

# VILLAGE OF CAPE VINCENT

## SITE PLAN REVIEW APPLICATION

The application for site plan approval consists of Parts A and B, an Environmental Assessment Form as required by the State Environmental Quality Review Act (SEQRA), and the payment of application fees, as established by Resolution of the Village Trustees.

Refer to the Village Zoning Law for additional information and Site Plan Review criteria and process.

### PART A: PROJECT DESCRIPTION

Provide all information requested to assure a clear understanding of the proposed project. Attach supplemental information if necessary. Incomplete information may render the application incomplete.

1. Applicant(s) name, address, and telephone number:

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2. Owner(s) name, address, and telephone number, if not the same as applicant:

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3. Describe the proposed use of the site:

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4. Project Description: (Refer to sample Site Plan Drawing) Include photographs, if applicable.

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5. Site location: \_\_\_\_\_

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OVER

6. Total site area (square feet or acres): \_\_\_\_\_

7. Tax Map Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

8. Zoning District property is located in: \_\_\_\_\_

9. List below village, school, county, state, and federal permits/agreements i.e., road access, Department of Health, NYS Uniform Fire & Building Code, D.E.C., PILOTS.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Attach a copy of the above-listed permits/agreements.

11. Describe infrastructure anticipated: (For example, water, sewer, power, roads)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Anticipated construction schedule: \_\_\_\_\_

\_\_\_\_\_

13. Current land use and condition of the project site (agricultural, commercial, undeveloped, residential, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Character of surrounding area (residential, agricultural, wetlands, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Anticipated number of residents, employees, shoppers, as is applicable:

\_\_\_\_\_

16. Other project information necessary to adequately describe the project and inform the Zoning Enforcement Officer, Zoning Board of Appeals, and Planning Board:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature

Owner Signature

Date

## **SITE PLAN REVIEW APPLICATION, Cont.**

### **PART B. - SITE PLAN REVIEW DRAWING**

The intent of the site plan review drawing is to show the layout and design of the project on the site. At the pre-submission conference, the Planning Board may require that any or all of the following items be included on the site plan drawings. If no pre-submission conference is held, all of the following items are required on the site plan. Attach supplemental information if necessary.

1. Name of project, name and address of applicant and person responsible for preparing the site plan drawing.
2. Date, North point, written and graphic scale.
3. Boundaries of the project site drawn to scale, including distances, bearings, and areas.
4. Project Tax Map #Section, Block, Lot .
5. Location and ownership of all adjacent lands as shown on the latest tax records.
6. Location, name, width, and right-of-way of adjacent roads.
7. Location, width, and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use.
8. Location, size, and design of the following:
  - a. Existing and proposed structure(s)
  - b. Driveways and parking areas
  - c. Outdoor storage areas
  - d. Sidewalks or pedestrian paths
  - e. Drainage, sewage, and water facilities
  - f. Sign
  - g. Outdoor lighting
  - h. Landscaping or screening
  - i. Snow storage areas
  - j. Lot exclusion area
  - k. Vegetative buffers, screening and/or fencing.
9. Plans for controlling soil erosion and sedimentation during development.
10. Plans for grading and drainage showing existing and proposed contours of five-foot intervals.
11. Designation of the amount of gross floor area and gross leasable area proposed for each non-residential use.
12. Other elements integral to the proposed development as considered necessary by the Planning Board.