



SITE PLAN REVIEW CHECKLIST

Pursuant to [§ 138-142 Conceptual site plan](#), please submit fourteen (14) copies of the following:

- (1) A **narrative description of the proposed project**, addressing its scope of operation, purpose, justification and impact on the immediate area of influence, on adjacent land uses, including farm operations, and on the Town in general (traffic generation, population, utilities aesthetics and land use compatibility) and including the following:
 - (a) Address of site (street and number).
 - (b) Name of applicant.
 - (c) Name of proposed tenant/business.
 - (d) Site zoning.
 - (e) Description of existing site and use.
 - (f) Description of intended site development and use.
 - (g) Proposed gross floor area.
 - (h) Building height and number of floors.
 - (i) Number of guest rooms or dwelling units where applicable.
 - (j) Number of employees.
 - (k) Hours and days of operation.
 - (l) Proposed number of parking spaces.
 - (m) Site coverage statistics (building coverage, paved areas, green area, by percentage of site & sq. footage).
 - (n) Impact on adjoining property: noise, visual, drainage, farm operations, environmental resources, other.
 - (o) Anticipated need and impact on services (quantify & discuss impacts): traffic, sewer, water, solid waste.
 - (p) Storage and disposal method of chemicals used (solvents, soaps, etc.).
- (2) A **conceptual site plan** should contain the following:
 - (a) Title block with names of projects, applicant, and map preparer; address of site; date of map; and work record with revision dates.
 - (b) Existing and proposed buildings, other improvements (with building and setback dimensions).
 - (c) Proposed utilities, including lateral locations, sizes and connection points.
 - (d) Proposed landscaping.
 - (e) Proposed parking, circulation, storage, service, display areas, solid waste containment/recycling areas; label minimum parking setbacks from lot lines and buildings.
 - (f) Number of parking spaces, incl. handicapped spaces as required by NYS Uniform Fire Prev & Bldg Code.
 - (g) Analysis of parking requirement.
 - (h) Access location.
 - (i) Proposed drainage concept.
 - (j) Approximate limits of clearing and grading and all areas proposed to have soil disturbance.
 - (k) Existing/proposed easements.
 - (l) Site coverage statistics (building coverage, green area, and paved areas by percentage of site & sq. ft).
 - (m) Building height and number of floors.
 - (n) Identification of zoning district, location within a certified NYS Ag District, and adjacent land uses.
- (3) Environmental assessment form (optional at this stage).
- (4) Agricultural data statement (optional at this stage).



Pursuant to [§ 138-143 Application for Site Plan approval](#), please submit fourteen (14) copies of the following:

A. Site plan submissions checklist.

- (1) Title of drawing, including name and address of the applicant and person responsible for preparation of such drawing.
- (2) North arrow, scale and date and location map.
- (3) Boundaries of the property plotted to scale.
- (4) Existing wetlands, floodplains, watercourses, critical habitats, or critical environmental areas as may be present or other pertinent natural features on the parcel.
- (5) Owners and use of adjacent lands.
- (6) Existing zoning and zoning district requirements, and located within a NYS Ag Dist.
- (7) Site area in acres and square feet.
- (8) Existing utilities (location and size).
- (9) Location of all easements.
- (10) Site coverage statistics.
- (11) Proposed finished floor elevations.
- (12) Limits of grading and clearing.
- (13) Grading and drainage plan, showing existing and proposed topography at minimum two-foot contour intervals, extending 50 feet from the site, and based on a NAVD 1929 benchmark (shown on plan).
- (14) Location, proposed use, design, dimensions and height of all buildings, including building setback dimensions to each lot line.
- (15) Location, design and construction materials of all parking and truck loading areas, number of parking spaces and showing ingress and egress.
- (16) Provision for pedestrian access/parking for handicapped.
- (17) Location and design of outdoor storage, if any.
- (18) Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, surface treatments and fences.
- (19) Description of the method of sewage disposal and location, design and construction materials of such facilities.
- (20) Description of the method of stormwater collection and location, design and construction materials of such facilities. Such design shall meet all Stormwater Pollution Prevention standards as may be required by NYS Department of Environmental Conservation.
- (21) Description of the method of securing public or private water and location, design and construction materials of such facilities.
- (22) Location of fire and other emergency zones, including the location of fire hydrants.
- (23) Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy.
- (24) Location, size and design and construction materials of all proposed signs.
- (25) Location and proposed development of all buffer areas, including existing vegetative cover.
- (26) Location and design of outdoor lighting facilities.
- (27) Location of service and equipment, HVAC, refuse, loading, recycling.
- (28) Designation of the amount of building area proposed for retail sales or similar commercial activity.
- (29) General landscaping plan and planting schedule.
- (30) Other elements integral to the proposed development as requested by the Planning Board, incl. identification of any state/county permits required for the project's execution.
- (33) Environmental assessment form, with Part 1 completed and signed by applicant.
- (34) Site photographs showing existing conditions.



