

TOWN & VILLAGE OF LIMA

7329 East Main Street, Lima, New York 14485
Tel: 624-7911 Fax: 624-6169

OFFICE USE ONLY

Date of Application: _____

(Postmarked or Hand Delivered)

Date of Public Hearing: _____

Date of Final Action: _____

APPLICATION FOR SITE PLAN APPROVAL

SECTION I: APPLICANT INFORMATION (to be filled in by applicant)

	APPLICANT(S)*	OWNER(S) (if not applicant)	ATTORNEY/AGENT
NAME:	_____	_____	_____
ADDRESS:	_____	_____	_____
	_____	_____	_____
TEL./FAX:	_____ / _____	_____ / _____	_____ / _____
E-MAIL:	_____	_____	_____

Applicant's interest in the premises: Owner Lessee Under option to lease or purchase

Applicant must be the property owner. If applicant is lessee or one with an option to lease or purchase the property in question then Owner's signed consent form must be attached.

SECTION II: PROPERTY INFORMATION (to be filled in by applicant)

- Property Address (No. & St.) _____
- Tax Parcel No.: _____
- Current Zoning District: _____
- Is property located within (check all that apply)?
 Historic Preservation Overlay
 Stream Buffer Overlay
 NYS Wetlands
 Federal Wetlands
- Deed restrictions or covenants applying to property: _____
- Has a ZBA variance been granted for this property? Yes No When: _____ For what: _____
- State and Federal permits required if any: _____
- Is there a written violation for this parcel that is not the subject of this application? Yes No
- Description of project (include current and proposed use) _____

- Has the work for which this approval relates already begun? Yes No

SECTION III: FEES

Application Fee (a check for the total amount, payable to: Village or Town of Lima, must accompany this application)
Site Plan Approval: \$225

Address: _____

SECTION IV: DISCLOSURE AND APPLICANT CERTIFICATION

DISCLOSURE

Does any Village officer, employee, or family member thereof have a financial interest in this application?

Yes No

If "yes", the name, address and nature and extent of this interest must be detailed below:

Name: _____

Address: _____

Nature/Extent of Interest: _____

APPLICANT CERTIFICATION

I/we, the property owner(s), or purchaser(s)/lessee(s) under contract, of the land in question, hereby request an appearance before the Planning Board.

By the signature(s) attached hereto, I/we certify that the information provided within this application and accompanying documentation is, to the best of my/our knowledge, true and accurate. I/we further understand that intentionally providing false or misleading information is grounds for immediate denial of this application.

(applicant signature)

Sworn to before me this date:

(applicant signature)

Date: _____

(applicant signature)

Notary Public

SECTION V: REQUIRED SITE PLAN SUBMITTAL CHECKLIST

Listed below are the minimum submittal requirements for site plan application before the Town/Village of Lima Combined Planning Board for a site plan approval. The Planning Board reserves the right to request additional information, as necessary, to support an application. The Planning Board also reserves the right to reject the application if these minimal requirements are not met.

Town/Village staff will review the application and related information as submitted and determine that the application is complete or if additional information is required in order for the Planning Board to adequately review the application. Applicant shall submit any supplementary information requested no later than one week prior to the Planning Board meeting date in order to afford time for review of information prior to the meeting.

The applicant shall submit eight (8) complete sets of all materials.

(for reviewers use) YES NO N/A	MINIMAL SITE PLAN SUBMITTAL SHALL INCLUDE THE FOLLOWING ITEMS:
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Title block with project name & street address of project, name and address of applicant, name and address of property owner of record (if different) and name and address of registered professional map preparer.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Site Plan drawn to a scale of 1:20 and prepared by registered professional engineer, architect or landscape architect, complete with the professional seal affixed to plan.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Site Plan shall include all data, details and supporting information in conformity with Village Site Plan Design Criteria & Construction Specification Manual, dated March 2008. Site Plan shall include a locus map showing site's location within the Village, north arrow, map scale and date prepared.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. Site Plan shall indicate parcel area in acres or square feet, all boundary lines and dimensions of parcel. Indicate all easements, roadways, rail lines and public right of way adjacent to or crossing parcel, Overlay Districts and abutting landowner names & addresses, and land usage. References to prior variances or special use permits.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. Indicate significant (in excess of six inch trunk diameter) existing tree, existing natural features of the site including water courses, protected wetlands, existing contours at min. five foot interval when ground slope exceeds four feet vertical over 100 feet horizontal and all proposed changes with reference to proposed development. 6. Indicate the use, location, size and height of structures and property uses on all properties within 200 feet of subject parcel. Can be provided in form of context map showing ths parcel in relation to its surrounding neighborhood.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	7. Indicate any portion of the parcel that is within a flood plain. Label base flood elevation and floor elevations of all existing and proposed structures.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9. Indicate any portion of the parcel that is to be designated as open space. Label with dimensions or area.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10. Indicate plans to prevent the pollution of surface or ground water and erosion of soil or both during and after construction. Indicate existing and proposed storm water management facilities. Provide storm water management report as required
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	11. Identification of all federal, state, county and local permits/approvals required and provide statement on drawing that project as submitted meets all applicable codes and regulations having jurisdiction.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12. Location and use of all existing and proposed structures within the site or development, including all footprint dimensions, height and floor areas. Label all existing and proposed building setback distances from property boundaries and from primary building if proposed structure is a second building. Indicate percentage of lot coverage of buildings, paved areas, landscaped areas and open space. When buildings are multi- family indicate number and size of dwelling units and number of bedrooms.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13. Location of all existing and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs, fences, paths, landscaping, walls, snow storage and waste disposal containers including type and screening details for waste containers.

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	14. Indicate vehicular and pedestrian circulation with construction materials and details shown. Provide parking layout plan (number all spaces) and identification of all loading areas. Identification of access for physically impaired persons. Provide parking demand calculations. Label existing and proposed spaces. Show traffic flow patterns within property.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	15. Show proposed and existing curb cuts on the site and along the street, median openings, traffic signals and other transportation features within 100 feet of the property's boundaries.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16. When proposing more than ten parking spaces indicate method of snow removal and snow storage areas.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	17. Planning Board may require a detailed traffic study to include: the projected number of motor vehicle trips to or leaving the site; estimate for daily and peak hour traffic levels; projected traffic flow pattern including vehicular movement at all major intersections likely to be affected by the proposed use of the site; impact of this traffic upon existing abutting public and private ways in relation to existing road capacities; existing and proposed daily and peak hour traffic levels and road capacity levels.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	18. A Landscape Plan indicating all proposed changes to the environment, including size and type of plant material locations, existing and proposed street trees and fences.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	19. Show existing and proposed signage location including size, height, materials and design.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	20. Location, height, intensity and bulb type of all external lighting fixtures. Adherence to Lighting Ordinance must be shown, including methods to eliminate glare onto adjoining properties.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	21. Plans shall indicate areas within the proposed site and immediately adjacent property to the proposed site where soil removal or filling is required and indicate volume of soil removed or fill material in cubic yards.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	22. Other: _____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	23.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	24.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	25.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	26. Exterior building elevations drawn at a minimum ¼ inch equals one foot scale, showing all sides exposed to view and showing the location and size of all windows, doors, trim, architectural details and indicating the type of all exterior materials to be used for the proposed structure. Renderings alone are not sufficient.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	27. Indicate all existing and proposed utility services including: electric, gas, telephone, cable, sewer, water, hydrants (show distance to existing hydrants), storm drainage systems including existing & proposed drain lines, culvert, catch basins, headwalls, end walls, manholes and drainage swales.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	28. Indicate soil characteristics on the site and distribution of soil types with reference to proposed development. The Planning Board may also request soil logs, percolation tests and storm water calculation for large or environmentally sensitive developments.