

SITE PLAN REVIEW COVERSHEET

Return completed application, all required materials to, and the applicable fee to:
Code Enforcement Office • Memorial City Hall • 24 South Street • Auburn, New York 13021

Applications are due no later than **End of the Business Day** on the Tuesday three (3) weeks prior to the scheduled Planning Board Meeting. Please refer to the attached schedule for exceptions and additional information. For assistance call the Office of Planning and Economic Development at (315) 255-4115.

THE SITE PLAN REVIEW PROCESS:

Upon submission of the completed Site Plan Application and all required materials, the City’s Design Review Committee (DRC) will meet to review the proposed project. The DRC is comprised of representatives of the following City Departments: Code Enforcement, Corporation Council, Engineering, Fire, Planning & Economic Development, and Police. The DRC will review the plans for completeness, code compliance, and issues of Public Health, Safety, & Welfare. If needed, a letter requesting additional information and/or outlining required changes to the plans would then be sent to the Applicant. Once revised, additional plans must be resubmitted to the city for distribution to the Planning Board.

The City of Auburn has two (2) categories for Site Plan Review, **Major** and **Minor**. A **Minor Site Plan** is limited to site plans that do not include the construction of new primary structures and are specific to lots (or sites, if multiple lots are involved) no larger than 21,780 SF (1/2 acre). **Major Site Plans** includes all site plans not within the “minor” category.

Office Use	<input type="checkbox"/> MINOR SITE PLAN REVIEW REQUIREMENTS:
<input type="checkbox"/>	1) Fee: \$100.00
<input type="checkbox"/>	2) One (1) copy of this Site Plan Review Coversheet.
<input type="checkbox"/>	3) Twelve (12) copies of the completed Application for Site Plan Review.
<input type="checkbox"/>	4) Twelve (12) copies of the completed Short Environmental Assessment Form - Part I (form attached).
<input type="checkbox"/>	5) One (1) copy of an Instrument Survey Map completed by a NYS Licensed Surveyor.
<input type="checkbox"/>	6) Twelve (12) copies of a scaled site plan (see attached Site Plan Checklist).
<input type="checkbox"/>	7) Twelve (12) copies of scaled elevations of façade renovation to existing structures, if applicable.
<u>IMPORTANT</u>	
♦ All above materials must be submitted by the appropriate due date to be included on the Planning Board Agenda.	

----- **OR** -----

Office Use	<input type="checkbox"/> MAJOR SITE PLAN REVIEW REQUIREMENTS:
<input type="checkbox"/>	1) Fee: \$250.00
<input type="checkbox"/>	2) One (1) copy of this Site Plan Review Coversheet.
<input type="checkbox"/>	3) Twelve (12) copies of the completed Application for Site Plan Review.
<input type="checkbox"/>	4) Twelve (12) copies of the completed Short Environmental Assessment Form - Part I (form attached).
<input type="checkbox"/>	5) One (1) copy of an Instrument Survey Map completed by a NYS Licensed Surveyor.
<input type="checkbox"/>	6) Twelve (12) copies of a scaled site plans (see attached Site Plan Checklist).
<input type="checkbox"/>	7) Twelve (12) copies of scaled elevations for all proposed structures.
<input type="checkbox"/>	8) Twelve (12) copies of scaled elevations of façade renovation to existing structures, if applicable.
<input type="checkbox"/>	9) Two (2) copies of a scaled floor plans for all proposed buildings.
<u>IMPORTANT</u>	
♦ All above materials must be submitted by the appropriate due date to be included on the Planning Board Agenda.	

•••••••[Office Use Only]•••••••

Address: _____ Project Name: _____

Date Submitted: _____ Fee: _____ Received By: _____

APPLICATION FOR SITE PLAN REVIEW

Return completed application, all required materials to, and the applicable fee to:
Code Enforcement Office • Memorial City Hall • 24 South Street • Auburn, New York 13021

PROJECT INFORMATION: (Please Type or Print)

1) Project Address(es): _____

Zoning District: _____ Anticipated Construction Time - Start Date: _____ End Date: _____

2) Applicant: _____ Company Name: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Fax: _____

Interest in Property: Owner [] Lessee [] Potential Owner/Lessee [] Other, Explain _____

3) Plan Preparer*: _____

***A New York State Licensed Design Professional, i.e. Landscape Architect (RLA), Engineer (PE), and/or Architect (RA) must prepare all plans for Major Site Plan Review.**

Address: _____ City/State: _____ Zip: _____

Phone: _____ Fax: _____

4) Attorney: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Fax: _____

5) Detailed Project Description (attach additional sheets in needed): _____

CERTIFICATION/AUTHORIZATION:

APPLICANT: I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the terms and conditions of said approval.

