

SITE PLAN REVIEW FORMS PACKET

- **Applicant's Guide to Site Plan Review**
- **Site Plan Review application form**
- **Site Plan approval/disapproval form**
- **Zoning Permit Procedure Guide**
- **Zoning Permit Application**
- **State Environmental Quality Review (SEQR)
Short Environmental Assessment Form (EAF)**

****If you are planning a project that has a strict timetable, please be aware that the Planning Board has time frames for its procedures as well. Please**

take into account the amount of time it takes for Site Plan approval before you begin a project.

Applicant's Guide For Site Plan Review Village of Stamford, Delaware County

The Planning Board of the Village of Stamford has been authorized to review Site Development Plans. This guide has been created in order to help the applicant understand the process and procedure necessary for Site Plan Review.

COMMONLY ASKED QUESTIONS

Q : *When must I apply for Site Plan Review?*

A : Site Plan Review is required for the following:

1. All new buildings and accessory uses, other than one-family and two-family dwellings, in all districts;
2. Parking areas for four (4) or more vehicles;
3. Off-street loading facilities;
4. Required screening or buffer treatment;
5. Building alterations that require additional parking;
6. Special Permit Uses;
7. Extension, enlargement, or expansion of existing structures, other than one or two family dwellings, exceeding 10% of the existing square footage.
8. Any change in the use, other than a single or two family, to a use which has an increased requirement for parking, an increase in impervious surface area, proposes erection of a new sign, proposes establishment of additional exterior lighting or parking, is enlarged, or if the exterior façade is changed.
9. Erection of any sign requiring a sign permit.
10. Erection of any telecommunications tower or device.

Q: *What do I need to do?*

A: Simply follow the directions as provided in this *Applicant's Guide*.

Q: *How long does the entire Site Plan Review process take?*

A: Depending on the size and complexity of the project, and the impacts identified on the State Environmental Quality Review

(SEQR), the review will take between three months and a year. Much depends on how you provide the information. The applicant who takes the time to understand the requirements and supplies ALL required information on time will avoid delays.

Q: *How do I get started?*

A: The **BEST** way to get started is to **contact the Code Enforcement Officer**. Discussions with the Code Enforcement Officer can provide a wealth of information on all aspects of the process. An informal conference with the planning board to discuss general requirements and procedures for site plan review may also be helpful in preparing a formal site plan application. Contact the planning board chairman or the Village Clerk in order to get on the agenda. At this meeting you will be advised of the site plan review requirements. A sketch of your proposal will be helpful during these discussions.

After obtaining the application and paying the appropriate fee through the Village Clerk, the site plan is to be submitted to the Code Enforcement Official at least fourteen (14) days prior to the regularly scheduled meeting of the Village Planning Board. The Code Enforcement Official shall review said application to determine whether it is complete and conforms to the provisions of this Zoning Law. A complete application includes all data listed below in Section 13.7. The Code Enforcement Official shall notify the applicant within fourteen (14) days of receipt of the application if the application is incomplete or not in conformance with applicable zoning requirements. However, in no case shall an application be processed if it is incomplete or does not comply with zoning requirements. When the application is deemed complete, and complies with zoning requirements, the application shall be submitted to the Planning Board by the Code Enforcement Official at least seven (7) days prior to a regularly scheduled Village Planning Board meeting.

Q: *How is my application judged?*

A: The planning board has a list of standards that it must apply to each and every application (Section 13.7 of zoning law). In reviewing and approving a site plan, the board will take into consideration the health, safety, general welfare, comfort, and convenience of the public in general, and of the *residents of the immediate neighborhood in particular*. Standards applied include adequacy of ingress, egress, traffic circulation, parking, screening, and harmony with surrounding buildings and uses, among other things. The planning board may impose conditions which enable it to meet these objectives.

Q: Can the Village Board of Trustees or the Stamford Zoning Board of Appeals reverse the decision(s) of the planning board on a site plan?

A: NO. An aggrieved party can only appeal the decision to the NYS Supreme Court under Article 78 of the Civil Practice Law. Neither the Trustees nor the ZBA have the power to reverse the decision of the planning board on a site plan.

REMINDER:

This guide is a general introduction to the Site Plan Review process. While it was created to help the applicant understand the procedure, it is NOT intended as a substitute for actually **reading the Site Plan Review Law**. Stamford's Site Plan Review Law can be found in Article 13, on pages 56-61 of the Village of Stamford Zoning Law.

Contact Persons

Village Clerk (607) 652-6671

General Procedure for Site Plan Review

1. Meet with the Code Enforcement Officer and/or Planning Board to discuss requirements. (Optional)
2. Submit Site Plan application to Code Enforcement Officer. CEO will determine whether or not the application is complete and complies with all zoning requirements. A complete application includes the application form, application fee (if any), SEQR form, and a site layout plan which contains all required information listed in Section 13.7 of the zoning law. **IN NO CASE SHALL AN APPLICATION BE PROCESSED IF IT IS INCOMPLETE OR DOES NOT COMPLY WITH ZONING REQUIREMENTS.**
3. The Code Enforcement Officer will forward complete applications to the Planning Board seven (7) days before a regularly scheduled Planning Board meeting.
4. The Planning Board will accept complete applications and determine if a public hearing is necessary. If so, a hearing shall be held within 62 days of acceptance of the completed application. Within 62 days of the public hearing, the Planning Board will render a decision to approve, approve with conditions, or disapprove said site plan. If no hearing is held, the Planning Board will render a decision within 62 days of acceptance of the completed application. The time to render a decision may be extended by mutual consent of the Planning Board and the applicant.

