



3833 West Main Street Road Batavia, New York 14020-9402
 Phone: (585) 343-1729 Fax: (585) 343-8461 TDD: 1-800-662-1220 www.townofbatavia.com

SITE PLAN REVIEW CHECKLIST

The Town of Batavia would like to work with you to streamline the site plan review process. We strongly encourage that any applicants to schedule an appointment with our Town Building and Zoning Dept. Director **Dan Lang at (585) 343-1729 extension 222 (dlang@townofbatavia.com)** prior to submitting a project for review.

The initial meeting can be scheduled at any time. The site plan submission shall be submitted to the Dan Lang one (1) week prior to the Town Planning Board Meetings held every 1st and 3rd Tuesday of the month at 7:30 pm at the Town Hall. The Town will review the Site Plans and provide comments back to the applicant within one (1) week following the Planning Board Meeting.

Office Use	<u>INITIAL SITE PLAN REVIEW MEETING REQUIREMENTS:</u>
<input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. One (1) copy of Zoning Permit Application. 2. One (1) printed copy and an electronic copy of the following: <ol style="list-style-type: none"> a. Scaled site plans on an instrument survey showing: <ol style="list-style-type: none"> i. Existing and proposed parking. ii. Existing and proposed buildings. iii. Existing and proposed conceptual drainage improvements including storm water treatment. iv. Existing and proposed property lines and highway Right of Way. v. Existing Environmental features such as wetlands and flood plains.
Office Use	<u>SITE PLAN SUBMISSION REQUIREMENTS</u>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. SEQRA short or long form or Environmental Impact Statement 2. Three (3) full size, one (1) half size and an electronic copy, Plans shall include: <ol style="list-style-type: none"> a. site plans and details that are stamped and signed by a PE (see attached checklist) b. Scaled floor plan of all proposed structures c. Scaled elevations of all proposed structures and facades 3. Three (3) copies of color renderings or other type of visual aids depicting any proposed structures in its built conditions within the site. 4. One (1) copy of Storm Water Pollution Prevention Plans (for developments great than one (1) acre). 5. The following applications/ reports as applicable (applications are available on the Town web site): <ol style="list-style-type: none"> a) Engineering Report providing all basis of design criteria b) Traffic Study as required c) Water- Sewer Service application d) Backflow design report including applicable Health Dept. forms and backflow design checklist e) Sign Permit application f) Driveway and/or Highway Construction Permit Application g) Minor Subdivision application h) Smart Growth application i) Any applicable variance applications

SITE PLAN REVIEW CHECKLIST

Project Name:		Reviewed By:
Applicant Name:		
Office Use	Plan Components	Comments
<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 plans and details, use Town std.	
<input type="checkbox"/>	Utility Plan with appropriate details, use Town std. details for all wtr- swr improvements	
<input type="checkbox"/>	Ex. or Proposed Fire hydrants located per NYS Code	
<input type="checkbox"/>	Lighting Plan with lighting contours and appropriate details	
<input type="checkbox"/>	Landscaping, Fencing and Screening Plan and details	
<input type="checkbox"/>	Pedestrian safety around building, curbing, sidewalks and ADA accessible ramps as necessary	
<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/ dumpster enclosure	
<input type="checkbox"/>	Town of Batavia Signature Block on Cover Sheet	
<input type="checkbox"/>	Engineering Report	
<input type="checkbox"/>	Traffic Study (if req'd) and traffic flow easily identified	
<input type="checkbox"/>	Water- Sewer Service Application	
<input type="checkbox"/>	Backflow report and Town Backflow Design checklist	
<input type="checkbox"/>	Ex. and Proposed Sign shown and Sign Permit Application	
<input type="checkbox"/>	Driveway Permit Application	
<input type="checkbox"/>	Storm Water Pollution Prevention Plan	
<input type="checkbox"/>	Storm Water Maintenance Agreement	
<input type="checkbox"/>	SEQRA Short or Long form part 1 or Envir. Impact Stat.	
<input type="checkbox"/>	Smart Growth Application	
<input type="checkbox"/>	Minor Subdivision Application	