Signature: _____ Date: _____

OWNER (if other than applicant): I have read and familiarized myself with the contents of this application and do hereby consent to its submission and processing.

Signature: _____ Date: _____

SITE PLAN REVIEW CHECKLIST

(Page 1 of 2)

A "Site Plan" submittal should generally consist of the following three (3) separate plans/sheets: 1) *Site Layout Plan*, 2) *Grading and Drainage Plan*, and 3) *Landscape Plan*. It is however possible, on Minor Site Plans, to combine two (2) or more of the plans on to one, provided that the plans remain easily legible. Plans should be no larger than 24 in. by 36 in.

A New York State Licensed Design Professional, i.e. Landscape Architect (RLA), Engineer (PE), and/or Architect (RA) must prepare all plans for Major Site Plan Review.

	Site Layout Plan	Grading and Drainage Plan	Landscape Plan
Title Block including project address, name of preparer, date, and revisions	X	X	X
North Arrow and Scale	X	X	X
Public Rights-of-way and property lines	w/ dimensions & bearings	X	X
Existing and Proposed Driveways and Curb Cuts	w/ dimensions	X	X
Parking Layout including stalls, drive aisles, and queuing areas	w/ dimensions	X	X
Loading Areas	X	X	X
Curbing	X	X	X
Snow Storage	X		
Trash Storage including screening	w/ dimensions	X	X
Fencing and Screening Elements	w/ dimensions	X	X
Location of All Lighting.	w/ dimensions	X	X
Location and All Signage.	w/ dimensions	X	X
Location of Site Amenities.	w/ dimensions	X	X
Pedestrian Circulation Elements	w/ dimensions	X	X
Existing Structures and Proposed Structures	w/ dimensions	X	X
Existing Topography	X	X	X
Proposed Grading		w/ labels and spot elevations	
Method for Stormwater Collection and on-site detention		X	
Utilities and Sanitary Sewer		w/ labels	
Proposed Landscaping			w/ labels
Stormwater Drainage Details		X	
Lighting Details	X		
Signage Details	X		
Bulk Table (see example)	X		
Plant Schedule (see example)			X
Parking Schedule (see example)	X		

SITE PLAN REVIEW CHECKLIST

(Page 2 of 2)

Bulk Table (Example)

	Required	Existing	Proposed
Minimum Lot Size	10,000 SF	12,500 SF	
Minimum Lot Width	60 ft	113 ft	
Minimum Lot Depth	90 ft	110 ft	
Minimum Yard Setbacks			
-Front	15 ft	30 ft	20 ft
-Rear	30 ft	35 ft	
-Side	20 ft	22 ft / 45 ft	22 ft / 20 ft
-Both Sides Combined	40 ft	67 ft	44 ft
Maximum Building Height	40 ft	22 ft	
Building Footprint		2070 SF	3905 SF
Maximum Lot Coverage	40%	16.5%	31.2%
Gross Building Square Footage		4140 SF	5975 SF

Plant Schedule (Example)

KEY	Scientific Name	Common Name	Size & Root	Comments
Trees				
BN	Betula niagra	River Birch	3" Cal., B&B	Multi-stem
MS	Malus 'Snow Spring'	Snow Spring Crabapple	2.5" Cal., B&B	
ZS	Zelkova serrata 'Halka'	Halka Zelkova	3" Cal., B&B	
Shrubs				
IG	Ilex glabra 'Compacta'	Compact Inkberry	30"-36" ht., Cont.	
HQ	Hydrangea quercifolia	Oakleaf Hydrangea	18"-24" ht., Cont.	
Perennials				
HP	Hemerocallis 'Palest Yellow'	Palest Yellow Daylily	1 Gal., Cont.	

Parking Schedule (Example)

	Required	Existing	Proposed
Minimum Parking for proposed use	12	8	10

Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment