

MINOR SITE PLAN

COMMITTEE REVIEW

§ 190-72. Minor site plans.

B. For minor site plans for which the public hearing is waived pursuant to § 190-44B, the information required by § 190-67 shall not be required, but the information required by Subsection A(1) through (7) (SEE BELOW), plus all of the following information, shall be required:

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(1) Six copies of the appropriate application form(s), completed and signed. If any item on the form is not applicable to the applicant, it shall be indicated on the application form(s) by the words "not applicable," "none" or other appropriate language.

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(2) Written description of the application, including a description of the proposed use, hours of operation, number or nature of employees and improvements, both interior and exterior.

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(3) Receipt indicating that applicable fees and initial escrow deposits are paid.

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(4) Certificate from the Tax Collector indicating that all taxes and assessments for the subject property are paid up to and including the most recent collection period.

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(5) Six copies of the site plan, drawn at an appropriate scale but having no more than 30 feet per inch.

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(6) Six copies of a photograph or photographs showing the existing conditions in the area of the proposed development (e.g., photo of storefront, location of addition, dumpster, fence, etc.).

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(7) Certification from the Zoning Officer that the proposed development complies with all applicable development regulations. If any relief from such regulations is found to be necessary, a public hearing shall be required, and the submission requirements in §§ 190-67 and 190-72A shall apply.

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(8) Certificate from both the Board of Adjustment and the Planning Board indicating the nature and date of prior actions, if any, by the respective Boards affecting the subject property.

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(9) Affidavit of ownership. If applicant is not the owner, applicant's interest in land must be indicated; e.g., tenant, contract/purchaser, lienholder, etc., and permission of property owner to file the application must be submitted.

I = Incomplete

NA = Not Applicable

W = Waiver Granted

C = Complete

A.

I N A W C
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- [] [] [] [] (1) A site plan showing the location and design of existing and proposed improvements, including but not limited to parking, loading, access and circulation improvements, signs, exterior lighting, fences and walls, pavement and landscaping. Improvements need be shown only to the extent that such improvements affect or are affected by the proposed development and/or are necessary to determine compliance with this chapter.
- [] [] [] [] (2) If interior renovations or alterations are proposed, floor plans for existing and proposed buildings, showing the use and layout of internal space, at a minimum scale of one inch per eight feet.
- [] [] [] [] (3) If alterations to the existing building facade are proposed, elevations showing the extent and nature of the construction, including the location and dimensions of walls, doors, windows and signs, and the proposed materials and colors.
- [] [] [] [] (4) If revisions to existing topographic contours or spot elevations are proposed, or if the building entrance or finished floor elevation is proposed to be revised, existing and proposed contours and/or spot elevations portraying the change.
- [] [] [] [] (5) The nature, location and design of any proposed exterior heating, ventilating, exhaust, air conditioning or other equipment serving similar functions, including any exterior ductwork.
- [] [] [] [] (6) If any subsurface stormwater storage/discharge systems are proposed, or other improvements that require discharge of water in the ground, the results of percolation tests shall be submitted with the application, along with test hole locations and soil log information, if determined necessary by the Village Engineer.
- [] [] [] [] (7) A statement from the Village Engineer indicating whether or not the existing sanitary sewer service capacity is adequate for the proposed development and stating whether or not any modifications to the sanitary sewer design for the development are necessary.

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