

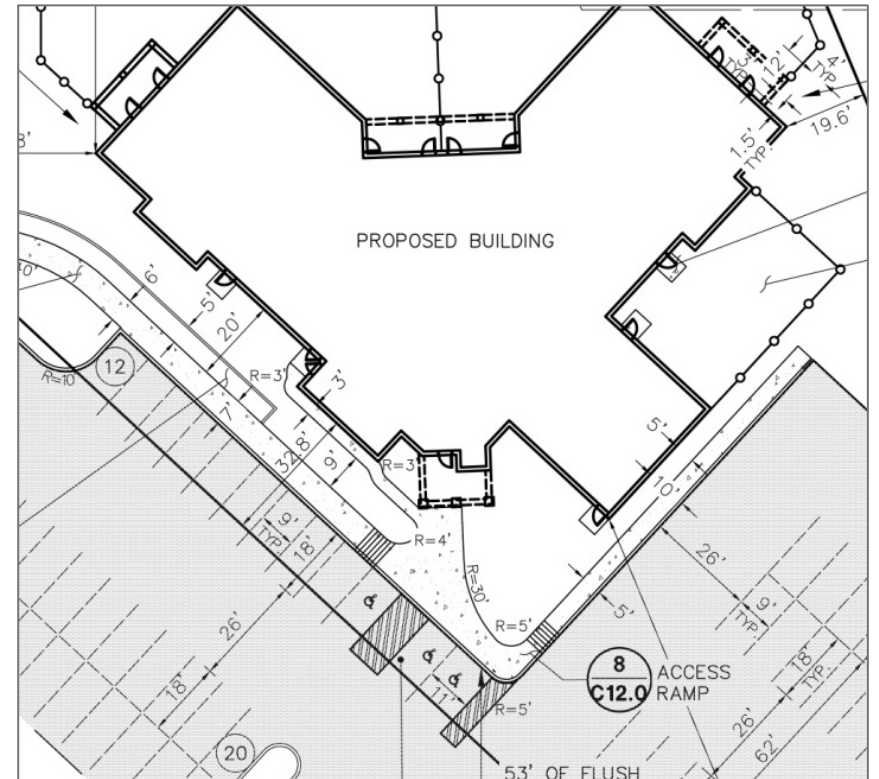


**Department of State**  
Local Government

# **SITE PLAN REVIEW**

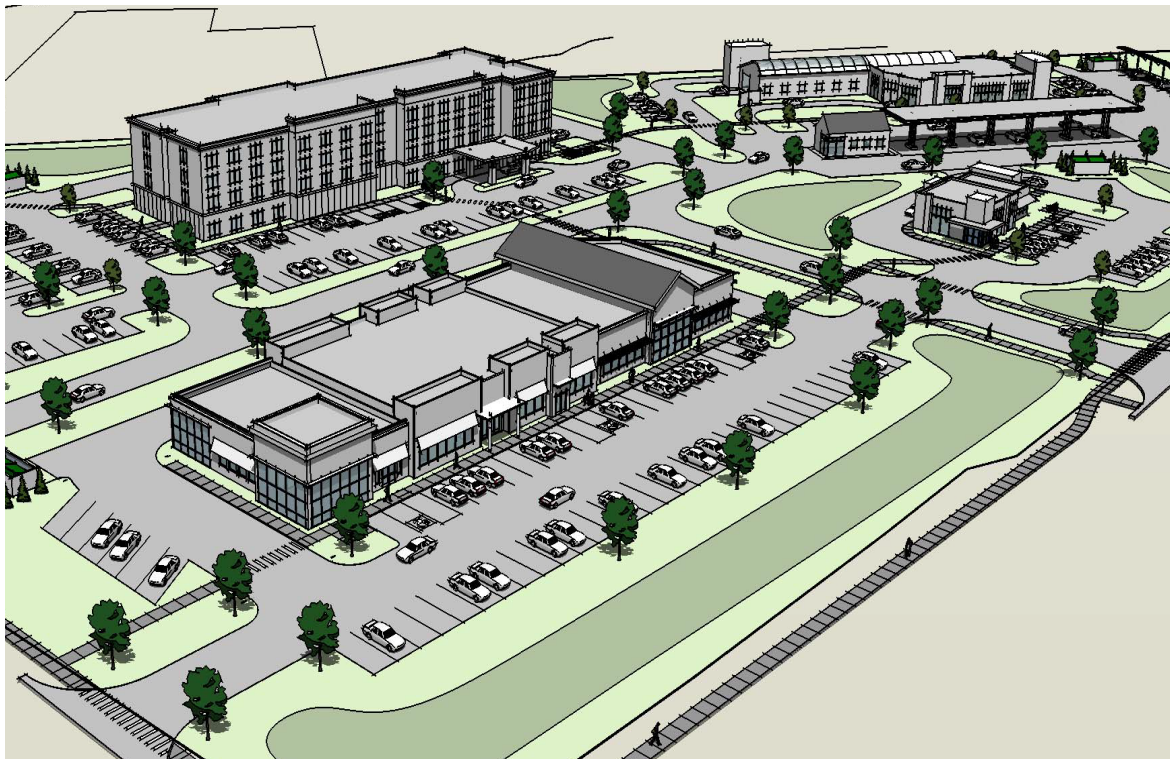
# Site plan defined

- **Rendering, drawing, or sketch** prepared to specifications, containing necessary elements (listed in zoning ordinance or local law), **which shows the arrangement, layout and design of the proposed use of a single parcel of land as shown on plan**



General City Law § 27-a  
Town Law § 274-a  
Village Law § 7-725-a

# Goal: Good Project Design



- Focus is on development of a single project/parcel
- Can be used without zoning
- Applicable to many uses
- Consider goals of the Comprehensive Plan
  - Protecting character, walkability etc.

# Designating review board

Governing board may retain review authority or delegate authority to review some, or all uses to another board:

- Planning board
- Zoning board of appeals as “original” jurisdiction
- Other authorized boards

Once delegated, decisions are not appealed to the governing board

# Local site plan review regulations

- Specify review board
- Specify activities requiring site plan approval
- Specify submission requirements
- Provide elements or criteria for review
- Provide local process for review
  - Public hearings not required by statute
- Indicate who will enforce conditions (if not part of zoning)

# Common Activities Requiring Review

- Threshold based on activity anywhere in the community and/or location using zoning districts or overlays

| Use Table                                 |     |     |     |    |    |   |     |    |     |              |
|-------------------------------------------|-----|-----|-----|----|----|---|-----|----|-----|--------------|
|                                           | CBD | UMU | NMU | RM | R1 | I | IMU | LC | MUC | Supp<br>Regs |
| <b>a. Residential</b>                     |     |     |     |    |    |   |     |    |     |              |
| Dwelling, single-family detached          |     |     | P   | P  | P  |   |     |    |     |              |
| Dwelling, single-family attached          |     |     | P   | P  |    |   |     |    |     |              |
| Dwelling, two-family                      |     |     | P   | P  |    |   |     |    |     |              |
| Dwelling, multifamily                     |     | P   | P   | S  |    |   |     |    | P   |              |
| Dwelling, apartment buildings             | S   | S   | S   | SP |    |   | S   |    | S   |              |
| Dwelling, accessory unit                  |     |     | P   | P  | SP |   |     |    |     | X            |
| Dwelling, mixed-use (small)               | P   | P   | P   |    |    |   | P   |    |     |              |
| Home occupation, minor                    | P   | P   | P   | P  | P  |   | P   |    | P   | X            |
| Home occupation, major                    |     | P   | P   | S  |    |   | P   |    | P   | X            |
| Community residential facility/group home |     |     | SP  | SP | SP |   |     |    | S   |              |
| Student housing                           | S   | S   | P   |    |    |   | P   |    | P   |              |
| Live-work unit                            | S   | S   | D   |    |    |   | P   |    |     |              |

# Common Activities Requiring Review

- Multi-family and nonresidential
- Typically exempt: Single- and two-family dwellings, agricultural activities, common residential accessory structures, routine maintenance
- Project size threshold may exempt minor new development
- A change in use with no proposed site changes can require review if included in a local law

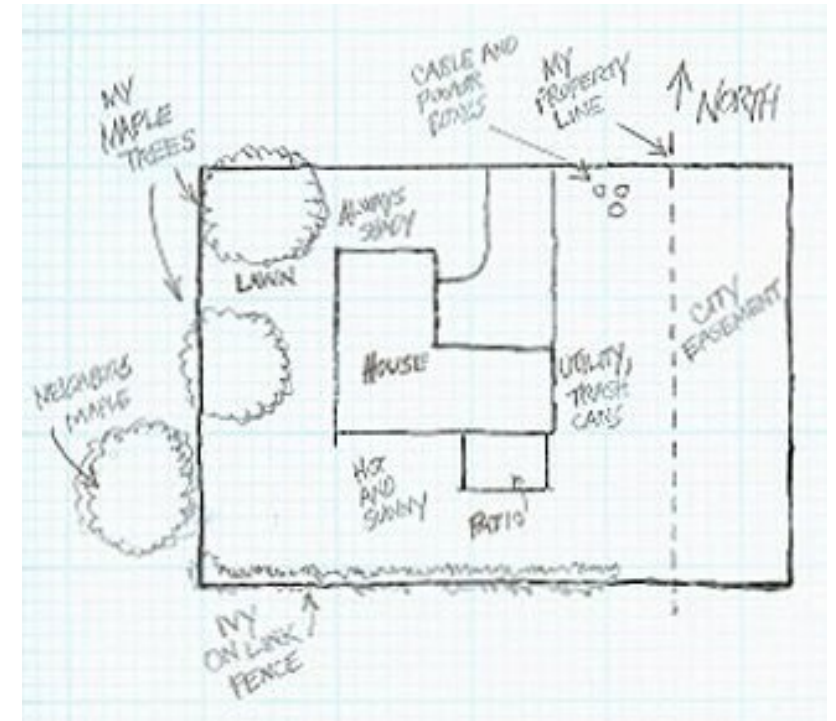
# Professional project review services

- Review costs may be charged to applicant if locally authorized
- Local regulations can specify pre-established fees