B. Additional submission requirements.

- (1) Stormwater. The submission requirements and standards set forth in Chapter **91**, Stormwater Management and Erosion and Sediment Control, of the Town Code shall apply and be adhered to by the applicant. Note that the Town may require establishment of a stormwater district if post-construction stormwater management practices pursuant to Chapter **91** will be dedicated to the Town of Ballston. The stormwater management and stormwater pollution prevention plans shall be prepared in compliance with the Stormwater Design Manual of the New York State Department of Environmental Conservation State Pollutant Discharge Elimination System (SPDES) program and with the requirements of the Environmental Protection Agency's Phase II National Pollutant Discharge Elimination System (NPDES) regulations.
 - (2) The applicant shall submit an existing conditions diagram showing relevant features, including, but not limited to, those identified in § 138-142. This diagram should also be used to identify the location and direction of the site photographs.
 - (3) Traffic report. The Planning Board shall require a traffic impact analysis if any proposed application will generate 100 vehicles per day. The Planning Board shall identify the study area to be included in the traffic impact analysis and such traffic study shall include the following:
 - (a) Internal traffic flow analysis.
 - (b) Existing and projected average daily traffic and peak hour levels.
 - (c) Existing and projected intersection levels of service (LOS).
 - (d) Directional vehicular flows resulting from the proposed project.
 - (e) Proposed methods to mitigate the estimated traffic impact.
 - (f) Identification of any pedestrian crossing issues.
 - (g) The methodology and sources used to derive existing data and estimations.
 - (4) Visual impact report. The Planning Board may require a visual impact assessment be conducted for any site plan review on a parcel in the Mixed Use Center North and South Districts and the Rural Highway Transition District, and shall require one for a proposed Planned Unit Development District or a Senior Housing District. The visual impact assessment shall be prepared by a registered landscape architect or other qualified professional and shall include:
 - (a) A report that visually illustrates and evaluates the relationship of proposed new structures or alterations to nearby natural landscapes and to pre-existing structures in terms of visual character and intensity/scale of use (e.g., scale, materials, color, door and window size and locations, setbacks, roof and cornice lines, and other major design elements).
 - (b) An analysis of the visual impacts on neighboring properties from the proposed development and alterations, and of the location and configuration of proposed structures, parking areas, open space, and gradient changes.
 - (c) The Planning Board may require use of photo-simulations or balloon tests as part of the visual impact assessment.
- C. Waivers.** On its own initiative or at the request of the applicant, one or more of the above submission requirements may be waived. The intent is not to require information that is not relevant for the purpose of making an informed decision or to become unduly burdensome on those projects where the level of detail is not warranted. As such, the Planning Board has flexibility in its discretion to determine what shall be required as part of the application submissions. Thus, if the Planning Board finds that any of the information requirements as set forth above are not necessary to conduct an informed review, it may waive such information requirements as it deems appropriate. Any such waiver shall be made, in writing, and shall contain statements of the reasons why the waived information requirements are not necessary for an informed review under the circumstances. The Planning Board may grant such waivers on its own initiative or at the written request (that sets forth the specific requirements that are requested to be waived and the reasons for the requested waiver) of an applicant.