The following are the submittal items necessary for Site Plan Review. In order for your project to be deemed complete, Town staff will review your plans against this checklist. Incomplete submittal packages will not be accepted. Please contact Community Development should you have any questions regarding the submittal requirements or the information needed.

*It is highly recommended that the applicant schedule a pre-application meeting with staff.*

## Site Plan Review Submittal Checklist

The following are the submittal items necessary for Site Plan Review. In order for your project to be deemed complete, Town staff will review your plans against this checklist. Incomplete submittal packages will not be accepted. Please contact Community Development should you have any questions regarding the submittal requirements or the information needed.

*It is highly recommended that the applicant schedule a pre-application meeting with staff.*

### SECTION A: LETTER OF INTENT

The Letter of Intent, addressed to the Planning Board, explains the nature of the proposed project.

1. The applicant’s name, the special action the applicant is requesting of the Planning Board, and the reason for the action (i.e., expansion, change of use, etc.).

2. What are the current and proposed uses of the property?

3. What is to be built on the site?

4. Builder, if known.

5. Expected construction start and completion dates.

6. Hours of operation and maximum number of employees (if applicable).

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Town Staff</th>
</tr>
</thead>
<tbody>
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</table>
# Site Plan Review Submittal Checklist

## SECTION B: SITE PLAN

1. **Location Plan:** location to be identified by at least two adjoining streets or a map showing the location of the project in the broad context of the area.
   - **Applicant:** __
   - **Town Staff:** __ n/a__

2. **Scale, legend, and north arrow.**
   - **Applicant:** __
   - **Town Staff:** __ n/a__

3. **Drawing scale no smaller than 1" = 30' and maximum sheet size of ARCH E 36" x 48".**
   - **Applicant:** __
   - **Town Staff:** __ n/a__

4. **Signature Block on each sheet: Town of Irondequoit Approved Site Plan: Dir. Planning & Zoning, Dir. Dev Services, Fire Marshal, DPW Commissioner & DPW Sewer.**
   - **Applicant:** __
   - **Town Staff:** __ n/a__

5. **Title Block, including title, owner/applicant's name, property, street address, date, and, as applicable, engineer/architect's name, seal, signature, and address with revision block.**
   - **Applicant:** __
   - **Town Staff:** __ n/a__

6. **Site Data Block including property(ies); address, tax account number, site area, zoning, owner(s) & zoning requirements, required and proposed; lot area, width, depth, building/lot ratio, impervious area ratio, building height, parking, setbacks; front, side, rear, corner.**
   - **Applicant:** __
   - **Town Staff:** __ n/a__

7. **Site dimensions and area in acres from instrument survey.**
   - **Applicant:** __
   - **Town Staff:** __ n/a__

8. **Tax account number(s), zoning and landuse of subject property and adjoining property(ies).**
   - **Applicant:** __
   - **Town Staff:** __ n/a__

9. **Location of structures on adjacent property(ies).**
   - **Applicant:** __
   - **Town Staff:** __ n/a__

10. **Location of all buildings/structures on the property with their dimensions and setbacks from property lines.**
    - **Applicant:** __
    - **Town Staff:** __ n/a__

11. **Existing and proposed site contours (and benchmark locations) with building floor elevations.**
    - **Applicant:** __
    - **Town Staff:** __ n/a__
<table>
<thead>
<tr>
<th></th>
<th>Applicant</th>
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</thead>
<tbody>
<tr>
<td>12.</td>
<td>Location, sizes, types of material, and invert elevations of all existing and proposed site utilities.</td>
<td>___</td>
</tr>
<tr>
<td>13.</td>
<td>Any existing and/or proposed easements for access, utilities, etc.</td>
<td>___</td>
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<tr>
<td>14.</td>
<td>All existing natural and manmade features on the site.</td>
<td>___</td>
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<tr>
<td>15.</td>
<td>Location, dimensions, and number of existing/proposed parking spaces and drive aisles (9’ x 18’ parking space, 25’ drive aisles, handicap spaces per state code). Provide a typical detail of standard and handicap parking spaces, including required handicapped signage.</td>
<td>___</td>
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<tr>
<td>16.</td>
<td>Location of ingress and egress to property and sight distance calculations.</td>
<td>___</td>
</tr>
<tr>
<td>17.</td>
<td>Location of all nearby fire hydrants and building Fire Department Connections</td>
<td>___</td>
</tr>
<tr>
<td>18.</td>
<td>Location of winter snow storage and landscaped area(s).</td>
<td>___</td>
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<tr>
<td>19.</td>
<td>Landscaping plan including plant material; type, quantity and size (planting size and maturity size).</td>
<td>___</td>
</tr>
<tr>
<td>20.</td>
<td>Outside water hose bib for new construction or irrigation system for landscaping maintenance.</td>
<td>___</td>
</tr>
<tr>
<td>21.</td>
<td>Location of dumpster enclosure, outdoor lighting, fencing and free-standing signage, including directional signs.</td>
<td>___</td>
</tr>
<tr>
<td>22.</td>
<td>Detail of dumpster enclosure showing design features and construction materials.</td>
<td>___</td>
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<tr>
<td>23.</td>
<td>Detail of fencing, height and type of material.</td>
<td>___</td>
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<tr>
<td>24.</td>
<td>Detail of outdoor lighting and light plan with contours.</td>
<td>___</td>
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<tr>
<td>25.</td>
<td>Signage specifications for free-standing and attached signage, including directional signage.</td>
<td>___</td>
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<tr>
<td>26.</td>
<td>Location and use of any outdoor storage/display areas</td>
<td>___</td>
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</tbody>
</table>
**Town of Irondequoit**

**Site Plan Review Submittal Checklist**

**SECTION C: ADDITIONAL INFORMATION**

*The following must be shown on the plan, or submitted with it, as appropriate or requested by Town staff.*

1. Elevations or renderings of proposed buildings/structures showing; height, design features and construction materials, including samples of construction materials and color samples.
   
   [ ] Town Staff

2. Floor plans including area and use of each floor.
   
   [ ] Town Staff

3. Drainage plan: run-off calculations and sewer profiles.
   
   [ ] Town Staff

4. Location and detail of temporary silt fencing for erosion/siltation control. (Straw bales are no longer accepted methods for erosion control).
   
   [ ] Town Staff

5. Location and detail of temporary construction fence to delineate the work zone and no-disturbance areas on site.
   
   [ ] Town Staff

6. Site-specific engineering details of retaining structures
   
   [ ] Town Staff

7. Traffic impact analysis.
   
   [ ] Town Staff

8. Stormwater pollution prevention plan for disturbed areas > 1 acre.
   
   [ ] Town Staff

9. Monroe County 9-1-1 approval of project and/or street names (County application required).
   
   [ ] Town Staff

10. Other ________________________________________________________________
    
    [ ] Town Staff

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**Signature of Applicant or Applicant’s Engineer/Architect**

Date

**Reviewer**

Date

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