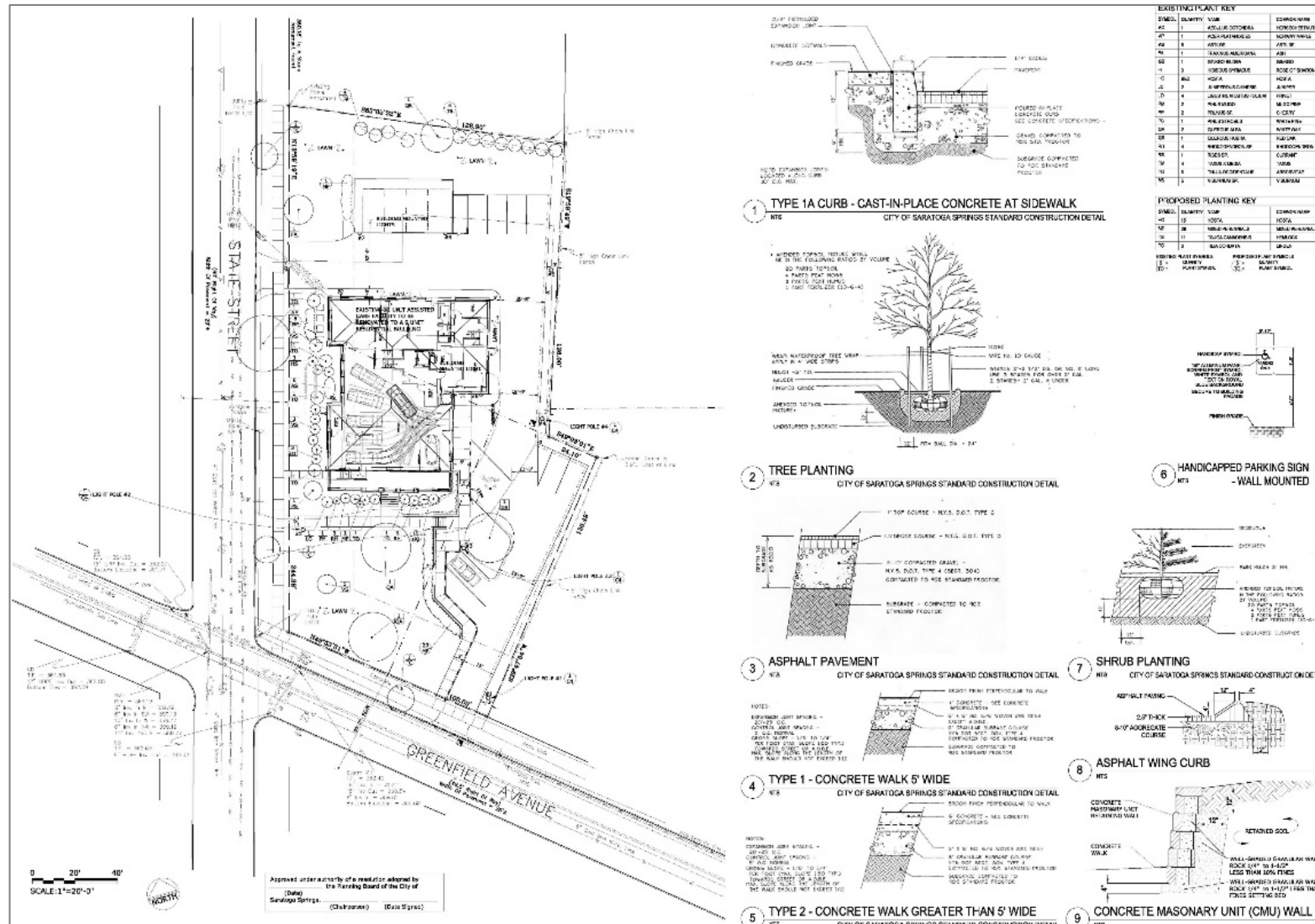
Office of State  
Comptroller  
Opinion 90-14

# What constitutes a site plan?

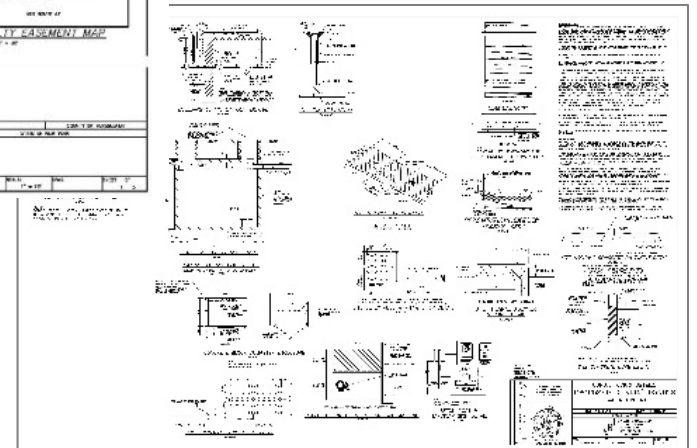
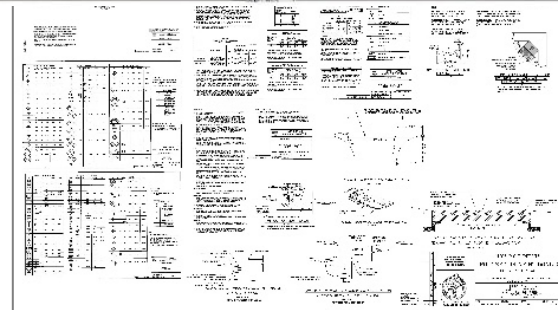
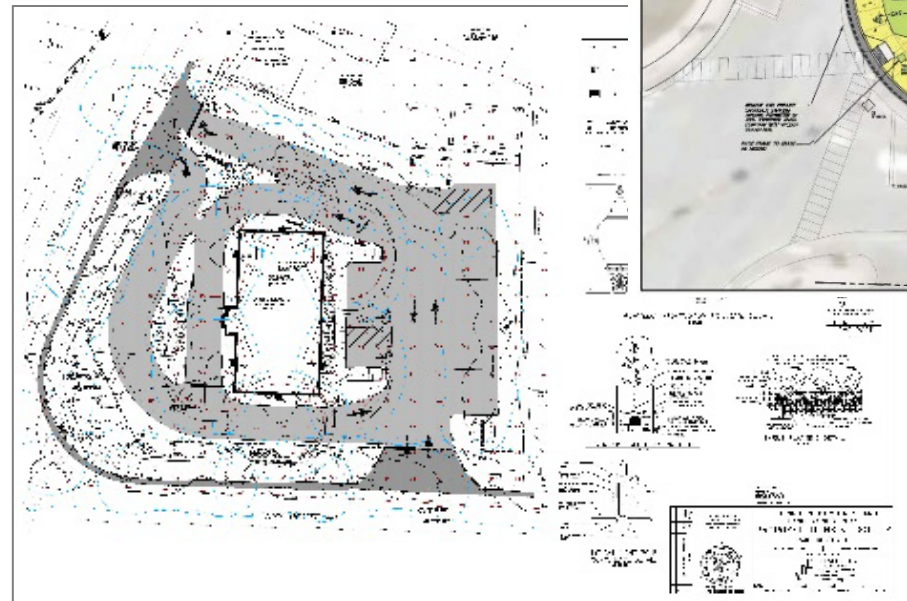
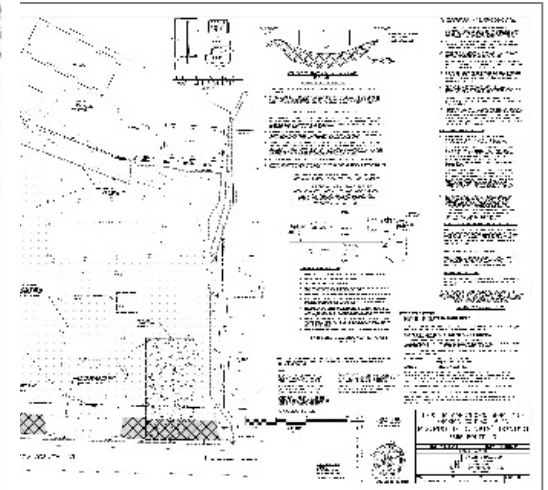
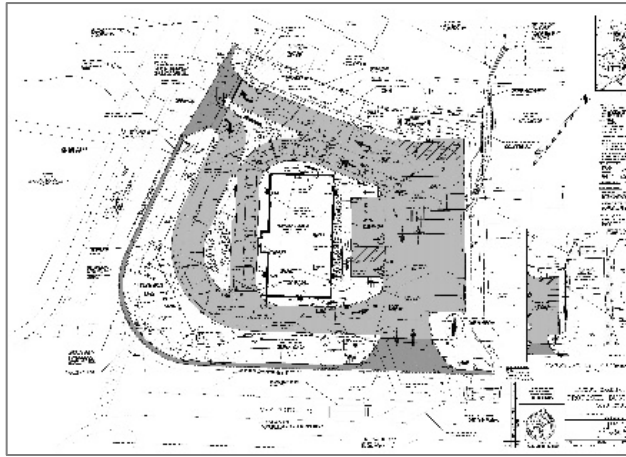
- What does local site plan law require?
- At a minimum, law should authorize review board to require plans developed by a licensed surveyor, engineer etc.
- Pros of requiring stamped plans for all:
  - More consistency and accuracy in submissions – avoids the “back of the napkin”
  - Difficult to decide what projects must have stamped plans
- Cons: expensive and time consuming for small projects



