

**SITE PLAN REVIEW  
TOWN OF BATAVIA  
3833 WEST MAIN STREET ROAD  
BATAVIA, NEW YORK 14020-9402**

**APPLICATION**

The Town of Batavia would like to work with you to streamline your site plan review. We strongly encourage that any applicants schedule an appointment with the Town Code Enforcement Officer prior to submitting a concept site plan for review. To schedule an appointment, please call or e-mail **Dan Lang** at **(585) 343-1729 extension 222** or **dlang@townofbatavia.com**.

At this meeting we encourage the applicant to bring in preliminary sketches of their property proposed plans on aerial maps or tax maps so we can provide zoning codes and standard details for your reference in preparing your site plans.

<b>Office Use</b>	<input type="checkbox"/> <b><u>CONCEPT SITE PLAN REVIEW REQUIREMENTS:</u></b>
<input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. One (1) copy of Zoning Permit Application.</li> <li>2. SEQRA short or long form if applicable.</li> <li>3. Three (3) full size (22"x34"), one (1) half size (11"x17"), Plans shall include:             <ol style="list-style-type: none"> <li>a. Scaled site plans on an instrument survey showing:                 <ol style="list-style-type: none"> <li>i. Existing and proposed parking.</li> <li>ii. Existing and proposed buildings.</li> <li>iii. Existing and proposed conceptual drainage improvements including storm water treatment.</li> <li>iv. Existing and proposed property lines and highway Right of Way.</li> <li>v. Existing Environmental features such as wetlands and flood plains.</li> </ol> </li> </ol> </li> </ol>
<i>Concept Site Plans should be submitted to the Town one (1) week prior to the Town Planning Board Meetings held every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 7:30pm at the Town Hall. The Town of Batavia will review the Site Plans and provide comments back to the applicant within one (1) week following the Planning Board Meeting.</i>	
<b>Office Use</b>	<input type="checkbox"/> <b><u>FINAL SITE PLAN REVIEW REQUIREMENTS:</u></b>
<input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. One (1) copy of Zoning Permit Application.</li> <li>2. Three (3) full size (22"x34"), one (1) half size (11"x17"), Plans shall include:             <ol style="list-style-type: none"> <li>a. Instrument survey map.</li> <li>b. Scaled site plan (see attached checklist)</li> <li>c. Scaled floor plan of all proposed structures</li> <li>d. Scaled elevations of all proposed structures and facades</li> </ol> </li> <li>3. One (1) copy of the Environmental Assessment Form.</li> <li>4. Three (3) copies of site selection schematics, superimposed photography, color renderings or other type of visual aids depicting any proposed structures in its built conditions within the site.</li> <li>5. Two (2) copies of Storm Water Pollution Prevention Plans (for proposed developments great than one (1) acre in size).</li> </ol>
<b>Office Use</b>	<input type="checkbox"/> <b><u>PROJECT CLOSEOUT:</u></b>
<input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. Call Town Building Dept. to schedule a Project Closeout Site Meeting</li> <li>2. Provide all necessary final documents per the Project Closeout Form (see attached)</li> </ol>

**SITE PLAN REVIEW  
TOWN OF BATAVIA  
3833 WEST MAIN STREET ROAD  
BATAVIA, NEW YORK 14020-9402**

**COMMON APPLICATION QUESTIONS**

**WHAT IS SITE PLAN REVIEW?**

1. Some projects, although generally suitable for a particular location, are capable of adversely impacting surrounding properties and/or the community because of their design, character, nature, size, or complexity. Plan Review is a way for the Town to review and assess an application's attention to critical design elements.

**WHAT IS THE REVIEW PROECESS?**

1. A Code Enforcement Officer will be assigned to your project.
2. The project will be referred as necessary to various Town and County Departments, and other agencies for comments and recommendations.
3. The Code Enforcement Officer will process information received from the referral agencies, review the project for code compliance, and either prepare Preliminary Findings, a prerequisite to additional approvals, or a Final Decision for cases that do not require additional approvals.

**WHO CAN I CALL IF I HAVE QUESTIONS?**

1. The Code Enforcement Officer assigned to the project will contact you and provide you with contact information.

**WHAT DO I DO ONCE THE APPLICATION IS APPROVED?**

1. Site Plan approval alone does not authorize the commencement of work. A Site Plan Approval package containing a letter specifying the conditions of the approval and a copy of the approved site plan will be sent to you by mail. The applicant is required to bring this approval package to the Code Enforcement Office at Batavia Town Hall when applying for a building permit.
2. A financing plan with an **Irrevocable Letter of Credit**, or other form of security, may be required to ensure the completion of certain site improvements. In addition to the Letter of Credit; when required, the applicant must file a fully executed agreement on the form provided by the Town of Batavia. These documents must be filed prior to the issuance of any permits.
3. Site Plan Approval will expire within six (6) months of the receipt of the decision if a building permit is not obtained and maintained. The applicant may request an extension in writing from the Code Enforcement Officer **prior to** the expiration of the approval.

**WHAT HAPPENS IF THE APPLICATION IS DENIED?**

1. If the Code Enforcement Officer or Planning Board has denied your application, and has suggested alternatives, you may submit a new application with a revised site plan incorporating these alternatives.

**SITE PLAN REVIEW  
TOWN OF BATAVIA  
3833 WEST MAIN STREET ROAD  
BATAVIA, NEW YORK 14020-9402**

**CHECKLIST**

<b>Project Description:</b>		<b>Reviewed By:</b>
<b>Applicant Name:</b>		<b>Checked By:</b>
<b>Office Use</b>	<b>Plan Components</b>	<b>Comments</b>
<input type="checkbox"/>	Instrument Survey including Public Right-of-Way	
<input type="checkbox"/>	North Arrow, Scale, Title and Address	
<input type="checkbox"/>	Lot Coverage, Building Coverage and Open Space Percentage Table	
<input type="checkbox"/>	Setback Dimensions for building and parking	
<input type="checkbox"/>	Building/Structure Details and Elevation Views	
<input type="checkbox"/>	Existing Natural and Topographical Features	
<input type="checkbox"/>	Wetland delineation or boundaries shown if on site	
<input type="checkbox"/>	Proposed Driveway/Roadway with dimensions and details	
<input type="checkbox"/>	Parking layout including aisles and queuing aisles with dimensions and number of spaces	
<input type="checkbox"/>	Snow storage location for parking of more than 10 vehicles	
<input type="checkbox"/>	Drainage and Grading plan with appropriate details	
<input type="checkbox"/>	Utility Plan with appropriate details	
<input type="checkbox"/>	Lighting Plan with lighting contours and appropriate details	
<input type="checkbox"/>	Landscaping, Fencing and Screening Plan and appropriate details	
<input type="checkbox"/>	Storm Water Pollution Prevention Plan if disturbing more than 1 acre	
<input type="checkbox"/>	Existing and Proposed signs	
<input type="checkbox"/>	Pedestrian safety around building, curbing, sidewalks and ADA accessible ramps as necessary	
<input type="checkbox"/>	Traffic flow easily identified	
<input type="checkbox"/>	Profiles of roadway and Utilities if applicable	
<input type="checkbox"/>	Appropriate notes to include topsoil to remain on site	
<input type="checkbox"/>	Trash Storage	
<input type="checkbox"/>	Town of Batavia Signature Block on Cover Sheet	