

Section 280-133 – Site Plan Application Checklist

Site Plan Name	received	comment
A. Submission of a complete site plan application shall consist of:		
(1) A completed site plan application form.		
(2) The site plan review fee, as specified in Subsection B below. Editor's Note: See now § 280-138, Fee schedule for site plan applications.		
(3) A completed environmental assessment form.		
(4) Nine copies of the site plan.		
(5) Four copies of a property survey, certified by a licensed land surveyor.		
B. Standards. Site plan design shall include the following items:		
(1) Technical data:		
(a) The lot, block and section number of the property, taken from the latest tax records.		
(b) The name and address of the landowner on record:		
[1] The names and addresses of adjoining landowners.		
[2] The name and address of the applicant, if not the same as the landowner.		
(c) The name and address of the person, firm or organization preparing the map, sealed with the applicable New York State license seal and signature.		
(d) Date, graphic scale and North point, whether true or magnetic; if magnetic, show the date of reading.		
(e) A survey prepared by a licensed surveyor or civil engineer. The site plan may reference a land surveyor's map or base reference map. All distances shall be in feet and hundredths of a foot. All angles shall be given to the nearest 10 seconds or closer. The error of closure shall not exceed one in 10,000.		
(f) The locations, names and widths of all rights-of-way within 500 feet of property lines. If none exist within 500 feet of the subject property, indicate the distance to the nearest intersection with a public street.		
(g) A separate key map showing location and owners of all adjoining lands within 500 feet, as shown on the latest tax records, at a scale of one inch equals 100 feet.		
(h) The location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within or adjoining the property.		
(i) A complete outline of other existing easements, deed restrictions or covenants applying to the property.		
(j) Existing zoning, including zone lines and dimensions.		
(k) Site plans drawn at the scale of one inch equals 20 feet. If all required information cannot be shown clearly on one plan, the information should be separated as follows:		
[1] Alignment and schedule plan.		
[2] Grading and drainage.		
[3] Landscaping.		
[4] Other, e.g., site utilities.		
(2) Natural features:		
(a) Existing contours with intervals of two feet or less, referred to mean sea level as per United States Geological Survey datum.		
(b) Boundaries of any areas subject to flooding or stormwater overflows, tidal bays, saltwater marshes, beaches and all freshwater bodies, including wetlands and intermittent streams, perimeter boundaries of shoreline bluffs, dunes and beaches.		
(c) The location of existing natural features, including but not limited to natural drainage swales, watercourses, wooded areas and wetlands, as defined by the New York State Department of Environmental Conservation and the Board of Trustees of Southold Town, marshes, ponds, dunes, bluffs, beaches, kettleholes, escarpments, wildlife habitats, flood hazard areas, erosion-prone areas and trees of six inches in diameter at a point three feet above the trunk base.		
(d) The location of any existing cultural and historical features within 500 feet of the property boundaries.		

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(3) Existing building structures and utilities:		
(a) The locations, dimensions and outlines of all buildings, as defined in § 280-4 of this chapter, and all uses of the site.		
(b) Paved areas, including parking areas, sidewalks and vehicular access between the site and public streets.		
(c) The locations, dimensions, grades and flow directions of any existing culverts, waterlines or sewage disposal systems, as well as other underground and aboveground utility poles and utility lines within and adjacent to the property.		
(d) The location and use of all buildings and structures, including curbcuts, within 200 feet of the boundary of the subject property.		
(4) Proposed construction:		
(a) The location of proposed buildings or structural improvements, indicating setbacks from all property lines and horizontal distances from existing structures.		
(b) The location and design of all uses not requiring structures, such as off-street parking and loading areas and pedestrian circulation.		
(c) The location, direction, power level and time of use for any proposed outdoor lighting or public address systems.		
(d) The location and plans for any outdoor signs must be in accordance with applicable sign regulations.		
(e) The location and details of aprons, curbs, sidewalks, fencing (type and location), and grading, including existing and proposed topography with two-foot contours (on site and 200 feet beyond the property line) and spot elevations for buildings and all structures, drainage calculations, details of drainage structures and watershed areas, where applicable.		
(f) Grading and drainage plans shall be based upon site stormwater retention, in conformance with Chapter 161, Highway Specifications.		
(g) The location and listing of landscaping, buffering and street tree plans, including type, material, size, quantity and location.		
(h) The location of water and sewer mains, electrical service, cablevision and telephone installations, ground transformers, fire wells and fire hydrants and/or any alternate means of water supply and sewage disposal and treatment.		
(i) Building elevations for all facades and floor plans showing the proposed use of floor area.		

Notes:

Site Plan Application elements waivers:
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C. Notwithstanding the foregoing, the Planning Board shall have the discretion to waive any or all of the requirements of this § 280-133 by resolution at a duly noticed public meeting, for those applications involving modifications to existing structures with no substantial change to the existing footprint, where the Planning Board determines that such modifications or any change in use will not require significant changes to existing major site design features, as well as applications involving uses strictly related to agriculture (but excepting retail winery operations), if it determines such requirements are not necessary to protect and maintain the public health, safety, or welfare and to further the objectives set forth in § 280-129.