# It could be one drawing ....



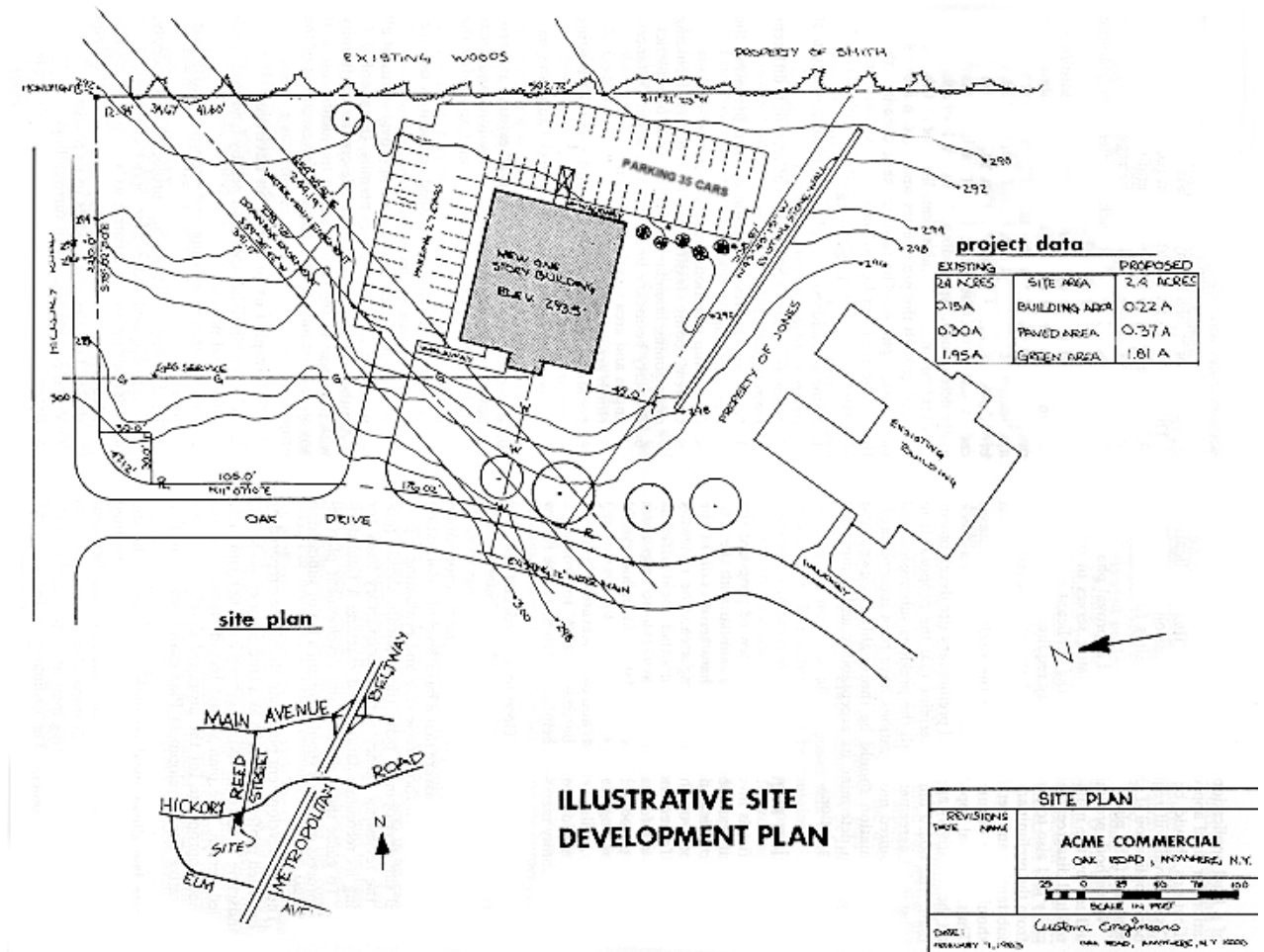
# Or many...



# Site plan layout & materials

## Base plan elements:

- Survey map
- Location map
- Scale
- Title block
- Project data table
- Adjacent landowners/uses
- Existing physical/natural features
- ROWs and easements
- Topography



# **ELEMENTS FOR REVIEW**

# Examples of elements for review

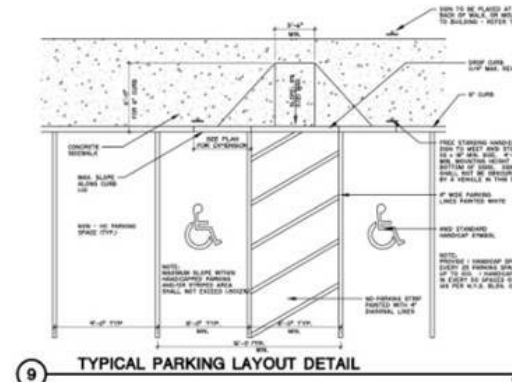
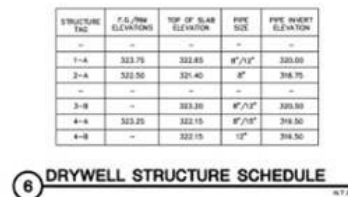
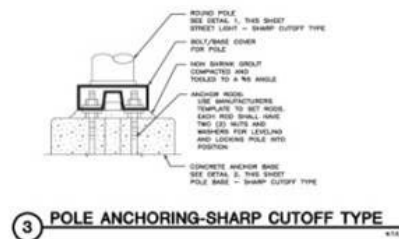
- Building & accessory structure placement
- Architectural features
- Proposed grades & contours
- Sewage & storm drainage
- Traffic, access, parking, loading, snow storage
- Bike & pedestrian amenities
- Utilities, lighting, signage
- Greenspace, landscaping & screening
- Relationship with adjacent uses; noise

**What can be reviewed?**



**Only elements specified by governing board in law or ordinance**

- Utilities
- Stormwater
- Parking
- Landscaping
- Access
- Sidewalks
- Signage
- Lighting



DECEMBER  
 18, 1998  
 For City Commencement  
 11:30 AM  
 For City Commencement  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Project: 80078  
 Date: 10/15/98  
 CAD #: 00078000  
 Drawing  
**S-6**

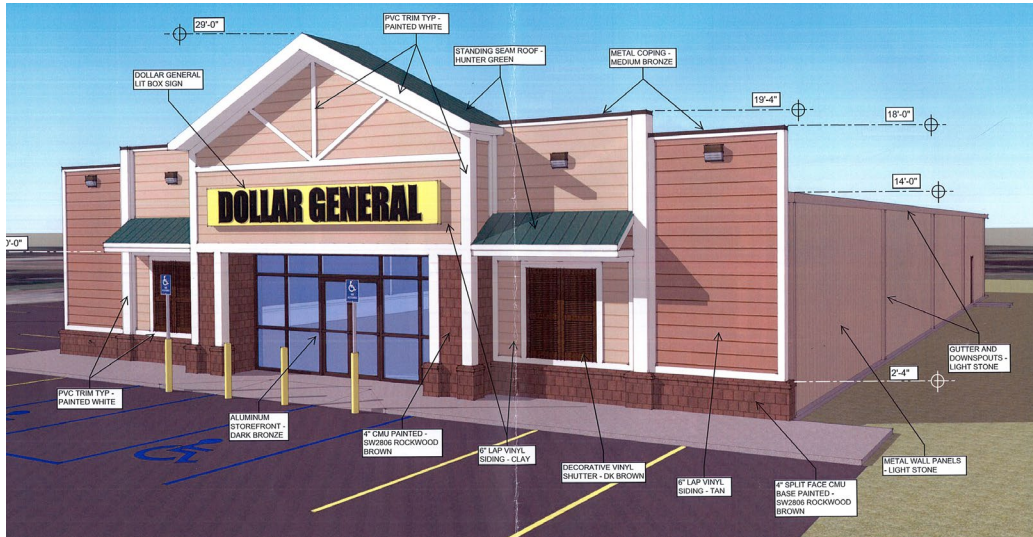
# Building location, orientation, design



