

VILLAGE OF VICTOR PLANNING BOARD
PRELIMINARY SITE PLAN REVIEW CHECKLIST

Applicant: _____

Project Address: _____

§ 133-11 Application requirements.

Please provide an area map showing the parcel under consideration for site plan review and all properties, subdivisions, streets, right-of-way easements and other pertinent features within 200 feet of the boundaries of the parcel. **Minimum scale is one inch equals 20 feet.**

A preliminary site plan must include the following, and may be reduced or amended at the sketch plan conference:

	Required By Plan Bo.	Item Submitted	Modification Required	Modification Approved
1. Title of the drawing, including the name and address of the applicant and the person responsible for preparation of such drawing.	X			
2. North arrow, scale, and date.	X			
3. Boundaries of the property plotted to scale.	X			
4. Existing buildings.	X			
5. Grading and drainage plan, showing existing and proposed contours, rock outcrops, depth to bedrock, soil characteristics and watercourses.	X			
6. Location, design, type of construction, proposed use and exterior dimensions of all buildings.	X			
7. Location, design, type of construction of all parking and truck loading areas, showing access and egress.	X			
8. Provision for pedestrian access, including but not limited to sidewalks.	X			

	Required By Plan Bo.	Item Submitted	Modification Required	Modification Approved
<p>9. Location of outdoor storage, if any.</p> <p>Section 50-15 E. Specialty Equipment. (2) Ground-level equipment such as dumpsters and loading docks: Shall be screened from public view with landscaping materials, natural material walls and opaque fencing, or other design treatments compatible with the finishes of the principle structure.</p>	X			
<p>10. Location, design, and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, and fences.</p>	X			
<p>11. A description of the method of sewage disposal and location, design and construction materials of such facilities.</p>	X			
<p>12. A description of the method of securing public water and the location, design, and construction materials of such facilities.</p>	X			
<p>13. The location of fire and other emergency zones, including the location of fire hydrants.</p>	X			
<p>14. Location, design, and construction materials of all energy distribution facilities, including electrical, gas, and solar energy.</p>	X			
<p>15. Location, size and design and type of construction of all proposed signs, in accordance to the Village Sign Ordinance.</p>	X			
<p>16. Location and proposed development of all buffer areas, including existing vegetative cover.</p>	X			
<p>17. Location and design of outdoor lighting facilities.</p>	X			

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18. Identification of the location and amount of building area proposed for retail sales or similar commercial activity.	X			
19. A general landscaping and planting schedule. All sites must be graded, seeded and planted according to the landscape and planting schedule prior to the issuance of a certificate of occupancy.	X			
20. An estimated project construction schedule.	X			
21. A record of application for and status of all necessary permits from other governmental bodies.	X			
22. Identification of any permits from other governmental bodies required for the project's execution.	X			
23. A letter of credit in an amount determined by the Village Engineer may be required to ensure the proper construction of public services such as sidewalks, drainage, landscaping, planting, streets and other elements of the site deemed necessary by the Planning Board.				
24. Other elements integral to the proposed development as may be considered necessary in the particular case by the Planning Board.				

Please insert corresponding numbers 1-24 from the Required Items Checklist on your plans.