



TOWN OF MOUNT PLEASANT SITE PLAN APPLICATION INSTRUCTIONS



The Town of Mount Pleasant Planning Board meetings are held twice a month, on the first Thursday (with the exception of Jan and Feb) and third Monday, at 7:30 PM at Town Hall, One Town Hall Plaza, Valhalla, NY.

New application submission deadline is 21 days prior to an upcoming Planning Board meeting. New site plan applications that are deemed complete will be placed on an upcoming agenda in the order they are received.

Pre-Submission Meeting:

Prior to the formal submission of the site plan, a pre-submission conference is required with the Town Planning Consultant and Building Inspector. This conference will serve to educate the applicant on the process, clarify the information required for a complete application, and highlight any specific areas of concern. You may contact the Planning Board Secretary at (914) 742-2327 to schedule the pre-submission conference.

\$150 fee due time of each meeting

Submission Requirements:

At least 21 days prior to a Planning Board meeting, the site plan application shall be submitted via the OpenGov application portal via this link: In addition, hard copies will need to be provided to the Planning Board Secretary as follows:

3 Collated sets of the application package and a CD in .pdf format that includes all submitted materials in one single file. All site plans shall be signed, sealed and folded with the title box legible. The application package shall include:

- Site plan, supporting plans as established during the pre-submission conference, and as outlined in attached requirements.
- Site Plan application completed.
- Current signed and sealed survey
- SEQR Environmental Assessment Form
- AU supplemental studies, reports, plans and renderings.
- Copies of all easements, covenants and restrictions.
- The Appropriate Escrow fee per §218.108G an escrow account must be established for professional consultant fees that are determined from the fee schedule at §224-A, make checks payable to "Town of Mt. Pleasant"
- You must meet with all local Emergency Services to review plans and receive formal review comments from each (EMS, PF, FD)

Applications determined to be incomplete with respect to Town of Mount Pleasant Regulations, will not be placed on a Planning Board agenda. No site plan will be considered for approval without first being deemed complete.

Site Plan Detail Requirements:

Site Plans shall be prepared in conformance with the Town of Mount Pleasant Zoning requirements, and unless specifically waived during the pre-submission conference, shall include the following:

Site Plan Requirements:

1. Title Block (including project name, address, name of applicant and owner, name and address of professionals responsible for preparing the plans, section, block and lot, plan date and revisions).
2. Scale (between 1":10' and 1":50') and north arrow
3. Professional seal of licensed architect, engineer, landscape architect or surveyor licensed in New York State.
4. Keymap.
5. Site survey.
6. Boundaries of surrounding properties and adjacent site plans
7. Other boundary lines (municipal, districts, etc.) as required.
8. Topographic contours (2 feet Intervals).
9. Existing site conditions, including all principal and accessory structures.
10. Other rights-of-way and easements on the site plan and within 200 feet of its boundaries.
11. All marshes, lakes, ponds, streams, wetlands, land subject to periodic or occasional flooding and similar features on -the site plan and within 200 feet of its boundaries.
12. Wooded areas and single trees with a diameter of eight (8) inches or more measures three (3) feet above the base of the trunk.
13. Tree Protection, Preservation & Reforestation Plan (Chapter 201).
14. Steep Slope Map, prepared in accordance with Section 180.
15. Existing and proposed off-street parking, loading, vehicular and pedestrian circulation and access driveways and curb cuts.
16. Proposed grading plan.
17. Proposed stormwater drainage system and SWPPP as required.
18. Proposed sanitary sewer plan.
19. Proposed erosion and sedimentation control plan.
20. Proposed utility and lighting plan.
21. Proposed landscaping plan.
22. All outdoor storage and refuse areas.
23. Proposed building floor plans.
24. Proposed building elevations.
25. All proposed green building strategies.