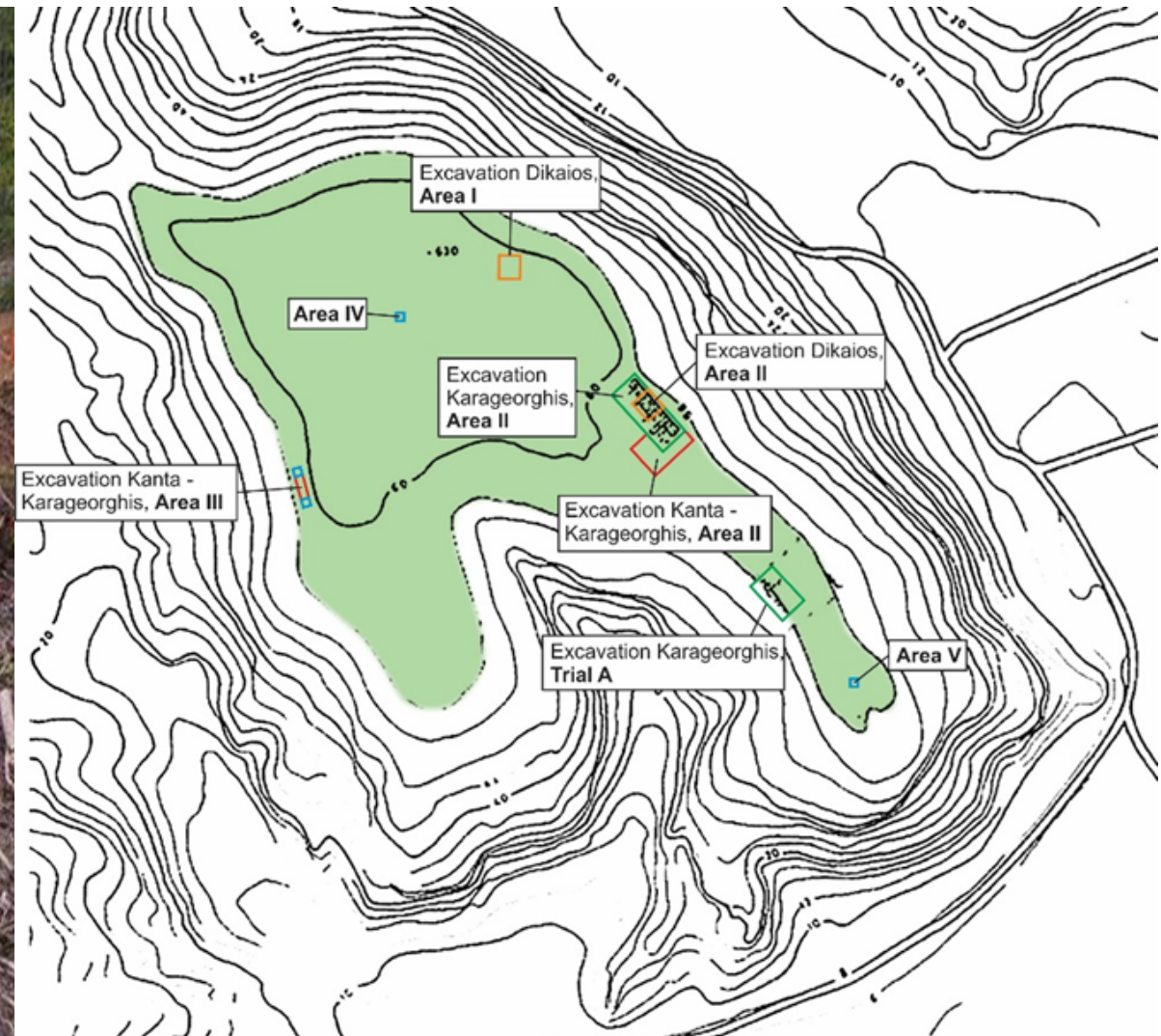
# Building location, orientation, design



# Elevation drawings of proposed design

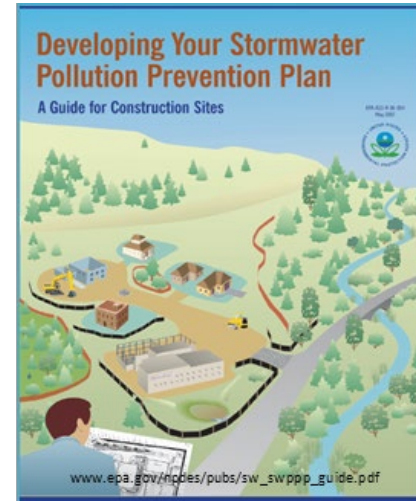


# Grading, stormwater and erosion control

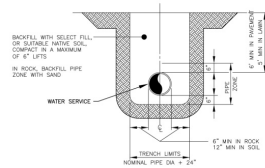


# Storm Water Pollution Prevention Plan (SWPPP)

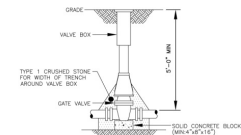
- Required if more than 1 acre of land disturbed
- Reduce runoff rate & volume
- Remove pollutants from runoff generated on site
- Natural alternatives to engineered systems:
  - LID (Low Impact Development): preserve natural drainage features & patterns
  - Green Infrastructure: use vegetation and soil to manage rainwater where it falls



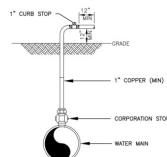
# Utilities



## 1 WATER TRENCH

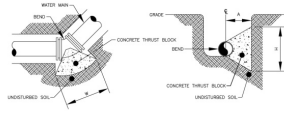


2 VALVE



**NOTE:** IMMEDIATELY PRIOR TO THE AUTHORITY PLACING WATER MAIN/WATER SERVICE INTO SERVICE THE CONTRACTOR IS REQUIRED TO REMOVE ALL CORPORATIONS ASSOCIATED WITH TEMPORARY FACILITIES SUCH AS SAMPLING/DISINFECTION TAPS AND REPLACE WITH A THREADED BRASS PLUG. THE INSTALLATION OF THE PLUG MUST BE WITNESSED BY A WATER AUTHORITY REPRESENTATIVE.

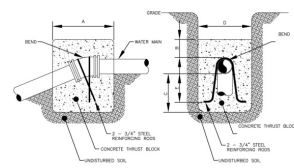
### 3 DISINFECTION / SAMPLING TAP BLOW-OFF



| PLAN                                                                                          | ELEVATION |     |      |
|-----------------------------------------------------------------------------------------------|-----------|-----|------|
| MINIMUM HORIZONTAL THRUST BLOCK DIMENSIONS, IN FEET,<br>TO BE POURED AGAINST UNDISTURBED SOIL |           |     |      |
| FITTING *                                                                                     | H         | W   | A    |
| 4" x 22-1/2" BEND                                                                             | 2         | 2   | 1    |
| 4" x 45" BEND                                                                                 | 2         | 2   | 1    |
| 4" TEE OR PLUG                                                                                | 2.5       | 2.5 | 1.25 |

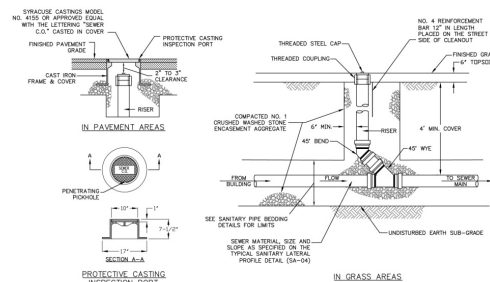
NOTE: WIDTH (W) OF BLOCK SHALL NOT EXCEED TWICE THE HEIGHT (H).

#### 4 HORIZONTAL THRUST BLOCKS



| BEND         | MINIMUM<br>VOLUME OF<br>CONCRETE<br>DIMENSIONS | MINIMUM ALLOWABLE DIMENSIONS FOR<br>VERTICAL THRUST BLOCKS (IN FEET) |     |   |     |     |
|--------------|------------------------------------------------|----------------------------------------------------------------------|-----|---|-----|-----|
|              |                                                | A                                                                    | B   | C | D   | E   |
| 4" x 22-1/2" | 0.40 CY                                        | 2                                                                    | 1   | 2 | 2   | 1.5 |
| 4" x 45"     | 0.80 CY                                        | 2.5                                                                  | 1.5 | 2 | 2.5 | 1.5 |

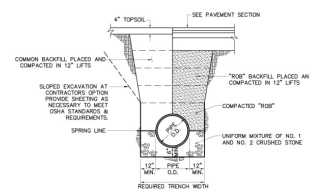
## 5 VERTICAL THRUST BLOCKS



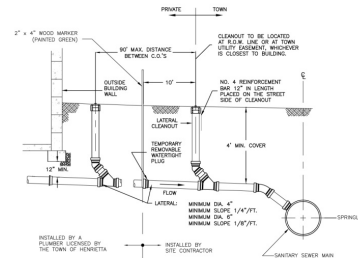
NOTES:

1. MATERIAL SHALL BE GRAY CAST IRON CONFORMING TO A.S.T.M. A48 (LATEST REVISION) CLASS 30B.
2. HEAVY DUTY CASTING SHALL BE DESIGNED FOR A.A.S.H.T.O. H20-16 WHEEL LOADS.

## 6 SANITARY LATERAL CLEANOUT



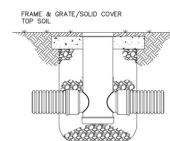
## 7 SANITARY TRENCH



NOTES:

1. WHEN THE SEWER MAIN IS LESS THAN 8 FT. IN DEPTH, THE LATERAL SHALL HAVE A CONSTANT GRADE TO THE SEWER MAIN CONNECTION.
2. WHEN THE SEWER MAIN IS GREATER THAN 8 FT. IN DEPTH, A RISER SECTION MAY BE USED TO CONNECT THE CONSTANT GRADE LATERAL WITH THE SEWER MAIN.

**8 SANITARY LATERAL**

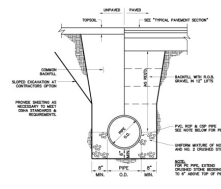


1. GRATES/COVERS SHALL MEET H-20  
LOAD RATING FOR 30" PEDESTRIAN &  
12" - 30" STANDARD & SOLID

THE BACKFILL MATERIAL SHALL BE CRUSHED STONE OR OTHER  
GRANULAR MATERIAL MEETING THE REQUIREMENTS OF CLASS II  
MATERIAL AS DEFINED IN ASTM D2321, OR AS DETERMINED BY LOCAL  
AGENCIES & SITE ENGINEER. BEDDING & BACKFILL FOR SURFACE  
DRAINAGE INLETS SHALL BE PLACED & COMPACTED UNIFORMLY IN  
CONFORMANCE WITH THE FOLLOWING:

NYLOPLAST TURF TRAFFIC INSTALLATION  
12" - 30" DRAIN BASIN

**9 NYLOPLAST DRAIN BASIN**



10 STORM TRENCH



**PERFECT BALANCE**  
387 East Main Street  
Rochester, NY 14604-2107  
Voice: 585.232.8300  
Fax: 585.232.9221

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**PARRONE**  
engineering

THE PIANO WORKS  
349 WEST COMMERCIAL STREET  
SUITE 3200  
EAST ROCHESTER, NEW YORK 14445  
T 585.586.0200 F 585.586.0752



DOCUMENT PHASE  
PROGRESS PRINT  
NOT FOR  
CONSTRUCTION

DRAWING NOT TO SCALE

[illegible]

PROJECT:  
**CHILD CARE CENTER**  
PIETERS LIFE CENTER CAMPUS

CLIENT:  
**HERITAGE CHRISTIAN  
SERVICES, INC.**  
349 W. COMMERCIAL ST  
ST. LOUIS, MO 63102

DRAWING TITLE  
DETAILS

|              |                    |
|--------------|--------------------|
| DRAWING NO.  | drawn by J. M. R.  |
| <b>C12.4</b> | proj mgr. M. P. M. |
|              | date 07/08/10      |
|              | proj no. 6253      |

ISSUE DATE  
-SEPTEMBER 17, 2010



# Traffic impacts

## INSTITUTE OF TRANSPORTATION ENGINEERS COMMON TRIP GENERATION RATES (PM Peak Hour)

| Land Use                        | Unit of Measurement | Trips Generated per Unit | Suburban | Urban |
|---------------------------------|---------------------|--------------------------|----------|-------|
| Residential Subdivision         | Dwelling Units      | .99                      | -        | -     |
| Walk in Bank                    | 1000 SF GFA         | 12.13                    | -        | -     |
| Drive in Bank                   | 1000 SF GFA         | 20.45                    | -        | -     |
| Drive-thru Coffee Shop          | 1000 SF GFA         | 83.33                    | -        | -     |
| Gas Station w/Convenience Store | 1000 SF GFA         | 88.35                    | -        | -     |
| Drive-thru Fast Food            | 1000 SF GFA         | -                        | 32.67    | 78.74 |

# Access management

- Limit access points
  - Increase spacing
- Sight distance
- Intersections
- Side road access
- Internal roads
- Parallel access roads

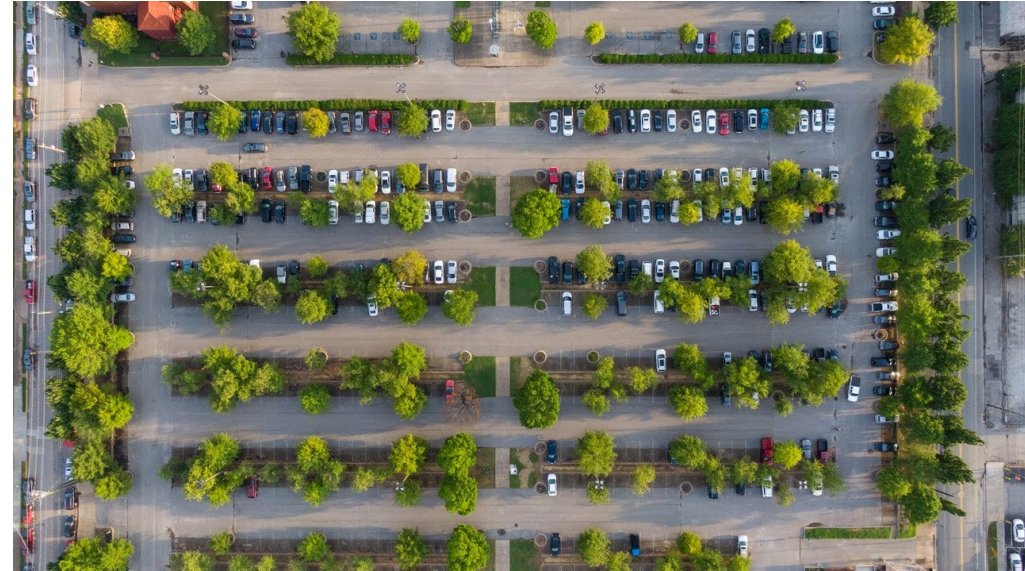


# Parking lots and internal circulation



# Parking lots and internal circulation

- Impervious surface impacts
- Stormwater run-off
- Water quality
- Heat island effect
- Aesthetics – lighting
- Pedestrian safety in circulation
- EV Charging Stations
- Bicycle Parking



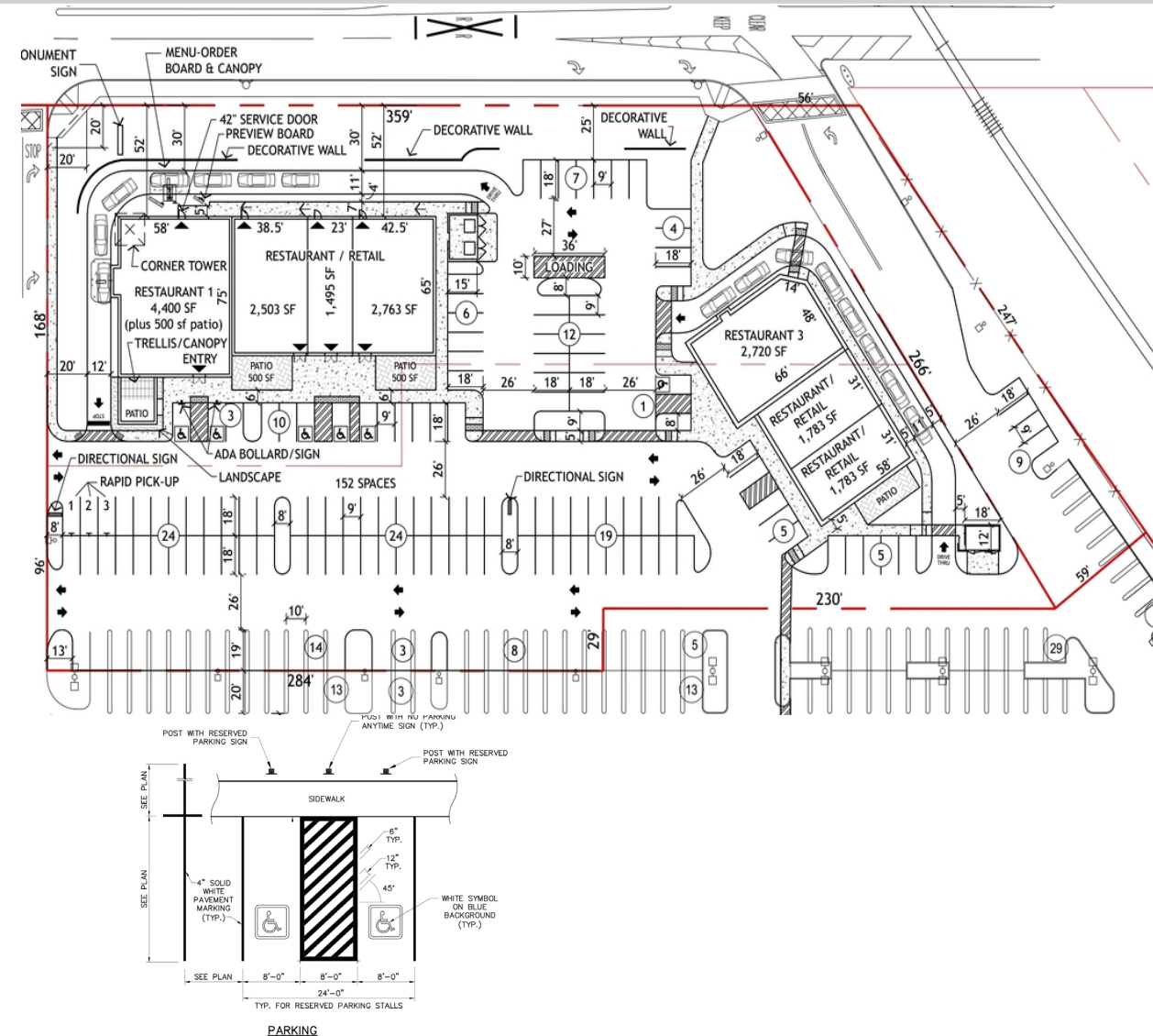
# Bike-ped friendly building placement

- Everyone is a pedestrian, but site design is often designed for the car
- Better building orientation
  - Building at sidewalk/street edge
  - Entrance on the front/street side, accessible sidewalk
  - Bike parking close to entrance

