



Town of Moreau
Building and Zoning Dept.
Town Office Complex
351 Reynolds Road
Moreau, NY 12828-9261
Phone: (518) 792-4762 ~ Fax: (518)792-4615

Matt Dreimiller
Building Inspector

Jim Martin
Zoning Administrator

SITE PLAN REVIEW APPLICATION

General requirements:

1. Twelve (12) copies of a complete application is required as follows: One (1) copy with original signatures and eleven (11) copies of all documentation, plus one electronic version (PDF format).
2. Incomplete applications will not be considered for placement on the Planning Board agenda.
3. The Planning Board typically meets on the 3rd Monday of each month. All documentation must be submitted two weeks prior to the date of each monthly meeting to be placed on the Planning Board agenda.

Contents of preliminary site plan application:

1. Maps:
 - a) Map of the applicant's entire lot, plot or parcel of land at the scale of one inch equals 50 feet, unless the Planning Board determines a different scale more appropriate.
 - b) An area map showing all properties, subdivisions, streets, watercourses and easements which pass through the property or are known to abut the applicant's property.
 - c) A topographic map showing contours at five-foot intervals. Such maps shall show the following:
 - i. The name and address of the applicant, vendee, contract vendee or owner and title of drawing.
 - ii. North symbol, date and scale.
 - iii. The name, address, title and license number of the person or firm responsible for the preparation of the map.
 - iv. The entire parcel of property plotted to scale.
 - v. Watercourses, if any, and direction of drainage flow.
 - vi. Location of planned use or uses; height, length and width of building or buildings; yard requirements; parking areas and interior road plan.
 - vii. Location of existing or proposed site improvements; the accurate placement of all drains, culverts, walls, fences, water and utilities; location and means of sewage disposal; location and size of proposed signs; placement of proposed lighting facilities; the area proposed for various uses for which building is planned; existing areas of vegetation and trees, including general description.
 - viii. An overlay showing areas of probable flooding, ponding or erosion or slopes in excess of 10%.

2. Stormwater pollution prevention plan (SWPPP).
 - a) A SWPPP consistent with the requirements of Chapter 120 of the Code of the Town of Moreau shall be required for site plan approval. The SWPPP shall meet the performance and design criteria and standards in Chapter 120. The approved site plan shall be consistent with the provisions of Chapter 120.
 - b) Should a storm water pollution prevention plan (SWPPP) be required the technical review of the plan will be performed by the designated Town Engineer.
3. Environmental Assessment Form.
 - a) Depending upon the scale and complexity of the proposed project, completion of a full environmental assessment form (FEAF) or short environmental assessment form (SEAF) is required as part of the application submission. The specific form to be submitted should be discussed with the Town Zoning Administrator.
 - b) The applicant is required to complete and sign Part 1 of the FEAF or SEAF. The Planning Board will complete Part 2 and Part 3 of the EAF.
 - c) Paper copies of the FEAF and SEAF are available at the Building Dept. in Town Hall or electronic copies are available at <https://www.dec.ny.gov/permits/6191.html>.

Review criteria: The Planning Board shall review, but such review is not limited to, the following:

1. Full compliance of the site plan with the regulations and provisions of this chapter, the plan of vehicular and pedestrian traffic flow and the impact of traffic generated on adjacent properties and roads.
2. Arrangement proposed for the parking of vehicles, including loading areas.
3. Location, arrangement, size, area, percent of coverage of parcel or lot, permeable areas, lighting and signs.
4. Proposed landscaping, noise-deterring buffer zones, screening or buffer zones and open space for recreation or other purposes.
5. Adequate provisions and means for complete disposal of storm water, sanitary wastes, water supply for fire protection and consumption, solid waste disposal and snow removal.
6. Impact and effect created by flooding, ponding or erosion as it applies to structures, roads, landscaping and any other improvements included in the site parcel.
7. All conditions to which adjacent properties might be subjected, such as but not limited to noise, glare, lights and odors.
8. Retention of existing trees to as great a degree as is possible.
9. Suitability of soils to support the proposed use.
10. Other items as may be deemed appropriate by the Planning Board.

