



BUILDING DEPARTMENT
VILLAGE OF GREENPORT
 236 Third Street, Greenport, NY 11944

IS PROPERTY IN THE HISTORIC DISTRICT?
 IF YES, PLEASE SEE CHECKLIST ITEM 8
 ON PAGE 4.

SITE PLAN REVIEW APPLICATION

Applicant

NAME: _____
 IF A CORPORATION,
 NAME AND ADDRESS OF AUTHORIZED OFFICER: _____
 ADDRESS: _____

 SIGNATURE: _____ DATE: _____
**STATE IF APPLICANT IS OWNER, LESSEE, AGENT, ARCHITECT, ENGINEER, BUILDER,
 GENERAL CONTRACTOR, ELECTRICIAN, and PLUMBER, OR OTHER:**

Owner

NAME: _____
 ADDRESS: _____
 _____ PHONE: _____

Location Of Site

TAX MAP DISTRICT:	SECTION:	BLOCK:	LOT:
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STREET ADDRESS: _____

Project Description

Residential _____ Commercial _____
 PROPOSED STARTING DATE: _____ PROPOSED COMMERCIAL DATE: _____
 PROJECT DESCRIPTION (UTILITY HOOK UP, STRUCTURES, USES) _____

 PROPERTY IS ZONED _____ R-1 _____ R-2 _____ CR _____ WC _____ CG

PROJECT WILL REQUIRE THE FOLLOWING PERMITS:
VILLAGE OF GREENPORT:

_____ BUILDING PERMIT _____ WETLANDS PERMIT _____ ZBA VARIANCE

OTHER AGENCIES:

_____ SUFFOLK COUNTY PLANNING BOARD

_____ N.Y.STATE D.E.C.

_____ U.S. ARMY CORPS OF ENGINEERS

_____ SUFFOLK COUNTY HEALTH DEPARTMENT

_____ N.Y. STATE DEPT OF STATE COASTAL ZONE MANAGEMENT

REQUIREMENTS FOR A PRESUBMISSION CONFERENCE

PRIOR TO THE SUBMISSION OF A SITE DEVELOPMENT PLAN, THE APPLICANT SHALL MEET IN PERSON WITH THE PLANNING BOARD. THE PURPOSE OF SUCH CONFERENCE SHALL BE TO DISCUSS PROPOSED USES OR DEVELOPMENT IN ORDER TO DETERMINE WHICH OF THE SITE DEVELOPMENT PLAN ELEMENTS LISTED IN SUBSECTION BELOW SHALL BE SUBMITTED TO THE PLANNING BOARD IN ORDER FOR SAID BOARD TO DETERMINE CONFORMITY WITH THE PROVISIONS.

LEGAL DATA:

- (A) LOT, BLOCK AND SECTION NUMBERS OF THE PROPERTY, TAKEN FROM THE LATEST TAX RECORDS.
- (B) THE NAME AND ADDRESS OF THE OWNER OF RECORD.
- (C) THE NAME AND ADDRESS OF THE PERSON, FIRM OR ORGANIZATION PREPARING THE MAP.
- (D) THE DATE, NORTH POINT, AND WRITTEN AND GRAPHIC SCALE.
- (E) A SUFFICIENT DESCRIPTION OF INFORMATION TO DEFINE PRECISELY THE BOUNDARIES OF THE PROPERTY. ALL DISTANCES SHALL BE IN FEET AND TENTHS OF A FOOT. ALL ANGLES SHALL BE GIVEN TO THE NEAREST 10 SECONDS OR CLOSER. THE ERROR OF CLOSURE SHALL NOT EXCEED ONE IN 10,000.
- (F) THE LOCATIONS, NAMES AND EXISTING WIDTHS OF ADJACENT STREETS AND CURB LINES.
- (G) THE LOCATIONS AND OWNERS OF ALL ADJOINING LANDS AS SHOWN ON THE LATEST TAX RECORDS.
- (H) THE LOCATION, WIDTH AND PURPOSE OF ALL EXISTING AND PROPOSED EASEMENTS, SETBACKS, RESERVATIONS AND AREAS DEDICATED TO PUBLIC USE WITHIN OR ADJOINING THE PROPERTY.
- (I) A COMPLETE OUTLINE OF EXISTING DEED RESTRICTIONS OR COVENANTS APPLYING TO THE PROPERTY.
- (J) EXISTING ZONING.

NATURAL FEATURES:

- (A) EXISTING CONTOURS AT INTERVALS OF FIVE FEET OR LESS, REFERRED TO A DATUM SATISFACTORY TO THE BOARD.
- (B) APPROXIMATE BOUNDARIES OF ANY AREAS SUBJECT TO FLOODING OR STORM WATER OVERFLOWS.
- (C) THE LOCATION OF EXISTING WATERCOURSES, MARSHES, WOODED AREAS, ROCK OUTCROPS, ISOLATED TREES WITH A DIAMETER OF 12 INCHES OR MORE MEASURED THREE FEET ABOVE THE BASE OF THE TRUNK AND OTHER SIGNIFICANT EXISTING FEATURES.