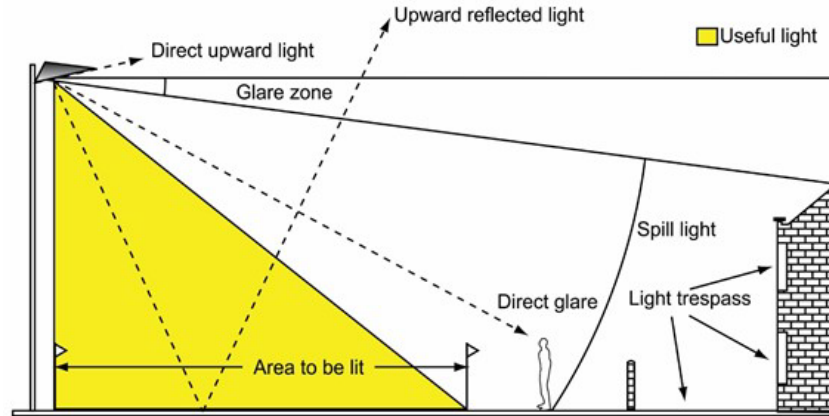


# Parking plan

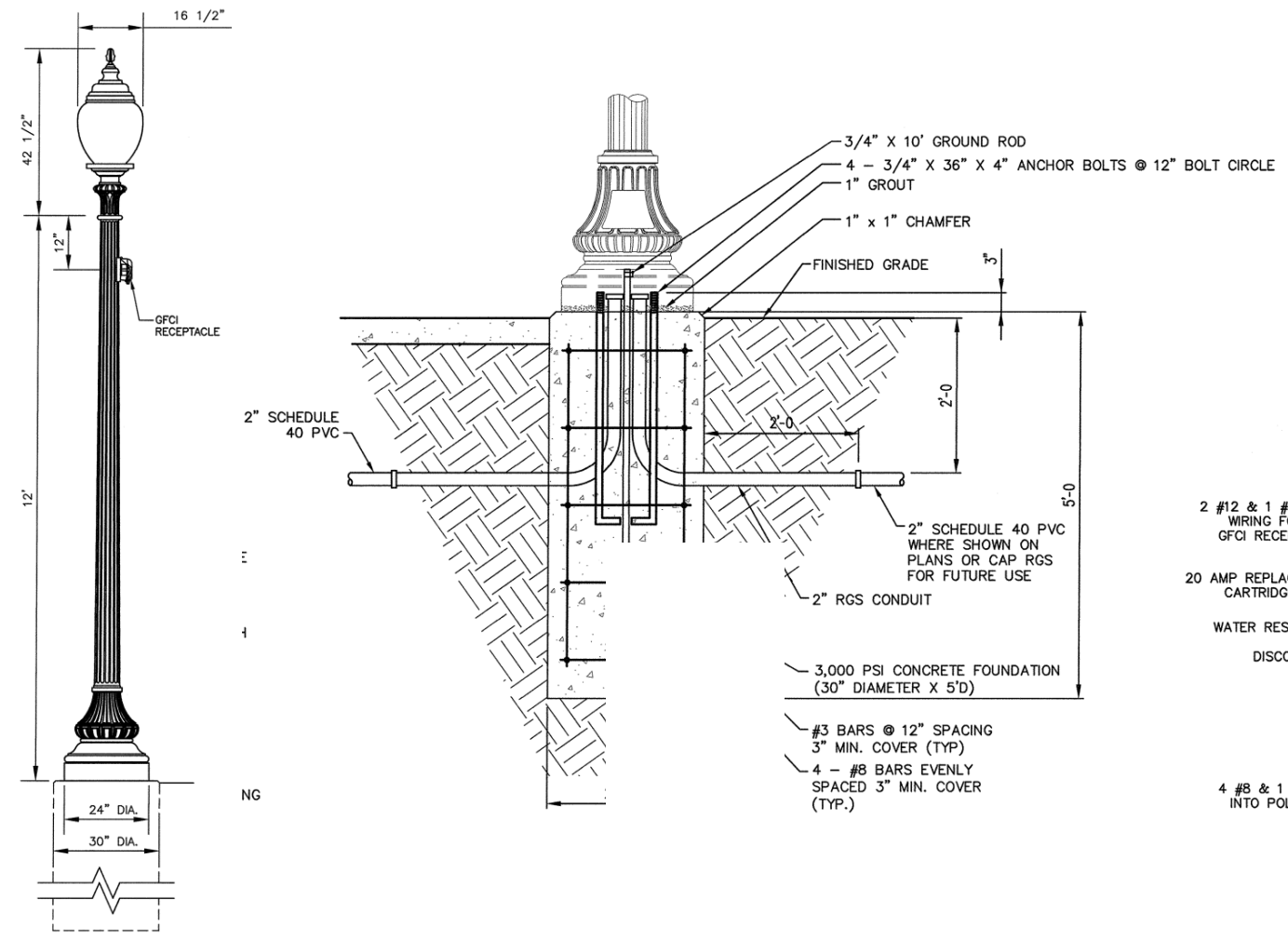
- Location & number of parking spaces
- ADA compliant spaces
- Signage location & dimensions
- Measurement & materials of parking spaces & drive aisles
- Location of loading areas, dumpster & bypass lane
- Location of landscape islands
- Turning movements for largest vehicles to access site



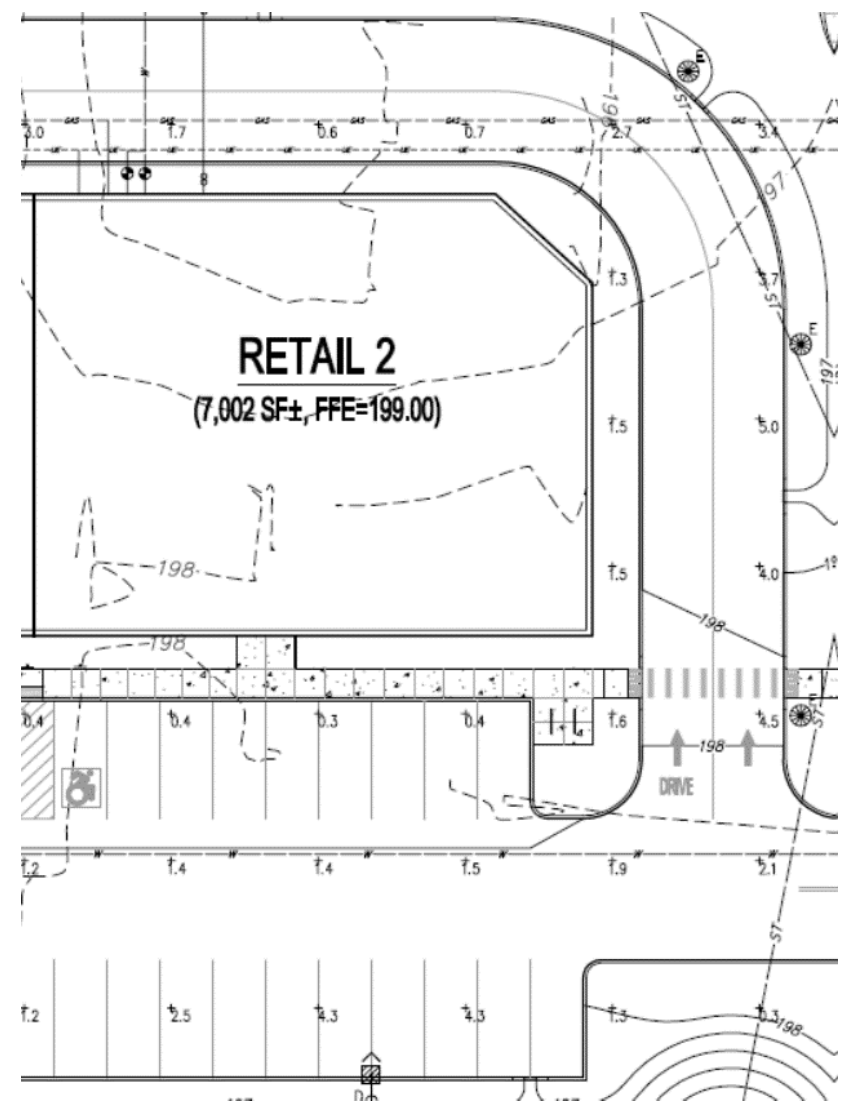
# Lighting



# Lighting detail



- 2 #12 & 1 # WIRING FC GFCI RECEI
- 20 AMP REPLAC CARTRIDGE
- WATER RESI DISCO
- 4 #8 & 1 INTO POL



# Noise

- Options for location of noise generating activities
  - Outdoor seating for restaurants/bars, entertainment, drive-through window speakers, industry
- Consider natural topography and other features impacting sound travel
- Sound mitigation measures: fences, berms, evergreen hedge



