

**TOWN OF TUPPER LAKE**  
**SITE PLAN REVIEW CHECKLIST**

1. An area map showing the parcel under consideration for site plan review, and all properties subdivisions, streets, easements adjacent to the boundaries thereof. Such area map shall be oriented to the nearest street or road intersection.
2. A map of site topography at no more than ten (10) feet contour intervals. If general site grades exceed five (5) percent or portions of the site have susceptibility to erosion, flooding or ponding, a soils overlay and a topographic map showing contour intervals of not more than five (5) feet of elevation should additionally be provided.
3. Title of drawing, including name address of applicant and person(s) responsible for preparation of such drawing;
4. North arrow, scale and date;
5. Boundaries or the property plotted to scale;
6. Existing watercourse;
7. Grading and drainage plan, showing existing and proposed contours at an appropriate interval;
8. Location, proposed use and height of all;
9. Location, design and construction materials of all parking and truck loading areas, with access and egress drives thereto;
10. Provision for pedestrian access;
11. Location of outdoor storage and or refuse containment if any;
12. Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences;
13. Description of the method of securing sewage disposal and location, design and construction materials of such facilities;
14. Description of the method of securing water supply and location, design and construction materials of such facilities’
15. Location of fire and other emergency zones, including the location of fire hydrants;
16. Location, design and construction materials of all energy distribution facilities,

17. Location, size, design and construction materials of proposed signage;
18. Location and proposed development of all buffer areas, including identification of existing vegetative cover;
19. Location and design of outdoor lighting facilities, including data regarding lighting levels both within the site and at site boundaries;
20. Designation of the amount of building area proposed for retail sales or similar Commercial activity so that the adequacy of parking and other factors may be reviewed;
21. General landscaping plan and planting schedule;
22. Other elements integral to the proposed development, as considered necessary by the Planning Board, including identification of any State or County permits required for the project's execution.
23. Completion of the Short Environmental Assessment Form (SEQR);
24. Architectural features, color, specified exterior siding material, and elevations;
25. Location and dimension of existing and proposed buildings;
26. Adjacent land uses and physical features to protect those uses;
27. **All documents shall be submitted in digital format as well as two hard copies.**

Town of Tupper Lake  
New York, 12986

**SITE PLAN REVIEW  
APPLICATION**

**FEE: \$75.00**

**ALL APPLICABLE FEES ARE NON-REFUNDABLE**

APPLICANT INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

OWNER INFORMATION (If different than applicant)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PROJECT INFORMATION (Also see page 4)

Name of Project \_\_\_\_\_

Current Use \_\_\_\_\_

Proposed Use \_\_\_\_\_

Area of Proposed Structure \_\_\_\_\_

Area of Existing Structure(s) \_\_\_\_\_

Number of New Lots or Units (if applicable) \_\_\_\_\_

Estimated Total Project costs \_\_\_\_\_

Demolition Planned \_\_\_\_\_

Other Permits \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Site Plan Information Checklist

(A complete site plan will include all of the following)

- \_\_\_\_\_ Scale 1" = 20' or less
- \_\_\_\_\_ Existing Fences, walls, signs, and lighting.
- \_\_\_\_\_ North arrow
- \_\_\_\_\_ Zone District(s) including adjacent properties
- \_\_\_\_\_ Building Location (exist / proposed)
- \_\_\_\_\_ All grading or drainage pattern changes
- \_\_\_\_\_ All existing or proposed utilities (water, sewer, power, telephone, etc.)
- \_\_\_\_\_ Lot lines with setbacks and dimensions (For subdivision areas)
- \_\_\_\_\_ Public use areas on adjoining properties
- \_\_\_\_\_ All existing or proposed easements.
- \_\_\_\_\_ Existing trees over 6" diameter or more, Water bodies, Wetlands, Major landscape features.
- \_\_\_\_\_ Existing or proposed dumpster and/or storage facility sites.
- \_\_\_\_\_ Fire and/or other emergency facilities locations.
- \_\_\_\_\_ General Landscaping Plan and Planting Schedule.
- \_\_\_\_\_ Building Elevations at no less than 1/8" = 1'

The following additional information may be required by the planning board.

- \_\_\_\_\_ Floor area by use for existing and/or proposed structures.
- \_\_\_\_\_ Number of occupants and employees protected and as a result of this project.
- \_\_\_\_\_ Number of seats in restaurant, theatre, or similar facility.
- \_\_\_\_\_ Hours of operating for new commercial, institutional, or other use.
- \_\_\_\_\_ Existing traffic patterns or counts.
- \_\_\_\_\_ Projected traffic patterns or counts as a result of this project.

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### For Office Use Only

**Application fee paid:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Receipt number:** \_\_\_\_\_  
**Received by:** \_\_\_\_\_  
**Recorded:** YES \_\_\_\_\_ NO \_\_\_\_\_

## **PLANNING BOARD APPLICATION CHECKLIST**

- APPLICATION COMPLETED AND SIGNED BY PROPERTY OWNER, MAPS AND DESCRIPTION INCLUDED
- DIAGRAMS – INCLUDE LAYOUT, SIDE AND FRONT ELEVATIONS
- SEQR FORM COMPLETED
- LETTER OR COMMUNICATION, WHICH RESULTED IN APPLICATION TO THE ZONING BOARD OF APPEALS (IF APPLICABLE)
- FEE PAID - \$75.00 PER SINGLE PROJECT – ALL APPLICABLE FEES ARE NON-REFUNDABLE
- ORIGINAL RECEIPT WITH APPLICANT, DUPLICATE WITH PAYMENT
- HEARING DATE SET; PUT ON AGENDA FOR THAT MEETING
- NOTICE OF PUBLIC HEARING
- NOTICE OF PUBLIC HEARING TO APPLICANT AND ADJOINING PROPERTY OWNERS
- NOTICE OF PUBLIC HEARING AND APPLICATION DOCUMENTS TO PLANNING BOARD
- NOTICE OF DECISION
- PERMIT ISSUED (IF APPROVED)