

ZONING

- (3) A full written record of the Planning Board minutes and decisions together with all documents pertaining to the case shall be filed in the Office of the Village Clerk and shall be mailed to the applicant.
- E. Pre-application Conference. A pre-application conference may be held between the Planning Board and applicant to review the basic site design concept and generally determine the information to be required on the site plan.
- F. Application for Site Plan Approval. An application for site plan approval shall be made in writing to the Code Enforcement Officer and filed with the Village Clerk, and shall be accompanied by information drawn from the following checklist. The Planning Board may require additional information if necessary, to complete its review.
 - (1) Plan checklist for all site plans:
 - (a) Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;
 - (b) North arrow, scale and date;
 - (c) Boundaries of the property plotted to scale;
 - (d) Existing watercourses and bodies of water;
 - (e) Location of any slopes of 5% or greater;
 - (f) Proposed grading and drainage;
 - (g) Location, proposed use and height of all buildings and site improvements including culverts, drains, retaining walls and fences;
 - (h) Location, design and construction materials of all parking and truck loading areas, showing points of entry and exit from site;
 - (i) Location of outdoor storage, if any;
 - (j) Description of the method of sewage and location of facilities;
 - (k) Identification of water sources, if well located on site;
 - (l) Location, size and design and construction materials of proposed signs;
 - (m) Location and proposed development of all buffer areas including existing vegetative cover;
 - (n) Location and design of outdoor lighting facilities;
 - (o) General landscaping plan.
 - (2) As necessary, the Planning Board may require the following:
 - (a) Provision for pedestrian access;
 - (b) Location of fire lanes and hydrants;
 - (c) Designation of the amount of building area proposed for retail sales or similar commercial activity;
 - (d) Other elements integral to the proposed development.

ZONING

G. Planning Board Review of Site Plan. The Planning Board's review of the site plan shall include, as appropriate, the following:

(1) General considerations:

- (a) Adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic controls;
- (b) Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience;
- (c) Location, arrangement, appearance and sufficiency of off-street parking and loading;
- (d) Location, arrangement, size, and design and general site compatibility of buildings, lighting and signs;
- (e) Adequacy of storm water and drainage facilities;
- (f) 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 retention of existing vegetation;
- (g) In the case of an apartment complex or other multiple dwelling, the adequacy of usable open space for play areas and informal recreation;
- (h) Protection of adjacent or neighboring properties against noise, glare, unsightliness or nuisances;
- (i) Protection of solar access on adjacent or neighboring properties;
- (j) Adequacy of fire lanes and other emergency zones and the provision of fire hydrants;
- (k) Special attention to the adequacy of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.

(2) Public Hearing. The Planning Board may conduct a public hearing on the site plan. A quorum of the Planning Board is required to set a public hearing. If a public hearing is considered desirable by a majority of the members of the Planning Board, such public hearing shall be conducted within sixty-two (62) days of the receipt of the application and shall be advertised in the official newspaper of the Village at least five (5) days before the public hearing. If review of the application is required under General Municipal Law, the County Planning Board must be notified ten (10) days before such hearing. Applicant shall notify adjoining lot owners. Decision shall be rendered within sixty-two (62) days of the public hearing.

(3) Consultation with Other Agencies.

- (a) The Planning Board may consult with the Code Enforcement Officer, County Planning Department and other local and county officials, including but not limited to, the Soil Conservation Service, the NYSDOT and the State Department of Environmental Conservation.