# Landscaping, buffering, storage

- Attractive form of buffer/screening
- Mitigates heat island effect, stormwater impacts
- Maintain existing vegetation
- Use native species tolerant of conditions

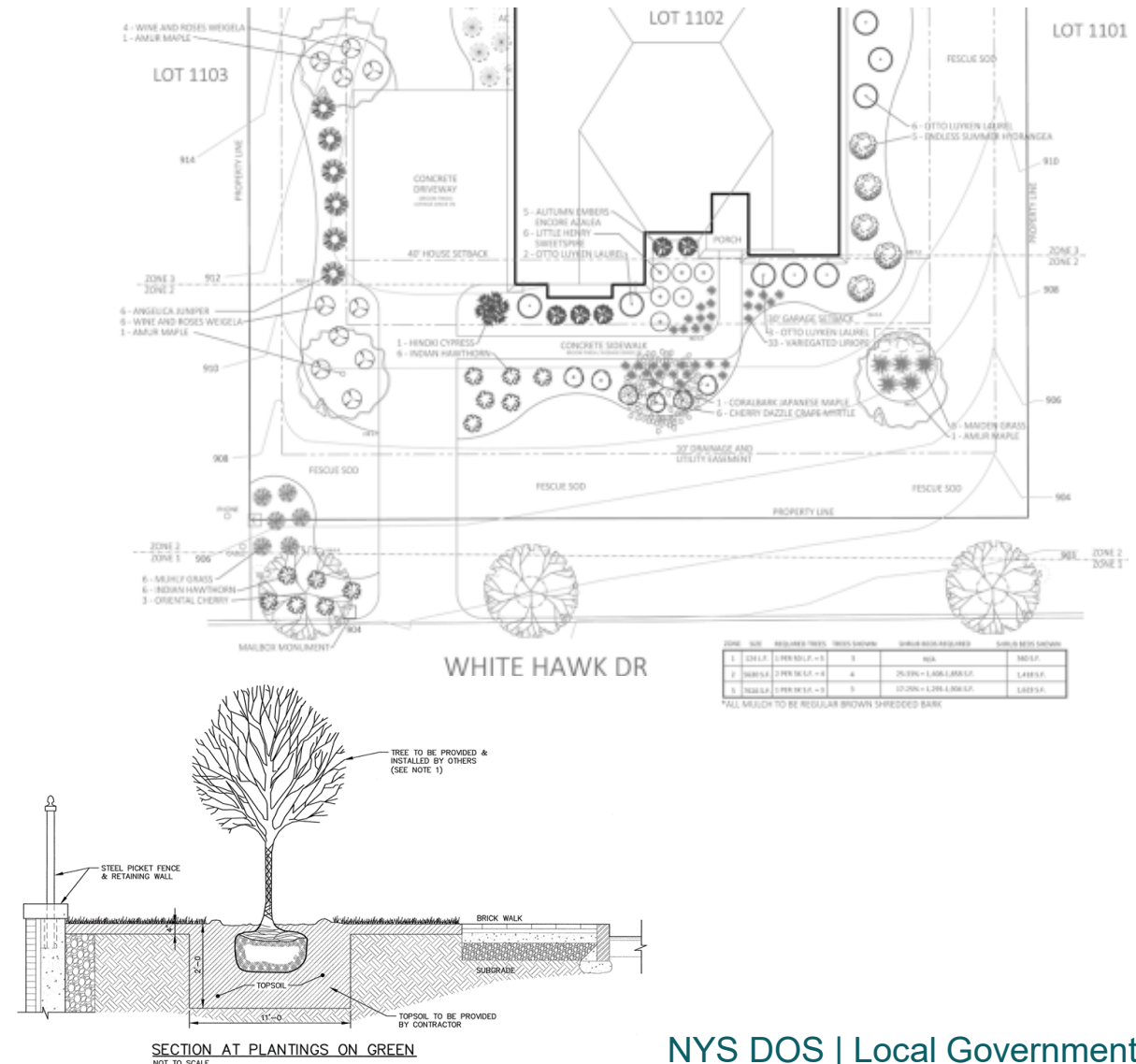


VS



# Landscape plan

- Location of plantings
- Chart listing trees, shrubs & groundcover materials number, sizes and plant names for each
- Irrigation system or notes
- **Require maintenance and replacement of plantings in site plan approval**

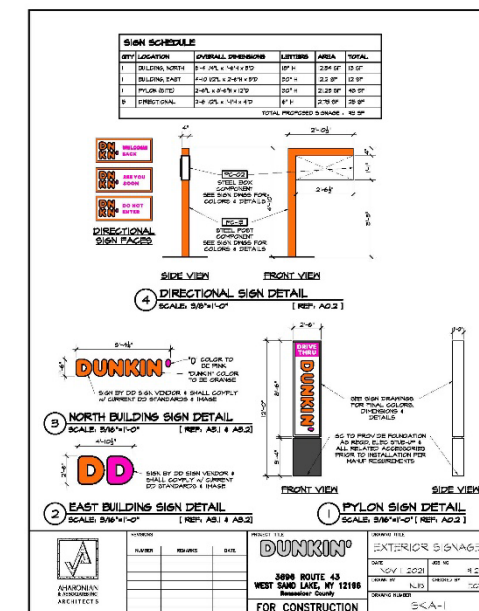
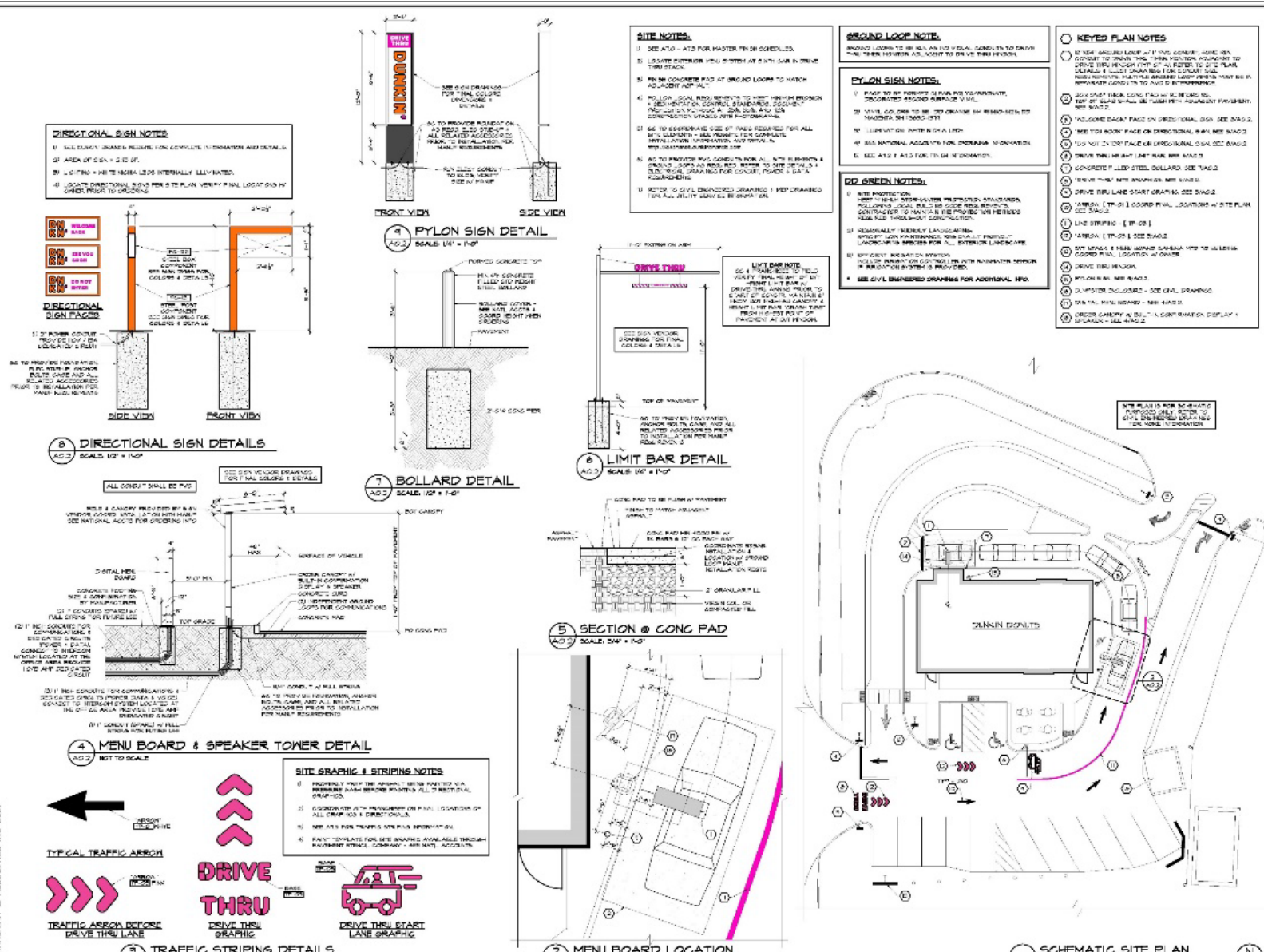


