

ARTICLE X: SITE PLAN REVIEW

SECTION 1000 PURPOSE

The intent of this Article is to set forth additional general standards applying to certain uses and activities. The nature of these uses and activities require special consideration of their impacts upon surrounding properties, the environment, community character and the ability of the Village own to accommodate development consistent with the objectives of this Local Law.

SECTION 1001 APPLICABILITY

Site plan review shall be required for all applications for zoning permits, zoning variances, or special use permits, except those for single family and two family dwellings, for any additions thereto and for permitted accessory uses for single family and two-family dwellings unless located within a Historical Preservation District or a Planned Residential Development District in which case site plan review shall be required. No zoning permit shall be issued until all the requirements of this Article and all other applicable provisions of this Local Law have been met.

SECTION 1002 APPLICATION PROCEDURE

- A. Applications for site plan review shall be in writing, shall be accompanied by a site plan, and shall be filed with the Zoning Enforcement Officer who shall refer such application and site plan to the Village Planning Board. The Zoning Enforcement Officer shall concurrently transmit a copy of the application and site plan to the County Planning Board for review when required under Article 12-B, 239-m of the General Municipal Law. The applicant should attend the Village Planning Board meeting to answer questions concerning the application.
- B. Within sixty-two (62) days of receipt of the complete application and site plan, the Village Planning Board shall render a decision to approve, approve with conditions, or deny, and shall forward the decisions to the Zoning Enforcement Officer unless the time period is extended by the mutual consent of the Village Planning Board and the applicant. Said sixty-two (62) day time period shall commence at the time the complete application and site plan are first presented at a duly called Village Planning Board meeting. If the application is required to be referred to the County Planning Board in accord with Article 12-B, 239-m of the General Municipal Law, the Village Planning Board shall not act within the first thirty (30) days following the referral to the County Planning Board unless the County Planning Board provides a written reply within the thirty (30) days. If the Village Planning Board fails to act within said sixty-two (62) day period or extension that has been granted, the site plan shall be considered approved.
- C. Agricultural Data Statement
 1. Site plan review applications for any project that would occur on property within an agricultural district containing a farm operation or on property with boundaries within five hundred (500) feet of a farm operation located within an agricultural

district, shall be accompanied by an Agricultural Data Statement prepared by the applicant.

2. The Village Planning Board shall evaluate and consider the Agricultural Data Statement in its review of the possible impacts of the project on the agricultural district.
 3. Upon the receipt of such application by the Village Planning Board, the secretary of such board shall send written notice of such application via certified mail to the owners of land identified by the applicant in the Agricultural Data Statements. The cost of mailing the notice shall be borne by the applicant.
 4. The Agricultural Data Statement shall include the following information: the name and address of the applicant, a description of the proposed project and its location, the name and address of any owner of land within the agricultural district, which land contains farm operations and is located within five hundred (500) feet of the boundary of the property upon which the project is proposed, and a tax map or other map showing the site of the proposed project relative to the location of farm operations identified in the data statement.
- D. The Village Planning Board is hereby authorized to waive any of the requirements in this Article for Site Plan Review, if it finds that such requirements are not needed to protect public health, safety or general welfare, or are inappropriate to the particular site plan.
- E. A full written record of the Village Planning Board minutes and decisions together with all documents pertaining to the case shall be filed in the Office of the Zoning Enforcement Officers and a copy shall be mailed to the applicant.

SECTION 1003 PRE-APPLICATION CONFERENCE

A pre-application conference may be held between the Village Planning Board and applicant to review the basic site design concept and generally determine the information to be required on the site plan.

SECTION 1004 APPLICATION FOR SITE PLAN APPROVAL

An application for site plan approval shall be made in writing to the Zoning Enforcement Officer and shall be accompanied by information drawn from the following checklist. The Village Planning Board may require additional information, if necessary, to complete its review.

