

## VILLAGE OF HASTINGS-ON-HUDSON Site Plan Approval Application Requirements Checklist

Code section	Code Section Provisions	Indicate how the applicable provisions are addressed*
§ 295-106.A	<ul> <li>The application for site plan approval on official Village forms signed by the fee owner of the property, which application shall include, among other things:</li> <li>(1) The names of all record owners of all adjacent properties and the sheet, lot, block and section number of those properties and the property to be developed.</li> <li>(2) A list of any deviations from the requirements of this chapter.</li> <li>(3) A completed New York State Environmental Quality Review Act assessment form.</li> </ul>	
§ 295-106.B	Any covenants or deed restrictions that are intended to cover all or any part of the property to be developed.	
§ 295-106.C	A planting plan prepared by an architect or landscape architect certified by the State of New York.	
§ 295-106.D	A vicinity map, at a scale of not less than 200 feet to the inch, showing buildings on contiguous lots.	
§ 295-106.E	<ul> <li>A detailed site plan showing, at a scale of not less than 20 feet to the inch on sheets not to exceed 30 inches by 40 inches, the applicant's entire property and adjacent properties and existing streets and indicating:</li> <li>1. The title of the development, if any; the date the plan was prepared; the North point; the scale; and the name and address of the record owner, the engineer, the architect, the land planner, the surveyor and the person who prepared the site plan.</li> <li>2. The location of all existing and proposed lot lines, easements, reservations and areas dedicated to public uses.</li> <li>3. All existing municipal school district, zoning district and special district boundaries</li> <li>4. The location of yards required by this chapter and indicating whether and by how much such yards are greater or less than the actual proposed yards.</li> <li>5. The location and dimensions of all existing and proposed buildings and structures, including, without limitation, the height of all buildings and structures and the width of all courts.</li> <li>6. The existing and proposed use of all land and the existing and proposed use and exterior design of all existing and proposed buildings and structures, including, without limitation, the proposed buildings and structures, including and proposed division of all existing and proposed buildings and structures, including without limitation, the proposed grades, facades and other architectural features, and the location and attachment of mechanical equipment and other appurtenances to the exterior or at the roof.</li> <li>7. The existing and proposed division of all existing and proposed buildings and structures into units of separate occupancy.</li> <li>8. The location of all existing watercourses, marshes, wooded areas, rock outcrops, single trees with a diameter of eight inches or more measured three feet above the base of the trunk, and all other significant existing land features.</li> <li>9. The location, layout and surfacing of all existing and pro</li></ul>	

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§ 295-106.E (Cont'd)	<ol> <li>The location of all existing and proposed outdoor storage areas, including snow storage in parking areas.</li> <li>The location of all proposed streets, with profiles indicating grading and cross-sections showing the width of the roadway, the location and width of all sidewalks and the location and size of utility lines.</li> <li>The location of all existing and proposed water mains, valves, hydrants, culverts, drains and sewer lines, or alternate means of water supply and sewer disposal and treatments, with pipe sizes, grades, direction of flow and location of connection to public utilities.</li> <li>The location, height and design of all existing and proposed fences and retaining walls.</li> <li>The location, direction, power, design and time of all existing and proposed exterior lighting.</li> <li>The location of all other existing and proposed signs.</li> <li>The location of all other existing and proposed site improvements.</li> <li>Existing soils and existing and proposed topography of the site, including existing and proposed contours, with intervals of five feet or less, referred to a datum satisfactory to the Planning Board. Where the variations in the proposed elevation above or below the average level of the street in front of the property exceed 10 feet, the application shall be accompanied by a map, certified by a licensed surveyor, showing the contours at two-foot intervals.</li> </ol>	
§ 295-106.F	A fee in the amount set by the Board of Trustees pursuant to § <b>295-152</b> of this chapter. The application shall not be considered as complete or officially submitted until all of the information, documents and fees required by this section have been received, in proper form, by the Building Inspector.	
§ 295-106.G	Any other information or documents required by the Planning Board for a review of the site plan	
§ 295-106.H	A stormwater pollution prevention plan (SWPPP), if required by Chapter <b>250</b> of the Code of the Village of Hastings-on-Hudson.	

\*Indicate by notes such as, "see Note/Detail on Dwg #\_\_\_\_", "See PE certification/note in the attached letter", or "NA", etc. where "NA" stands for "Not applicable".

Signature

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Date

Name

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Title

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