EXISTING STRUCTURES AND UTILITIES:

- (A) THE LOCATION OF USES AND OUTLINES OF STRUCTURES, DRAWN TO SCALE, ON THE LOT AND WITHIN 100 FEET OF THE LOT LINE.
- (B) PAVED AREAS, SIDEWALKS AND VEHICULAR ACCESS BETWEEN THE SITE AND PUBLIC STREETS.
- (C) THE LOCATIONS, DIMENSIONS, GRADES AND FLOW DIRECTION OF EXISTING SEWERS, CULVERTS AND WATER LINES AS WELL AS OTHER UNDERGROUND AND ABOVEGROUND UTILITIES WITHIN AND ADJACENT TO THE PROPERTY.
- (D) OTHER EXISTING DEVELOPMENT, INCLUDING FENCES, LANDSCAPING AND SCREENING.
- (E) THE LOCATION OF HISTORIC BUILDINGS OR STRUCTURES ON OR ADJACENT TO THE SITE.

PROPOSED DEVELOPMENT:

(A) THE LOCATION OF PROPOSED BUILDINGS OR STRUCTURAL IMPROVEMENTS.

(B) THE LOCATION AND DESIGN OF ALL USES NOT REQUIRING STRUCTURES, SUCH AS OFF-STREET PARKING AND LOADING AREAS.

(C) THE LOCATION AND PLANS FOR ANY OUTDOOR SIGNS.

(D) THE LOCATION, DIRECTION, POWER AND TIME OF USE FOR ANY PROPOSED OUTDOOR LIGHTING OR PUBLIC-ADDRESS SYSTEMS.

(E) THE LOCATION AND ARRANGEMENT OF PROPOSED MEANS OF ACCESS AND EGRESS, INCLUDING SIDEWALKS, DRIVEWAYS OR OTHER PAVED AREAS; PROFILES INDICATING GRADING AND CROSS SECTIONS SHOWING WIDTH OF ROADWAY, LOCATION AND WIDTH OF SIDEWALKS AND LOCATION AND SIZE OF WATER AND SEWER LINES.

(F) ANY PROPOSED GRADING, SCREENING AND OTHER LANDSCAPING, INCLUDING TYPES AND LOCATIONS OF PROPOSED STREET TREES.

(G) THE LOCATION OF ALL PROPOSED WATER LINES, VALVES AND HYDRANTS AND OF ALL SEWER LINES OR ALTERNATED MEANS OF WATER SUPPLY AND SEWAGE DISPOSAL, INCLUDING PUMP-OUT FACILITIES, AND TREATMENT.

(H) AN OUTLINE OF ANY PROPOSED DEED RESTRICTIONS OR COVENANTS.

(I) ANY CONTEMPLATED PUBLIC IMPROVEMENTS ON OR ADJOINING THE PROPERTY.

(J) IF THE SITE DEVELOPMENT PLAN INDICATES ONLY A FIRST STATE, A SUPPLEMENTARY PLAN SHALL INDICATE ULTIMATE DEVELOPMENT.

(K) A DRAINAGE PLAN WHICH DEMONSTRATES THE CONTAINMENT OF SURFACE WATER RUNOFF ON THE SITE DURING AND AFTER CONSTRUCTION TO ENSURE THAT SURFACE WATER RUNOFF DOES NOT DISCHARGE INTO SURFACE WATER BODIES OR WETLANDS OR CAUSE FLOODING.

(L) THE LOCATION OF PEDESTRIAN WALKWAYS THAT PROVIDE PUBLIC ACCESS TO THE WATERFRONT IN INSTANCES WHERE A DEVELOPER OF A WATERFRONT PARCEL HAS OFFERED,(AND THE PLANNING BOARD HAS ACCEPTED), SUCH ACCESS FOR PUBLIC USE.

(M) ANY OTHER INFORMATION DEEMED BY THE PLANNING BOARD NECESSARY TO DETERMINE CONFORMITY OF THE SITE DEVELOPMENT PLAN WITH THE INTENT AND REGULATIONS OF THIS CHAPTER.

WHICH MAY INCLUDE, BUT IS NOT LIMITED TO:

- BUILDING ELEVATIONS
- FLOOR PLANS
- LANDSCAPE PLANS
- LOCATION OF FUEL TANKS
- FENCING, HEIGHT AND STYLE AND MATERIAL.

CHECKLIST OF ITEMS THAT SHOULD BE PREPARED AND SUBMITTED WITH APPLICATION FOR SITE PLAN APPROVAL TO VILLAGE OF GREENPORT PLANNING BOARD

1. ORIGINAL AND SEVEN (7) COPIES OF THIS APPLICATION.
2. SURVEY.
3. IF OTHER THAN OWNER MAKES APPLICATION, SUBMIT WRITTEN CONSENT OF OWNER.
4. PRIOR EXISTING RESTRICTIVE COVENANTS WHICH REGULATE USE OF SUBJECT LANDS.
5. ENVIRONMENTAL ASSESSMENT FORM.
6. SITE PLAN APPLICATION FEE.
7. PRESUBMISSION CONFERENCE CHECK LIST.
8. COMPLETE HISTORIC PRESERVATION APPLICATION (FORM HPC-1) IF A BUILDING PERMIT OR SAIGN PERMIT IS REQUIRED.

PLANNING BOARD APPLICATION AUTHORIZATION

(WHERE APPLICANT IS NOT THE OWNER)

I, _____ RESIDING AT _____
(PRINT PROPERTY OWNER'S NAME) (MAILING ADDRESS)

DO HEREBY AUTHORIZE _____
(AGENT)

TO APPLY FOR VARIANCE(S) ON MY BEHALF FROM THE GREENPORT VILLAGE PLANNING BOARD. THE PROPERTY IS LOCATED AT _____, GREENPORT, NY.

SCTM # 1001- _____.

SIGNATURE:

PRINTED:

DATE:

APPLICANT SHALL BE RESPONSIBLE FOR ALL CONSULTING FEES. VILLAGE CODE SECTION 150-40