

PROPERTY ADDRESS: _____



Town of Irondequoit
Department of Community Development
1280 Titus Avenue
Rochester, New York 14617
585-336-6015
585-467-4953 (fax)
www.irondequoit.org

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).

Applicant

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Town of Irondequoit

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.
2. Scale, legend, and north arrow.
3. Drawing scale no smaller than 1" = 30' and maximum sheet size of ARCH E 36" x 48".
4. Signature Block on **each** sheet: Town of Irondequoit Approved Site Plan: Dir. Planning & Zoning, Dir. Dev Services, Fire Marshal, DPW Commissioner & DPW Sewer.
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.
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.
7. Site dimensions and area in acres from **instrument survey**.
8. Tax account number(s), zoning and landuse of subject property and adjoining property(ies).
9. Location of structures on adjacent property(ies).
10. Location of all buildings/structures on the property with their dimensions and setbacks from property lines.
11. Existing and proposed site contours (and benchmark locations) with building floor elevations.

Applicant

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	Applicant	Town Staff
12. Location, sizes, types of material, and invert elevations of all existing and proposed site utilities.	_____	__ n/a__
13. Any existing and/or proposed easements for access, utilities, etc.	_____	__ n/a__
14. All existing natural and manmade features on the site.	_____	__ n/a__
15. 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.	_____	__ n/a__
16. Location of ingress and egress to property and sight distance calculations.	_____	__ n/a__
17. Location of all nearby fire hydrants and building Fire Department Connections	_____	__ n/a__
18. Location of winter snow storage and landscaped area(s).	_____	__ n/a__
19. Landscaping plan including plant material; type, quantity and size (planting size and maturity size).	_____	__ n/a__
20. Outside water hose bib for new construction or irrigation system for landscaping maintenance.	_____	__ n/a__
21. Location of dumpster enclosure, outdoor lighting, fencing and free-standing signage, including directional signs.	_____	__ n/a__
22. Detail of dumpster enclosure showing design features and construction materials.	_____	__ n/a__
23. Detail of fencing, height and type of material.	_____	__ n/a__
24. Detail of outdoor lighting and light plan with contours.	_____	__ n/a__
25. Signage specifications for free-standing and attached signage, including directional signage.	_____	__ n/a__
26. Location and use of any outdoor storage/display areas	_____	__ n/a__

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	Applicant	
SECTION C: ADDITIONAL INFORMATION		
<i>The following must be shown on the plan, or submitted with it, as appropriate or requested by Town staff.</i>		
1. Elevations or renderings of proposed buildings/structures showing; height, design features and construction materials, including samples of construction materials and color samples.	_____	__ n/a __
2. Floor plans including area and use of each floor.	_____	__ n/a __
3. Drainage plan: run-off calculations and sewer profiles.	_____	__ n/a __
4. Location and detail of temporary silt fencing for erosion/siltation control. (Straw bales are no longer accepted methods for erosion control).	_____	__ n/a __
5. Location and detail of temporary construction fence to delineate the work zone and no-disturbance areas on site.	_____	__ n/a __
6. Site-specific engineering details of retaining structures	_____	__ n/a __
7. Traffic impact analysis.	_____	__ n/a __
8. Stormwater pollution prevention plan for disturbed areas > 1 acre.	_____	__ n/a __
9. Monroe County 9-1-1 approval of project and/or street names (County application required).	_____	__ n/a __
10. Other _____	_____	__ n/a __

Signature of Applicant or Applicant's Engineer/Architect

Date

Reviewer

Date