



# CITY OF SARATOGA SPRINGS

## PLANNING BOARD

City Hall - 474 Broadway  
 Saratoga Springs, New York 12866-2296  
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<http://www.saratoga-springs.org>

[FOR OFFICE USE]

(Application #)

(Date received)

Rev.12/2015

### SITE PLAN REVIEW SUBMITTAL CHECKLIST

Project Name: \_\_\_\_\_

Listed below are the minimum submittal requirements for site plan review as set forth in The City of Saratoga Springs' Zoning Ordinance Appendix B. The Planning Board reserves the right to request additional information, as necessary, to support an application. The Board also reserves the right to reject the application if these minimum requirements are not met. Please complete the checklist below and provide with your submission.

**REQUIRED ITEMS: \*3 hard copies and 1 digital copy of ALL materials are required.**

CHECK EACH ITEM	** HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED**
<input type="checkbox"/>	1. Completed Site Plan Application (3 hard copies - *1 w/original signature - and 1 digital) and Fee
<input type="checkbox"/>	2. SEQR Environmental Assessment Form- short or long form as required by action.
<input type="checkbox"/>	3. Set of plans including: (3) large scale plans (sheets must be 24" x 36", drawn to a scale of not more than 1"=50 feet). One digital version of all submittal items (pdf) shall be provided.
<input type="checkbox"/>	4. Basic or Full Storm Water Pollution Prevention Plan as required per City Code Chapter 242.
<input type="checkbox"/>	5. Copy of signed DPW water connection agreement for all projects involving new water connections to the City system
<input type="checkbox"/>	6. Engineering Report for Water and Sanitary
<input type="checkbox"/>	7. Complete Streets Checklist
<input type="checkbox"/>	8. Project Cost Estimate-Quantities of work items and estimate of costs

**REQUIRED ITEMS ON SITE PLAN, AS APPLICABLE:**

<input type="checkbox"/>	1. Property line survey prepared by a licensed land surveyor. Site plan must reference such survey with all corners set and marked on plan. A copy of the original property survey must also be included.
<input type="checkbox"/>	2. North arrow and map scale
<input type="checkbox"/>	3. Parcel tax map number
<input type="checkbox"/>	4. Site location map
<input type="checkbox"/>	5. Site vicinity map (all features within 300 feet of property)
<input type="checkbox"/>	6. Identification of zoning district with corresponding area requirements

<input type="checkbox"/>	7. Building setback lines, either listed or shown on plans.
<input type="checkbox"/>	8. Title block with project name; name and address of applicant; and name and address of property owner (if different)
<input type="checkbox"/>	9. Topography data tied to NGVD 1929 datum
<input type="checkbox"/>	10. Name of all adjacent property owners
<input type="checkbox"/>	11. Parcel street address (existing and any proposed postal addresses)
Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	12. Identification of all existing or proposed easements, covenants or legal rights-of-way on this property
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13. References to all prior variances or special use permits
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	14. Existing and proposed contours and spot grades (at 2 foot intervals)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	15. Identification of all spoil or borrow areas
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16. Identification of all watercourses, designated State wetlands, buffers, Federal wetlands, floodplains, rock outcroppings, etc.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	17. Location of proposed storage
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	18. Identification of all existing or proposed sidewalks or pedestrian paths (show type, size and condition of existing sidewalks)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	19. Location, design specifications and construction material for all proposed site improvements (drains, culverts, retaining walls, berms, fences, etc.)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	20. Location and distance to fire hydrant
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	21. Location, size, and material of all existing and proposed utility services
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	22. Parking lot layout plan and identification of all loading areas (number all spaces)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	23. Parking demand calculations
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	24. Identification of parking spaces and access points for physically impaired persons
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	25. Location and screening plan for dumpster or recycling bins
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	26. Location, design, type of construction and materials, proposed use and exterior dimensions of all buildings (existing and proposed) on site
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	27. Identification of storage of any potentially hazardous materials
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	28. Planting plan identifying quantity, species and size of all proposed new plant materials. Label existing plant material to be retained or removed.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	29. Lighting plan showing type, location and intensity of all existing and proposed exterior lighting fixtures
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	30. Erosion and sediment control plan – including designated concrete truck washout area

Checklist prepared by: \_\_\_\_\_ Date: \_\_\_\_\_