

## Site Plan Review Application Procedure

### Site Plan Requirements.

Materials for Site Plan Review shall be submitted to the Planning Department at least fifteen (15) days in advance of the Planning Board meeting and shall include;

1.   X   Site Plan Application (Received);          Complete
  2.   X   Site Plan of the proposed land use activity (Details below)
  3.   X   SEQR For: Completed and signed Short Environmental Assessment Form, Part 1 (SEAF), or Long Environmental Assessment For, Part I (LEAF). (Consult with Planning Department as to which to submit)
  4.   X   Agricultural Data Statement if site is in an Agricultural District
  5.   X   Payment of Application Fee
  6.   X   Applicant should be provided with "information regarding Lansing Pathway Planning".
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The Application and Site Plan shall contain the following information:

- a.   X   Name and address of the landowner of record and the applicant, if not the same. Scale of the drawing(s), north arrow, and date.
- b.   X   An identification map showing the location and orientation of the proposed development relative to the local road system and pathway plan (See information regarding Lansing Pathway Planning). A tax map or USGS map is adequate for this purpose.
- c.   X   Location of the site in relation to abutting properties and roads. Show existing property lines, right-of-way, easements and the names of current owners of adjacent property and property on the opposite side of the road serving the site. County tax records can be used for this purpose.
- d.   X   Gross acreage of the parcel to be developed.
- e.   X   Existing building and land uses on the site and on adjacent properties.
- f.   X   Proposed buildings and land uses, off-street parking areas, access and egress drives, buffer strips or screening, and any new roads to be built.
- g.   N/A   The location of any floodplain designated by the National Flood Insurance Program.
- h.   N/A   The location of any areas either recognized or designated by the Town of Lansing Planning Board as Unique Natural Areas as may be set forth in the Tompkins County Inventory of Unique Natural Areas.
- i.   X   Indication of existing and proposed topography and drainage systems for the site when this is a consideration.
- j.   X   Proposed storm water drainage from the site. Natural drainage ways shall be maintained whenever possible or replaced. The amount of storm water draining onto or across adjacent properties shall not be increased. Any activity disturbing more than one (1) acre of land shall be

required to obtain a SPDES Storm Water Phase II Construction Permit from the New York State Department of Environmental Conservation.

- k.  Erosion and Sediment Control Plan as described in the Stormwater and Erosion Control Law (LL# 6 of 2009) (WILL BE PROVIDED WITH FULL SUBMISSION)
- l.  Proposed water source and sewage disposal system. (More detail will be provided with full submission)
- m.  The location, size and type of any proposed site lighting and signs. (installed so as to prevent glare on adjacent properties and roads) and signs.
- n.  A landscaping plan, if any. Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise-detering buffer between the proposed use and adjoining uses or properties. When appropriate, existing trees shall be conserved and integrated into the landscaping plan. (More detail will be provided with full submission)
- o.  Brief statement describing the project and the type of exterior building material to be used.  
(Note: Shown on elevations)
- p.  Location of any proposed sidewalks, walkways, pathways or trail easements.

The Planning Board's statement may include recommendations of modifications to be incorporated into the final site plan, and conformance with said modifications shall be considered a condition of approval. If the preliminary site plan is disapproved, the Planning Boards' statement shall contain the reasons for such findings. In such a case, the Planning Board may recommend further study of the site plan and resubmission.

Any of the above site plan application requirements may, on the applicant's request, be waived by the Planning Board if circumstances warrant. The Planning Board may also request the applicant to submit additional information when this is necessary to make an informed judgment about the proposal. Such additional information, and the need for it, shall be agreed to by the applicant.

**Waiver of requirements: Town Law Section 274-a (5)**

The town board may further empower the authorized board to, when reasonable, waive any requirements for the approval, approval with modifications or disapproval of site plans submitted for approval. Any such waiver, which shall be subject to appropriate conditions set forth in the ordinance or local law adopted pursuant to this section, may be exercised in the event any such requirements are found not to be requisite in the interest of the public health, safety or general welfare or inappropriate to a particular site plan.