**** You are required to file this application on our Open Gov Portal. ****

Planning & Zoning Department - Town of Mount Pleasant, NY

[Mountpleasantny.viewpointcloud.com/categories/1081](https://mountpleasantny.viewpointcloud.com/categories/1081)

The below is a form that represents the questions that you will be asked to provide on our Open Gov Portal.



TOWN OF MOUNT PLEASANT
SITE PLAN APPLICATION
Planning Board Only



Application #	Date Submitted:	Fee Paid:
SITE IDENTIFICATION INFORMATION		
Application Name:		
Site Address/ Location:		
Street:		Hamlet:
Town of Mt Pleasant Tax Map Designation: Section	Block	Lot(s) Zoning District:
School District:	Sewer District:	Fire District: Water District:
APPLICANT/OWNER INFORMATION		
Property Owner:	Phone #:	Fax#:
Email:		
Owner's Address:	State: Zip:	
Street:	Town:	
Applicant (If different than owner):	Phone #:	Fax#:
Email:		
Applicant Address (If different than owner):	State: Zip:	
Street:	Town:	
Individual/ Firm Responsible for Preparing Site Plan:	Phone #:	Fax#:
Email:		
Address	State: Zip:	
Street:	Town:	
Other Representatives:	Phone #:	Fax#:
Email:		
PROJECT DESCRIPTION		
Describe the project, proposed use and operation thereof:		

APPLICANTS ACKNOWLEDGEMENT: I hereby depose and certify that all statements and information contained herein, and all statements and information contained in the supporting documents and drawings attached hereto are true and correct.

Applicant's Name * _____ Applicant's Signature * _____

Owner's Name * _____ Owner's Signature * _____

Sworn before me this _____ day of _____ 20 _____

Notary Public _____

**If LLC or other please provide corporate resolution showing authorizing signature*

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General Municipal Law § 239-M		YES	NO		YES	NO
Is proposed work >5,000 Sq. Ft. of renovated floor area, or 10,000Sq.Ft. total land disturbance?				Is the site located in a designated floodplain?		
Is the parcel within 500 Ft of any of the below:				Is the project funded partially or in total by grants or loans from the public sector?		
1. Boundary to a City, Town or Village?				Will municipal or private solid waste disposal be utilized?		
2. State or County park or recreation area?				Is the site burdened by any existing easements, Covenants or restrictions? If so attach copies.		
3. Right of way of an existing or proposed State or County parkway, thruway, expressway, road or highway?				Is the site served by the following public utility infrastructure? Gas Service Sanitary Service Water Supply Storm Sewer Electric Service Telephone/ Cable Line		
4. Existing or proposed right-of-way of any stream or drainage channel owned by the County or for which the County has established channel lines?						
5. The existing or proposed boundary of any County or State land on which a public building or institution is located?				What is the estimated time of construction for The project?		

PROJECT INFORMATION			
Lot size:		Square footage of all existing structures (by floor):	
Acres:	Square Feet:	What is the approximate depth to water table?	
What are the predominant soil type(s) on the site?			
Site slope categories: 15-25% %, 25-35% %, >35% %			
Estimated quantity of excavation:			
Cut (C.Y.)		Fill (C.Y.)	
Is the site located in a designated Critical Environmental Area? Yes: ☐ No: ☐			
Does a curb cut exist on the site? Yes: ☐ No: ☐		Are new curb cuts proposed? Yes: ☐ No: ☐	
Is site listed on the State or Federal Register of Historic Places (or substantially contiguous) Yes: ☐ No: ☐			
Zoning Provisions	Required	Existing	Proposed
Lot Area			
Lot Width at Front Yard Setback			
Mean Lot Width			
Mean Lot Depth			
Front Yard			
Side Yard (One)			
Side Yard (Total of Two)			
Rear Yard			
Dwelling Units			
Parking Spaces			
Floor Area per Dwelling Unit			
Maximum Building Height			
Maximum Building Coverage			
PROPOSED BUILDING MATERIALS			
Foundation			
Structural System			
Roof			
Exterior Walls			