Note:

1. The Planning Board is authorized to consult with appropriate town, county, state and federal personnel in connection with the review of the site plan application.
2. The Planning Board may, at its discretion consult with a professional individual or firm to assist with the review of an application. The cost for professional assistance to aid in the review of an application is the responsibility of the applicant.

Fees:

1. The fee for review of a site plan application is \$50.00 due at the time of application submission and payable to the Town of Moreau. The fee is paid at the office of the Town Clerk in Town Hall.
2. An escrow account to pay for the cost of the SWPPP review will be established and a deposit to the escrow account by the applicant in the amount of \$2,500 is necessary prior to the commencement of the review by the designated town engineer.

Town of Moreau
SITE PLAN REVIEW APPLICATION

Property Location

Address _____ Zoning District _____

Project Name _____ Tax Map ID # _____ - _____ - _____

Applicant Information

Name (Print) _____ Phone _____

Street Address _____ Email _____

City _____ State _____ Zip Code _____

Signature _____ Date _____

Owner Information

Name (Print) _____ Phone _____

Street Address _____ Email _____

City _____ State _____ Zip Code _____

Signature _____ Date _____

Agent for the Owner/Applicant (NOTE: If applicable, an authorization form needed)

Name (Print) _____ Phone _____

Street Address _____ Email _____

City _____ State _____ Zip Code _____

Signature _____ Date _____

Total Site Area

_____ Acres or _____ Square feet

Project description: Include a description of primary and secondary uses (residential commercial industrial, institutional or open space); the area associated with each use; and building size (NOTE: Attach an additional narrative if necessary)

Parking

of vehicle spaces _____ # of truck spaces _____ # of trailer spaces _____

Project schedule (NOTE: Describe the length of time needed to complete the project and if relevant, the phases and number of phases needed to complete the project)

Estimated value of the project upon completion \$ _____

Describe the current land use of the project site (e.g. residential, commercial, vacant, etc.)

Describe the current condition of the project site (e.g. buildings and structures present)

Describe the current character of adjoining and surrounding properties

State and/or federal permits required

Site Plan Application Requirements: The following items, existing and proposed, shall be notated on stamped and signed survey map.

Item	Description	Located on Sheet #
1. GENERAL		
A.	Title, Name, Address of applicant and person responsible for preparation of drawing	
B.	Deed	
C.	North arrow, Tax Map ID, date prepared and scale (Minimum 1 in. = 50 ft.)	
D.	Boundaries Of the property plotted to scale, zoning boundary	
E.	Principal structures, accessory structures with exterior dimensions	
F.	Site improvements including outdoor storage areas, driveways, parking areas, etc. (NOTE: must include both existing and proposed)	
G.	Setbacks for all structures and improvements	
H.	Elevations and floor plans of all proposed and affected structures	
2. WATER & SEWER		
A.	Percolation test location and results	
B.	Project sewage disposal facilities, design details, & construction details	
C.	Separation distances for proposed sewage disposal system to well(s) and bodies of water	
D.	Water supply & septic on adjoining lots with separation distances to existing or proposed on-site water supply and septic	
E.	Existing public or private water supply. Method of securing public or private water, location, design and construction of water supply including daily water usage	
3. PARKING / PERMEABLE AREAS		
A.	Number of spaces required for project including calculation and justification: (NOTE: Existing and proposed parking is required)	
B.	Number of existing parking spaces, number to be removed, number to be maintained and type of surfacing material	
C.	Provisions for pedestrian and handicap access and parking: existing and proposed	
D.	Design details of ingress, egress, loading areas and cutting: existing and proposed	
E.	Traffic patterns of pedestrian and vehicular traffic: existing and proposed. (NOTE: If trucks are entering or leaving the site – adequate space for turn radius will need to be verified)	
F.	Outdoor lighting, location and design: existing and proposed	
G.	Percentage of permeability, percentage of lot coverage	
4. MISCELLANEOUS		
A.	Signage: Location, size, type, design and setbacks: existing and proposed	
B.	Location, design and construction details of all existing and proposed site improvements including: drains, culverts, retaining walls, fences, and hydrants	
C.	Location and description of vegetation and tree coverage, snow removal areas, and trash receptacles	