Procedures for Site Plan Review

Step 1

Applications for Site Plan Review must be submitted to the Code Enforcement Officer (CEO) at least fourteen (14) days before a regularly scheduled Planning Board meeting. If all zoning requirements have been met, the CEO will forward the application to the Planning Board at least seven (7) days before a regularly scheduled Planning Board meeting. Any application that has not been signed by the Code Enforcement Officer **will not** be reviewed by the Planning Board.

Step 2

At its next meeting, the Planning Board will review the application to determine if all information necessary for the review is provided. If the application is complete, the Planning Board will determine if a public hearing will be necessary. If required, the public hearing date shall be held within sixty-two (62) days from the date the application was received by the Planning Board. The Planning Board always reserves the right to hold a public hearing on an application.

Step 3

The Planning Board has sixty-two (62) days from the date they received the application in which to make a decision. If a public hearing is required, the Planning Board shall render a decision on the application within sixty-two (62) of the public hearing date.

Note:

Site Plan Review is a **process, not an automatic permit approval**. Since the Planning Board only meets once a month (2nd Wednesday), the applicant should expect a two to three week period to pass before the Planning Board will even have an opportunity to review an application. When the Planning Board receives the application, it will schedule the public hearing (if necessary) for the next month's meeting, if possible, but definitely within sixty-two (62) days. The Planning Board sixty-two (62) days after this hearing to make a decision. Depending on the complexity of the application the Planning Board may render a decision the night of the first review session, or may need more time to review all of the information provided. **In a best case scenario, approval of Site Plans takes at least 4-6 weeks from the date the application was submitted. If there are problems or vagueness in the information provided, it could take 4-8 weeks more.** The Planning Board has a mandatory procedure that must be followed, and that procedure takes time.

****If you are planning a project that has a strict timetable, please be aware that the Planning Board has time frames for its procedures as well. Please take into account the amount of time it takes for Site Plan approval before you begin a project.**

Village of Stamford Zoning Law

Article 13 - Site Plan Review

13.7 Information to be provided.

A. Plans submitted to the Code Enforcement Official shall be considered as being ready for review, provided that the following data and information are submitted at the appropriate scale:

1. Plan checklist for all site plans:
 - a. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;
 - b. North arrow, scale and date;
 - c. Boundaries of the property plotted to scale;
 - d. Existing watercourses and bodies of water;
 - e. Location of any slopes of 15% or greater;
 - f. Proposed grading and drainage;
 - g. Location, design, proposed use and height of all buildings and site improvements including culverts, drains retaining walls and fences;
 - h. Location, design and construction materials of all parking and truck loading areas, showing points of entry and exit from site;
 - i. Location of outdoor storage, if any;
 - j. Description of the method of sewage disposal and location of facilities;
 - k. Identification of water sources, if well locate;
 - l. Location, size and design and construction materials of proposed signs;
 - m. Location and proposed development of all buffer areas including existing vegetative cover;
 - n. Location and design of outdoor lighting facilities;
 - o. General landscaping plan.
2. As necessary, the Planning Board may require the following:
 - a. Provision for pedestrian access;
 - b. Location of fire lanes and hydrants;
 - c. Designation of the amount of building area proposed for retail sales or similar commercial activity;
 - d. Other elements integral to the proposed development.

Article 13 - Site Plan Review

13.8 Planning Board Review of Site

In considering and approving the site development plan, the Planning Board shall take into consideration the Village's Comprehensive Plan, the public health, safety and general welfare, the comfort and convenience of the public in general, and of the residents of the immediate neighborhood in particular. The Planning Board may attach such conditions and safeguards as a precondition to approval of such plan as, in its opinion, will further the general purpose and intent of this Zoning Law and be in harmony therewith. The Planning Board's review of the site plan shall include, as appropriate, the following general considerations:

- a. Adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic controls. The Planning Board may require a Traffic Impact Analysis to be conducted when applications proposed traffic increases of more than 100 cars per day.
- b. Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience;
- c. Location, arrangement, appearance and sufficiency of off-street parking and loading;
- d. Location, arrangement, size, and design and general site compatibility of buildings, lighting and signs;
- e. Adequacy of storm water and drainage facilities;
- f. Adequacy of water supply and sewage disposal facilities;
- g. Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise buffer between the applicant's and adjoining lands, including the maximum feasible retention of existing vegetation;
- h. In the case of an apartment complex or other multiple dwelling, the adequacy of usable open space for play areas and informal recreation;
- i. Protection of adjacent or neighboring properties against noise, glare, unsightliness or nuisances;
- j. Protection of solar access on adjacent or neighboring properties;
- k. Adequacy of fire lanes and other emergency zones and the provision of fire hydrants;
- l. Special attention to the adequacy of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
- m. Such other elements as may be reasonably be related to the health, safety, and general welfare of the community.