

# TOWN OF CHATHAM PLANNING BOARD

## REQUIREMENTS FOR YOUR SITE PLAN

The Code Enforcement Officer of the Town has deemed that your project needs to come before the Planning Board for review. The process & procedures for continuation of your project are enumerated in Town Code 180-xx.

To assist you in moving forward with your project, the Planning Board has developed a list of information the Board will require to be indicated on your site plan drawings for your initial meeting with the Board. Please bear in mind that the Board has discretionary authority to request additional information based on the location of, and the nature of your project. The following may not indicate **ALL** the documents and/or information required to be submitted with your application to the Planning Board.

If your site plan submittal is not prepared on or in conjunction with a current land survey of your parcel, you must submit with your site plan a certified land survey showing the entire land parcel on which your project is located. The survey must conform to the standards imposed by the New York State Board of Professional Surveyors at the time the survey was performed, subject to the discretion of the Board.

There are three (3) categories of information needed for the site plan: General Information, Existing Conditions, and Proposed Conditions.

### GENERAL INFORMATION

- Applicant's name and address
- Current land owners name and address if different from applicants
- Date
- Location map oriented to North as close as possible to the site drawing north
- North Arrow
- Graphic Scale & Bar Scale
- Source of contour information
- Tax map parcel number
- Acreage of the parcel
- Existing Zoning designation and any Agricultural designation
- All adjacent land owner names and recording information
- Additional information as required by the Planning Board

### EXISTING CONDITIONS

Your site plan drawing needs to indicate the following existing conditions, accurately drawn at a reasonable scale to assist the Board in understanding the physical aspects of your project:

- Property lines
- Easements
- All existing buildings and structures within the vicinity of your project limits
- Set back lines per current zoning code
- Underground utilities
- Above ground utilities
- Wells
- Sewer/septic disposal or treatment facilities
- Natural or manmade water bodies/courses

- Floodplains
- Wetlands and their buffer zones
- Contour lines at no less than ten foot intervals
- Public Roadways serving the site with width and surface type
- Private roads, Driveways, and roadways
- Other existing conditions such as fences, signs, walls, walkways, and lighting, etc.
- Historical or Archeological sites
- All of the above located within 200 feet of any of your project limits that are on adjacent land parcels
- Additional information as required by the Planning Board

### **PROPOSED CONDITIONS**

Your site plan drawing needs to indicate in a clear and concise fashion all the proposed changes your project brings to the site. The changes should be drawn in such a fashion to enable clear distinction of proposed from existing conditions. They should all be drawn accurately and to scale.

- Location and height of proposed building and above ground structures
- Location of any proposed underground improvements
- Location and surface type of proposed roadways or driveways
- Location and surface type of public roadway modifications such as culverts, turning lanes, etc.
- Location and surface type of proposed parking areas including ADA as required
- Location and surface types of proposed walks, patios, etc.
- Location of proposed modifications or additions to existing utilities
- Contour lines at no greater than 2 foot intervals of proposed site grading required by any of the above modifications of the site
- Area in square footage and acreage of the land disturbed by the modifications to the site
- Location and height of proposed site lighting
- Location and height of proposed signage
- Location, height, and species of proposed Planting, i.e. screening as needed
- Location and height of proposed fencing
- Additional information as required by the Planning Board