

**TOWN of TIOGA
SITE-PLAN APPLICATION CHECKLIST**

SITE PLAN NUMBER _____	DATE APPROVED _____
DATE SUBMITTED _____	DATE COMPLETED _____
DATE APPLICATION DEEMED COMPLETE BY PLANNING BOARD CHAIR _____ (Initials)	

PROJECT NAME _____

PREPARED BY _____

Waiver Requested	Not Applicable	Submitted	<u>Section I</u>
			To be completed for Site Plan consideration
			Completed and signed Development Review Application
			Payment of Application fees
			Estimate of the cost of improvements (excluding the purchase cost of land) to be prepared (preferably) by a licensed professional engineer.
			Three (3) dark-line prints of the proposed Site Plan and 10 copies of all sheets of the proposed Site Plan in reduced format (no larger than 11" x 17") and copy of all other items required above
Waiver Requested	Not Applicable	Submitted	<u>Section II</u>
			Proposed site plan, with the following information, must be filed in the office of the Town Clerk at least thirty (30) calendar days prior to the Tioga Planning Board meeting at which preliminary approval is requested. Information may be supplied on more than one drawing/document if necessary.
			A copy of the tax map with names of owners, tax identification numbers, and boundaries of the tax parcel containing the proposed site plan and all parcels within 500 feet of the boundaries of the tax parcel containing the site plan. North arrow, scale and date required.
			Existing buildings, structures and streets on site and within 500 (five hundred) feet of the boundaries of the site.
			Location, width and purpose of all existing and proposed easements, set-backs, rights-of-way reservations, and areas dedicated to public use within and adjoining the property.
			Description of all existing and proposed deed restrictions or covenants applying to the property.
			Grading and drainage plan, showing existing and proposed contours, rock outcrops, depth to bedrock, soil characteristics, and watercourses.
			Location, design, type of construction, proposed use and exterior dimensions (including height) of all buildings and structures.
			Location, design and type of construction of all parking and truck loading areas, showing access and egress including all driveways.
			Provision for pedestrian access, sidewalks, and bike paths if any.
			Location of outdoor storage, if any.
			Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences.
			Description of the method of sewage disposal and location, design and construction materials of

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Waiver Requested	Not Applicable	Submitted	<u>Section II</u> (continued)
			Project Name Project Number
			such facilities.
			Description of the method of securing water and location, design and construction materials of such facilities.
			Description of the method for snow removal and location of snow storage.
			Location of fire and other emergency zones, including the location of fire hydrants or other water source(s) for emergencies.
			Location, design, and construction materials of all energy distribution and storage facilities, including electrical, gas, wind and solar energy.
			Location, size, design, lighting, hours of operation, and type of construction of all proposed signs.
			Location and proposed development of all buffer areas to protect adjacent land use, including existing vegetation covers.
			Location, size, and design of outdoor lighting facilities.
			Identification of the location and amount of building area proposed for retail sales or similar commercial activity.
			General landscaping plan and planting schedule.
			An estimated project construction schedule.
			Record of application for and status of all necessary permits from other government bodies.
			Identification of any permits from other governmental bodies required for the project's execution.
			An Agriculture Data Statement (ADS) must be submitted if the proposed project occurs on property within an agricultural district containing a farm operation or on property with boundaries within 500 feet of a farm operation within an agricultural district.
			Environmental Assessment Form, if required: For projects classified as Type 1 under the State Environmental Quality Review Act (SEQRA), a Full Environmental Assessment Form (EAF) is required. For projects classified as Unlisted under SEQRA, a Short Environmental Assessment Form (EAF) is required.
			DEC storm water threshold form (if required): All projects that meet DEC storm water thresholds must comply with current DEC regulations.
			Businesses are required to have all (customer and business) vehicles on gravel or paved lots. Commercial businesses shall have ample parking for the anticipated number of customers.
			Lighting around business should be adequate for security and path illumination. Lighting should be directed downward to minimize loss into the environment, and lights shall not flash between 12:00 AM and 6:00 AM.
			Commercial property will be responsible for the access or connection to existing roads, water, sewer, etc. and shall be responsible for maintaining those connections.

After review of these documents the Planning Board may require additional information including other elements integral to the proposed development.
