. SEQR review required?
8. Is traffic information needed?
9. Any reciprocal and operating agreement needed
10. Any construction phasing issues?
11. Are any permanent easements needed?

B. 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.
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
 - c. In Industrial Districts when within 750 of the perimeter of the Industrial District if the use is not allowed in the abutting 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
 - c. Subdivision review

C. Subdivision

1. Is subdivision required to create lots, combine lots or clean up old issues

D. Site Layout

1. Correct drawings provided so they are easy to read and not multiple topics on one sheet. See Design Guidelines.
2. Are property lines, adjacent property owners, road ROW and road pavement shown?
3. Blowups of areas that need clarification such as adjacent to building to show dimensions for planting and sidewalks
4. If a drive-through is proposed, does it comply with §192-72 requirements?
5. Does layout comply with buffering requirements of §192-100-B-(5)?
6. Adequate green space on all sides and totally for site?
 - a. Normal: 10' at side and rear; 20' at front yard to property lines
 - b. To residential neighborhoods: 30' at side and rear yard to property line
7. Table provided that shows zoning of property, Code requirements and what is provided for: lot coverage, building coverage, parking count, height and side, rear and front yards
8. Parking calculation, including entire building provided
9. Parking space size and aisles meet code?
10. Handicapped parking provided and signed?
11. All parking accessible to and from aisle?
12. Can any parking be reserved for Office and Business use? If it is proposed to reserve parking, provide facts in separate letter addressing the findings necessary as called for in §192-103 E (2).
13. Does traffic circulation work with adequate room for deliveries, including tractor trailers?
14. Does entrance have curbing?
15. Appropriate areas of site curbed with granite and radii shown? Concrete curb only allowed if part of sidewalk and detailed per Design Guidelines.
16. Extent of curbing appropriate for zone & area?

17. Dumpster area for trash and recycling provided and properly sized? Provide a letter from tenant noting required size and quantity of dumpsters. If no dumpsters are to be provided, include a note on drawing: "All trash and recycling materials will be stored within the building."
18. Dumpster enclosure and screening provided?
19. Flagpole height called out and flag properly sized for pole height.
20. If area served by bus route, show distance to closest bus stop.
21. Bike racks shown in sufficient quantity with area for expansion.
22. Adequate sidewalks provided?
23. Do existing sidewalks need repairs?
24. Does existing parking lot need paving and/or paving repairs.
25. Any stone edges shown on the drawings?
26. Are ground and roof mounted HVAC units shown?
27. Provide catalog cuts and noise data for exterior HVAC units if near residential areas. Include noise calculation to show less than 50db at property line.
28. Guard rails; need, type and details shown

E. Grading/Drainage

1. Grading plans provided (with two foot contours)?
2. Building finished floor elevation provided?
3. Do grades slope away from building?
4. Check maximum slopes for grades of one on four or less.
5. Review grading
6. Are grades sloped enough to drain?
7. Review collection of storm water
8. Is there positive drainage into all catch basins?
9. Is there at least a 1% slope in parking lot with reasonable distances to catch basin or discharge points?
10. Storm water green infrastructures, water quality and quantity addressed
11. Storm water basins aesthetically pleasing
12. No or proper use of rip-rap out of view

F. Utilities

1. Sanitary sewer to property line?
2. Storm discharge shown?
3. Water service shown?
4. Number and location of fire hydrants adequate. Consider hydrant ownership question. If hydrant is located off site, show nearest fire hydrant location.
5. Electric shown underground?
6. Transformer pad with screening shown?
7. Telephone and cable shown underground?
8. If meters are outside, are they adequately screened?

G. Lighting

1. Is any lighting to be provided? For existing facilities, are there any additions or changes to the lighting requiring updating to current Code standards?
2. Plans provided?
3. All lighting shown on plan? This should include decorative lighting, building and canopy lighting. All parking area lighting, including pole mounted fixtures, wall lighting and canopy lighting shall utilize LED fixtures.
4. Full foot-candle drawing showing table summary as provided for in Chapter 117 of Code. Table to show minimum maintained FC, maximum average maintained FC, maximum maintained FC and uniformity ratio.
5. Lighting levels acceptable, complying with foot candle level at property lines.
6. Shields or cutoffs needed at street or for neighbors?
7. Catalog cuts of the light fixtures and poles:
 - a. Lenses should be flat, and flush or recessed.
 - b. Fixtures should be full cutoff and dark sky compliant.
 - c. Catalog sheets must show fixture designation from plans, each item marked – including catalog number, color and all options
8. Light pole base detail provided and 3 inches above grade unless in pavement.
9. Light pole height shown and in compliance with Code?
10. Full cutoff wall mounted fixtures, if used – must show on building elevations.
11. Canopy lights shown and flush or recessed lenses?
12. Any wall washing lighting?
13. Controls and/ note on lighting plan that site lighting shall be controlled to be turned off from 10:00 PM (or 30 minutes after closing if later) to dawn in accordance with §117-5B (9) of the Code.

H. Landscaping

1. Street trees along road at 3” caliper on maximum 35’ spacing. Confirm that specified species satisfy Design Guidelines Section I-5, specifically noting if there are overhead wires requiring compliance with section I-5(e). Verify location of underground utilities do not conflict with tree locations.
2. Evergreen trees must be at least 8’ in height and specimen trees 2 ½” caliper
3. Landscaping buffers for neighbors? (Evergreens used?)
4. Existing trees saved where possible?
5. Plantings around building?
6. Berms used, especially at street to reduce parking lot vista
7. Planting Schedule with correct sizes and type
8. Screening for dumpsters, transformers, and mechanical equipment provided?
9. Clearly label all grass areas.
10. Permanent "Maintenance of landscaping" note on drawings indicating that owner will maintain and replace all landscaping as provided for in Code.

I. Building Elevations

1. All four elevations provided?

- a. Show electric and gas meters and piping.
 - b. Show all building penetrations for fans, vents, etc.
2. All facade materials identified?
 3. Facade materials appropriate for the area?
 4. Wall sections provided?
 5. Sloped or flat roof
 6. Colored rendering provided showing all colors?
 7. Samples and colors provided?
 8. Roof top equipment shown with screening if required?

J. Details

1. Provide dumpster enclosure elevation, section and details.
2. Provide fence elevations and sections
3. Provide curb detail.
4. Provide sidewalk detail.
5. Provide paving section detail.
6. Retaining wall details with NYS engineer stamp
7. Provide swale section and detail.

K. Signs

1. Signing shown?
2. Sign band shown?
3. Signing conform with Code?
4. Multi-tenant sign plan required?
5. Signs face street? Note that there must be access to the street with the sign facing it.
6. Sign details provided- colors, lighting, logo?
7. Detached sign wanted; detailed and located on site plan?
8. Street address provided?
9. Directional signing must comply with §192-106-C-(5).

L. 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.

Master form V3.0 Revised February 1, 2015