A. PLAN CHECKLIST FOR ALL SITE PLANS:

1. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing.
2. North arrow, scale and date

3. Boundaries of the property plotted to scale.
4. Existing watercourse and bodies of water.
5. Location of any slopes of five degrees (5°) or greater.
6. Existing surface drainage patterns, proposed grading and proposed drainage patterns and the location of any proposed storm sewer drains. .
7. Location, proposed use and height of all buildings and site improvements including culverts, drains, retaining walls and fences.
8. Location, design and construction materials of all parking and truck loading areas, showing points of entry and exit from the site.
9. Location of outdoor storage, if any.
10. Description of the method of sewage disposal and location of the facilities.
11. Identification of water source: if well, locate.
12. Location, size and design and construction materials of all proposed signs.
13. Location and proposed development of all buffer areas, including existing vegetation cover.
14. Location and design of outdoor lighting facilities
15. General landscaping plan.

B. ADDITIONAL REQUIREMENTS FOR MANUFACTURED HOME PARKS

1. Layout of the park showing the area and dimensions of the tract of land, the proposed location, size and arrangement of all manufactured home lots, i.e., both the lots that are to be developed immediately and all lots that are to be developed in the future when the park is fully development. Each lot shall be separately numbered for identification purposes.
2. The location and size of all service and accessory structures and buildings.
3. The location of ingress/egress accessways, internal streets and driveways.
4. The location of proposed water and sanitary sewer lines
5. Surface drainage patterns and the location of any proposed storm sewers
6. The location of proposed water lines, sanitary sewers

C. AS NECESSARY, THE VILLAGE PLANNING BOARD MAY REQUIRE THE FOLLOWING:

1. Provision for pedestrian access, if necessary.
2. Location of fire lanes and hydrants.
3. Designation of the amount of building area proposed for retail sales or similar commercial activity.
4. Other elements integral to the proposed development as considered necessary by the Village Planning Board.

SECTION 1005 PLANNING BOARD REVIEW OF SITE PLAN

The Planning Board's review of the site plan shall include, as appropriate, the following:

A. GENERAL CONSIDERATIONS

1. Adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic controls.

Including the maximum feasible redesign of private roads to conform to public access and rights of way.
2. Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
3. Location, arrangement, appearance and sufficiency of off-street parking and loading.
4. Location, arrangement, size and design and general site compatibility of buildings, lighting and signs.
5. Adequacy of storm-water and drainage facilities.
6. Adequacy of water supply and sewage disposal facilities.
7. Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise buffer between the applicant's and adjoining lands, including the maximum feasible retention of existing vegetation.
8. In the case of apartment complex or to other multiple dwelling, the adequacy of useable open space for play areas and informal recreation.

9. Protection of adjacent or neighboring properties against noise, glare, unsightliness or nuisances.
10. Protection of solar access on adjacent or neighboring properties.
11. Adequacy of fire lanes and other emergency zones and the provision of fire hydrants.
12. Special attention to the adequacy of structures, roadways and landscaping in areas with susceptibility to ponding flooding and or erosion.
13. Special attention to the productive use and access with "backlot" areas, indicating present and future intended uses
14. Consistency with the general intent of the Village's comprehensive Master Planning Process.

B. CONSULTANT REVIEW

The Planning Board may consult with the Zoning Enforcement Officer, Village building inspector, fire commissioners, highway departments, county planning department, other local county officials, in addition to representatives of federal and state agencies including, but not limited to, the Soil Conservation Service, the State Department of Transportation and the State Department of Environmental Conservation, and with private architects and engineers. All consultant review costs shall be paid by the applicant.

C. PUBLIC HEARING

The Village Planning Board may conduct a public hearing of the site plan if a public hearing is considered desirable by a majority of the Village Planning Board. A public hearing shall be conducted within sixty-two (62) days of the receipt of the application. The Village Planning Board shall mail a notice of the public hearing to the applicant at least ten (10) days prior to the date of the public hearing and shall give public notice in the official newspaper of the Village at least five (5) days prior to the date of the public hearing. Any such application shall be deemed received when the complete application and site plan are first presented at a duly called Village Planning Board meeting. If referral of the application to the County Planning Board is required in accord with Article 12-B, 239-m of the General Municipal Law, a copy of the hearing notice shall also be mailed to the County Planning Board at least ten (10) days prior to the date of such public hearing. Decisions shall be rendered within sixty-two (62) days following the public hearing.