

Town of Johnsbury Planning Board
Site Plan Review Checklist
Site Plan # _____

1. _____ Fee paid
2. _____ Complete 911 Address and Mailing Address
3. _____ Names and addresses of adjoining landowners
4. _____ Receipts from letters mailed to adjoining landowners
5. _____ Designated Agency Form (if needed)
6. _____ APA Jurisdictional
7. _____ Application sent to the County
8. _____ Received back from the County
9. _____ 8 copies of Site Plan Map including:
 - A. _____ North arrow, scale and date
 - B. _____ Boundaries of property plotted to scale
 - C. _____ Location, size and existing use of buildings and other structures on the premises.
 - D. _____ Location and ownership identification
All adjacent lands including roadways
 - E. _____ Location of steep slopes, wetlands, flood, and erosion prone areas
 - F. _____ Location of trees, shrubs

G. _____ Location of utilities within 100 feet of property line

10. _____ 8 copies of Development Site Plan Map including:

A. _____ Grading and drainage plan

B. _____ Type of construction, exterior
Dimensions of all structures

C. _____ Identification of the amount of gross floor area proposed for retail sales and services, offices, etc.

D. _____ Location, type of construction for parking and truck loading areas, showing access and egress points

E. _____ Provision for pedestrian access, including public and private sidewalks if applicable.

F. _____ Location and intended use of outdoor storage

G. _____ Location and construction improvements including drains, culverts, berms, retaining walls, Fences, patios, decks

H. _____ Method and location of sewage disposal

I. _____ Water System

J. _____ Fire Suppression Plans (sprinklers)

K. _____ Location, size, lighting and design of sign

L. _____ Location of existing and proposed lighting

M. _____ Proposed planting plan

11. _____ Do we need to schedule a Public Hearing

Town of Johnsburg

Application for Site Plan Approval

Name of Proposed Development or Use:

Applicant: Name: _____ Plans Prepared By: Name _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Owner: (if Different) must submit an Agency Designation Form

Name: _____ if more than one owner, provide Information for each

Address: _____

Telephone: _____

Tax Map Description: Section _____ Block _____ Lot _____

Current Town of Johnsburg Zoning Classification: _____

Current APA Land Classification: _____

State and Federal Permits needed: (list type and appropriate department)

Proposed Use(s) of Site:

Total Site Area: (square feet or acres) _____

Anticipated Construction Time: _____

Will Development be Staged: _____

Estimated Cost of Proposed Improvements: _____

Anticipated increase in number of residents, shoppers, employees, etc. (as applicable)

Describe proposed use: including primary and secondary uses; ground floor area; height; and number of stories for each proposed structure:

Residential Structures: (include number of dwellings units by size, ex. efficiency, one-bedroom, two-bedroom, three- or more bedrooms) and number of parking spaces to be provided.

Nonresidential Structures: (include total floor area and total sales area; number of automobile and truck parking spaces.

(use a separate sheet if needed)

Application is not considered complete until ZEO Inspects the Site and Indicates Compliance

Current Land use of Site: (residential, commercial, agriculture, undeveloped, etc.)

Current Condition of Site: (buildings, wooded, brush, etc.)

Character of Surrounding Lands:(residential, commercial, open space, agriculture, wetlands, etc.)

Attach a map and plan of the site showing the following:

- 1. Location, dimensions, description and setbacks of all existing or proposed structures.
- 2. Location, dimensions and description of all existing or proposed parking areas, driveways, internal roads and sidewalks
- 3. Location, dimensions and description of all existing or proposed signs in accordance to the town sign ordinance.
- 4. Location and description of all existing or proposed lighting.
- 5. Relationship of the site to adjoining state, county, town or private roads and sidewalks.
 - a. New Driveway Cuts need a permit from the Highway Superintendent as stated in Town Resolution #127/1988

Fee Scheduling:

Site Plan Review:

- a. 0-2,500 Square Foot Building \$100
- b. 2,501s.f.- 10,000 Square Foot Building \$250
- c. 10,001 + Square Building \$500

Review fee payable prior to final approval.

The actual cost of Legal and Technical Review, included but not limited to review by the Town's attorney or engineer, shall be borne by the Applicant.

Inspected _____ ZEO Ed Tuttle (518) 251-2421

Ed Tuttle _____

Date: _____

GIS Parcel Maps available at Town Hall, Assessor's Office,
219 Main Street, North Creek, NY 12853
Tel. (518) 251-5559