



Village of East Rochester
 317 Main Street
 East Rochester, New York 14445
 Phone (585) 385-3513
 Fax (585) 419-8284
www.eastrochester.org

SITE PLAN REVIEW CHECKLIST FOR THE PLANNING BOARD

PROJECTNAME&ADDRESS _____

This checklist is for use by the applicant as a guide to ensure that all necessary information has been submitted for plan approval. The applicant must submit this form along with the Application Worksheet.

If the applicant is proposing a new project of sizeable nature or a significant change to a current project, they must appear before the Planning Board for an informal/sketch plan discussion prior to preparing the detailed plans.

If variances will be required from the Zoning Board of Appeals, the applicant must first appear before the Planning Board to obtain a recommendation to the Zoning Board of Appeals.

The project documents shall include:

		YES	NO	N/A
1.	Complete title, location, as well as names and addresses of owner, architect, engineer and/or land surveyor.			
2.	North arrow, scale and date.			
3.	Location map at a scale of 1" = 2000' relating the project site to the existing road system.			
4.	Complete dimensions of building and property lines including all angles and dimensions required for locating the building on the site. Show positions and dimensions of driveways, paths and existing buildings.			
5.	Topographic map showing existing and proposed contours at no greater than two-foot (2') intervals.			
6.	Zoning setbacks and restriction lines.			
7.	Area of plot.			
8.	Building coverage as a percent of total lot area.			
9.	Impervious coverage as a percent of total lot area.			
10.	Details and location of curbs and their radii, as well as dropped curbs and tree enclosures.			
11.	Finished floor elevations, proposed use, and height of all existing and proposed buildings.			
12.	Architectural floor plans and elevations indicating type of materials and finishes.			
13.	Sign locations and elevations indicating size and type of materials			
14.	Adjoining properties and buildings with names of owners.			

		YES	NO	N/A
15.	Indicate existing buildings, old walls, paving and curbs to be removed.			
16.	Location, ground elevation, name and size of trees and shrubbery to be removed or to remain.			
17.	Elevations and slopes of streets, driveways, paths and parking areas indicating elevations at high points and low points.			
18.	Detail of driveway construction, including typical section.			
19.	Storm drainage systems including elevations, types and sizes of field inlets, culverts, catch basins and drop inlets.			
20.	Locations and sizes of water services, gas services, and storm and sanitary laterals.			
21.	Sanitary drainage system including locations, elevations, types and sizes of pipes and manholes.			
22.	Wall sections through top and bottom elevations.			
23.	Location of all steps, ramps, railings, areaways and gradings.			
24.	Location, type and extent of all surface materials, paving, lawns and planted or sodded areas.			
25.	Landscaping plan showing planting schedule with sizes of plants and trees with both botanical and common names. Show individual number of trees and plants as well.			
26.	Area map of applicant's entire holding showing subdivisions, streets and easements within one hundred feet (100') of applicant's property. Also show adjacent land use including buildings, pavement, landscaping, topography and ownership.			
27.	Show parking and truck loading areas. Show that the number of parking spaces per square foot of the building meets the parking ordinance.			
28.	Erosion control/Stormwater Pollution Prevention Plan.			
29.	Lighting plan including location, pole height, fixture style, foot-candles and coverage per fixture.			
30.	Dumpsters and refuse enclosures including location, landscaping, building material enclosure and elevations.			
31.	Location of sidewalks and sidewalk easements.			
32.	Indicate all variances or special permits as granted by the Board of Appeals.			
33.	Show proposed watermain including location, type and size of pipe. Show fire hydrants, valves, sampling points and tap location.			

Review completed by: _____ Date: _____

Map Title: _____ Date of Latest Revision _____

** Checklist must be complete and submitted with Planning Board Application by cutoff date.*