SITE PLAN REQUIREMENTS CHECKLIST

	ZO Section	**GENERAL**
	7.3.1.1	Site plans must be drawn to a convenient scale, but not less than 1" = 50'.
	7.3.1.2	Site plans must be prepared by a professional architect, landscape architect, land surveyor or engineer licensed to practice in the State of New York. Name, address, signature, and seal of the professional preparing the site plan, must be on the plan.
		LEGAL DATA
	7.3.2.1	Name and address of applicant and authorization of owner if different from applicant.
	7.3.2.2	Section, block, and lot (SBL) numbers of the property taken from the official tax records.
	7.3.2.3	Name, address, signature and seal of the professional preparing the site plan.
	7.3.2.4	Title of the development, date prepared, and date of revision, if any. Revisions should be indicated on the plan by a bubble surround.
	7.3.2.5	North arrow, scale and location map drawn to a scale of not less than 1" = 800'.
	7.3.2.6	The location of all adjoining properties, and the owners, SBL numbers of those properties as shown on the official tax records.
	7.3.2.7	Description of all existing and proposed deed restrictions or covenants applying to the property filed in favor of the City.
	7.3.2.8	Existing zoning of the property and all adjoining properties.
	7.3.2.9	Zoning compliance table, including any variances.
	7.3.2.10	Mapped location of any environmentally sensitive site or feature, and a statement of the area to the nearest multiple of 10 square feet.
		NATURAL FEATURES
	7.3.3.1	Topographic data at a maximum contour interval of 2 feet, showing existing and proposed contours, extended at least 10 feet into adjoining properties.
	7.3.3.2	Surface features, such as the location of rock outcrops.
	7.3.3.3	Vegetative cover, including the location of existing wooded area, significant individual trees and trees on adjacent City property.
	7.3.3.4	The location of all existing watercourses, waterbodies, intermittent streams, wetland areas and springs, and a 50-foot buffer around wetlands.
	7.3.3.5	Boundaries of any area subject to flooding or storm water overflows including Flood Hazard Areas as established by the U.S. Dept. of Housing and Urban Development.

		EXISTING STRUCTURES AND UTILITIES
	7.3.4.1	Location of all structures on the premises and approximate location of all neighboring structures within 100 feet of all lot lines of the premises.
	7.3.4.2	Location of all existing adjacent public and private streets, ways, roads, paved areas and sidewalks. The names and existing widths of adjacent streets, including curb lines and elevations at the centerline of the street and the reference grade at the curb along the centerline of the building.
	7.3.4.3	Locations, dimensions, grades and flow direction of existing sewers, culverts, water lines and other underground utilities within the property, to the extent known or relevant. Location of all utilities in the adjacent street and connections to structures on the premises. Invert and rim elevation at all manholes closest to lot lines of the premises.
	7.3.4.4	Fences, landscaping and screening.
	7.3.4.5	All other existing improvements.
		PROPOSED DEVELOPMENTS
	7.3.5.1	The location and dimensions (length, width, floor elevations and height in feet and in stories) of proposed structures, with floor plans showing all proposed floor space by type of use and floor level.
	7.3.5.2	Preliminary architectural plans showing at least exterior elevations and materials to be used.
	7.3.5.3	The location, width and finished grades of proposed public and private streets, ways, roads and sidewalks, including pavement type and profiles.
	7.3.5.4	The location, layout, finished "grade," pavement specifications and curbing proposed for parking lots and loading spaces, including access drives.
	7.3.5.5	Driveway profiles from the centerline of the street to the garage floor or parking lot. Indicate slopes by percent of grade. Elevations at centerline of street, top of curb, and at the lot line also must be indicated on the profile. Where there is no curb, the curb elevation is assumed to be equal to the elevation at the centerline of the street and should be so indicated.
	7.3.5.6	The location, design and proposed screening of outdoor storage areas, including proposed provisions for refuse storage and collection.
	7.3.5.7	The location, size and design of all proposed water supply, sanitary sewage, valves and hydrants and other utility facilities, including connections to any existing such facilities, with profiles.

	7.3.5.8	Storm water drainage systems with details of catch basins, dry wells, retention basins and other related facilities. Calculation of expected storm drain loads and storm water runoff pattern to be accommodated by the proposed drainage system
	7.3.5.9	Landscaping plan, to include type, size, quantity and location of plants and other landscaping materials to be used, with English and Latin names. Included in the plan shall be a description of the methods to be used to protect trees during construction.
	7.3.5.10	Type, location, design, shielding and hours of operation of exterior lighting.
	7.3.5.11	Location, type, size, wording, design, color, and illumination of all signs.
	7.3.5.12	Location, type, and size of all security grilles or similar security grates or devices, and the type and hours of operation of internal lighting security, after the close of business.
	7.3.5.13	Estimate of earth work, showing the quantity of any material to be imported to, or removed from, the site.
	7.3.5.14	Erosion and sedimentation control plan during and after construction, with reference to Westchester County's Best Management Practices Manual for Construction Related Activities, Standards and Specifications.
	7.3.5.15	A statement from the applicant's engineer indicating the estimated cost of construction of all new streets and sidewalks and of the water supply, sanitary sewage, and storm drainage systems.
	7.3.6	Any other information determined necessary or appropriate by the approving agency in order to provide for the proper administration and enforcement of this Ordinance.