

Village of Penn Yan

Application for Site Plan Review

§ 202-39.2 All new land use activities within the Village, whether by zoning district classification, variance granted by the ZBA or otherwise, shall require site plan review and approval before being undertaken, except the following uses:

- (1) Construction of one-family dwellings and ordinary accessory structures and related land use activities.
- (2) Landscaping or grading which is not intended to be used in connection with a land use reviewable under the provisions of this chapter.
- (3) Ordinary repair or maintenance of interior alterations to existing structures or uses.
- (4) Exterior alterations or additions to existing structures which would not increase the square footage of the floor space of the structure by more than 5% or 500 square feet, whichever is less.
- (5) Nonstructural agricultural, landscaping or gardening uses not involving substantial changes to topography.
- (6) Garage, lawn and porch sales, flea markets, outdoor barbeque meat concessions, not exceeding five days per calendar year.

§ 202-39.5 A Site Plan Conference may be requested between the Planning Board and the applicant prior to the submission of a formal site plan.

Planning Board meetings are held on the **first Monday of each month at 6:00 PM** in the Village Hall located at 111 Elm Street. *In the event a regularly scheduled meeting is on a holiday, the meeting will be moved to the next day – Tuesday – this will be confirmed by the Planning Board secretary.*

The application submission **deadline is the 1st Thursday of the prior month** and is **subject to change**, please confirm with Planning Board secretary.

The application fee is \$100 for an unchanged existing structure and \$250 for new construction. Submit completed application, fee, site plan per checklist and State Environmental Quality Review (SEQR) where required to the Office of Zoning and Building Inspection. A SEQR is based on the determined action; Type I, Type II or Unlisted (A Type II action does not require a SEQR.)

Development that involves exterior alterations to structures within the Historic Preservation District will require a Certificate of Appropriateness from the Historic Preservation Commission.

Site plan approval expires one year from the date an approval letter is issued, in pursuant to §202.39.14 of the Village Code if actual construction has not begun.

----- ↓ Office Use ↓ -----

Parcel ID: _____ Date Rec'd: _____ Fee Paid _____

Address: _____ Explain: _____

Identify SEQR Action: Type I | Type II | Unlisted _____

Yates County Referral? Yes | No _____

Village of Penn Yan

Application for Site Plan Review

Proposed Project

Address: _____ Tax Map ID _____

Zoned: _____ Historic District: ____ Yes ____ No

Name: _____

Description: _____

Applicant

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Property Owner

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

☐ Supply proof of consent from property owner for this proposed project.

Engineer

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Site Detail

Parking Requirements, *per Village Code* _____

Easements: ____ Yes ____ No If yes, briefly describe _____

Deed Restrictions: ____ Yes ____ No If yes, briefly describe _____

Square footage: Building: _____ Open Storage Area: _____

Parking: _____ Landscaped area: _____

Total Site sf: _____

Do you plan to dedicate infrastructure facilities to the Village? ____ Yes ____ No

If yes, please refer to Penn Yan Design & Construction Standards Handbook for Land Development.

Utility coordination with Spectrum is required. Notify Spectrum at least 30 days in advance of any open trench associated with underground utilities.

Applicant Signature: _____ Date: _____

Site Plan Review Checklist

→ The plan should contain all of the following, attach notes if necessary. ←

1.		PB	A site plan scaled to 1" = 20' (or 40'). Sized to a maximum of 34" by 44".
2.		PB	North arrow.
3.		CEO	Property boundaries plotted to scale.
4.		CEO	Site dimensions and setbacks.
5.		CEO	The building location with first floor elevations noted.
6.		CEO	Design and type of construction materials.
7.		CEO	Parking lot details showing layout with spaces visibly marked, wheel stops, calculations for required spaces. §202.43
8.		CEO	Landscaping of at least 10% of the area useable for parking and for screening from adjacent lots. §202.43
9.		DPW	Adjacent roads with pavement, right of way and culvert details.
10.		DPW	Proposed vehicular access with sight distances. §202.47
11.		FD	Existing buildings.
12.		FD	Nearest fire hydrant and flow test details
13.		MUB / PB	Electrical needs (load & voltage) and service location.
14.		MUB	Energy distribution facilities (electrical, gas, solar).
15.		MUB	Existing water & sewer mains.
16.		MUB / PB	Location of water service and size. Water needs, including demand for water flow (gallons per minute).
17.		MUB	Location of natural gas lines.
18.		MUB	Existing easements and proposed utility or drainage easements. §202.52
19.		PB	A grading plan with existing and proposed grades.
20.		PB	Existing land features such as creeks, springs, woods.
21.		PB	Pedestrian access. §202.42
22.		PB	Location of buffer areas. §202.60
23.		PB	Proposed landscaping with details about species, spacing and heights. §202.60
24.		PB	Exterior lighting with manufacturer's photometric details
25.		CEO	Location, size and design of all exterior signs. Include lighting details for all lighted signs. §202.64
26.		PB	A locator map using a 3" x 3" inset.
27.		PB	A 3" x 5" block marked "For Village Use Only"
28.		PB	State Environmental Quality Review SEQR - <u>Short Environmental Assessment Form</u>
29.		PB	Engineer's seal, signature, date of plan and dates of revisions.
30.		PB	A color rendering of proposed buildings.
31.		PB	Other items determined as result of sketch plan conference.
32.		PB	Present and anticipated future number of employees.
33.		PB	Project schedule and phases.
34.		PB	Status of other required permits.
35.		PB	Nine (9) copies of site plan & attachments (if large format) AND one (1) pdf.
36.		SWCD	A storm water management plan with TR-55 hydrology calculations for the site for the existing land use condition and the developed land use condition. Three (3) copies. §202.50
37.		SWCD	An erosion and sediment control plan for during and after construction with a maintenance plan. §202.50
38.		PB	Pollution control devices.

Revised site plans MUST HAVE all changes CLEARLY identified using clouds, symbols, notes or some other readily recognizable format.