# Signage

- Advertising vs. directional
- Type
- Size
- Location
- Appearance
- Illumination



# Signage



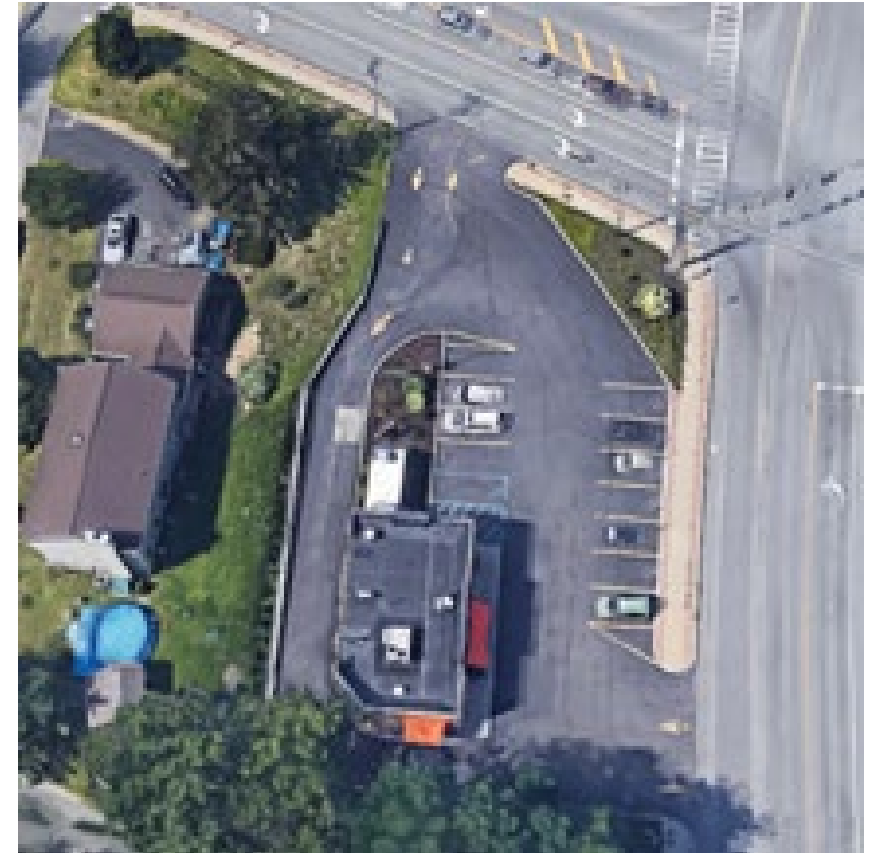
# **REVIEW PROCEDURES**

# Review process at a glance

- Sketch plan conference or conceptual review – OPTIONAL
  - Recommended for more complicated projects
  - Flag concerns early
  - Confirm expected application submission; identify requirements that could be waived
- Submission of formal application
- Coordination with municipal departments/agencies (Building, DPW, FD)
- Address SEQR
- Notices/referrals to county/adjacent municipalities
- Approval of area variances (as necessary)
- Public hearing (optional in statute)
- Decision within 62 days of close of public hearing
- File decision

# Coordination with Special Use Permits

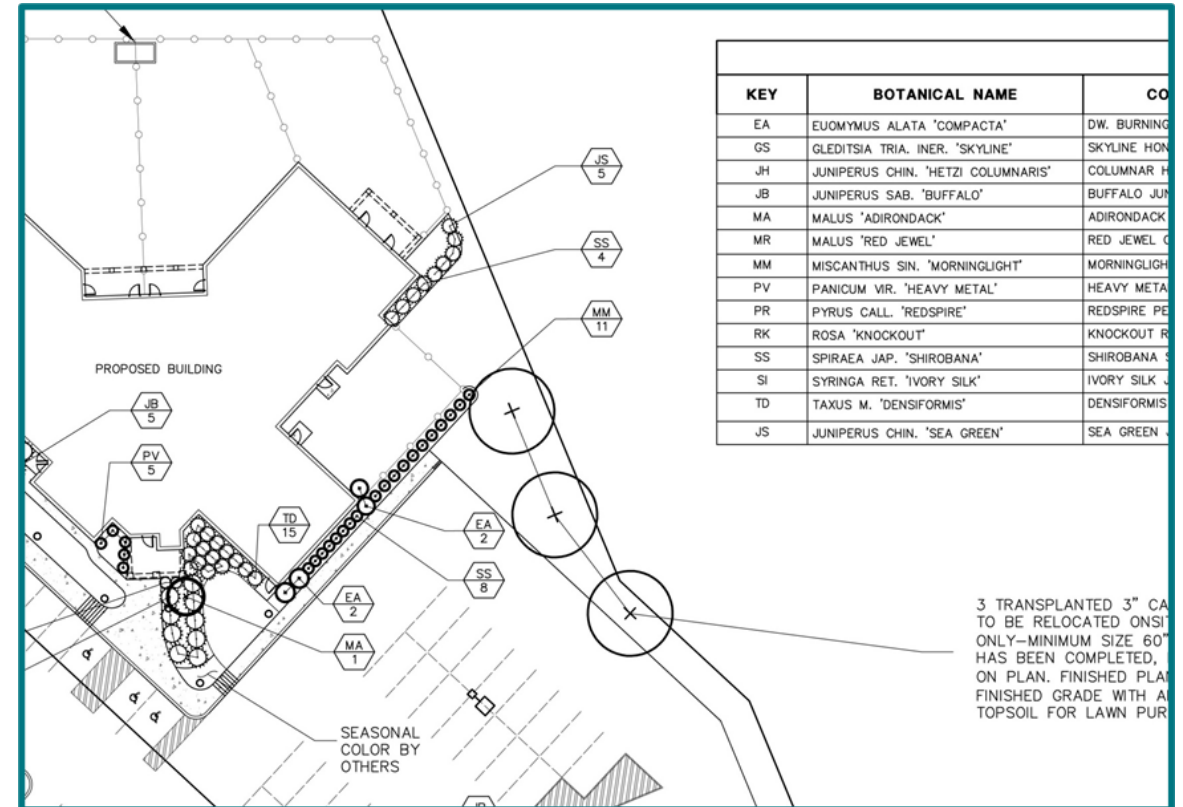
- SUP applications commonly require SPR
- SPR review should be conducted simultaneously
- If different review boards, coordination may be important for mitigating impacts through site development considerations
- If Planning Board reviewing both; both approved at once
- Streamlines review process for all



*Example: Drive-through window requiring an SUP; traffic circulation impacts potentially mitigated through site development configuration*

# When an area variance is also required

- Site Plans may not be approved without compliance with Zoning
- Area variance must be approved prior to site plan approval
- Applicant can make a “direct appeal” to the ZBA during review process
  - Recommend starting site plan review first



# SEQR compliance

- Must complete SEQR before making final local decision
- Require Environmental Assessment Form (EAF) with application submission
- Establish lead agency if coordinated review
- Make determination of significance
  - Positive (EIS required) or negative declaration

# Public hearing

- Not statutorily required, but could be required locally
- Hold within 62 days of “complete application”
- If DEIS hearing, hold in conjunction with SPR hearing
- Open Meetings Law
- Publish legal notice in newspaper of general circulation at least 5 days prior
  - Extend to at least 14 days when DEIS hearing
- Mail notice 10 days prior:
  - Applicant
  - County planning (GML 239-m) if applicable
  - Adjacent municipality (GML 239-nn) if applicable

# County referrals GML § 239-m

Must be referred to County Planning Agency if within 500 feet of the boundary of:

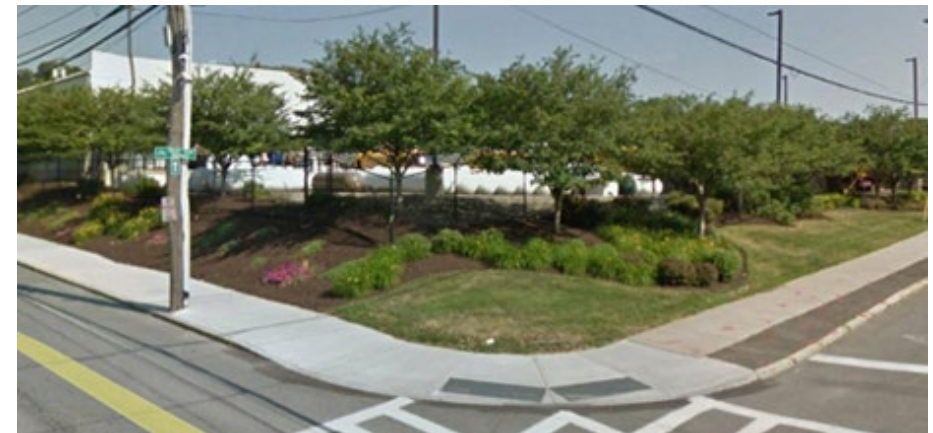
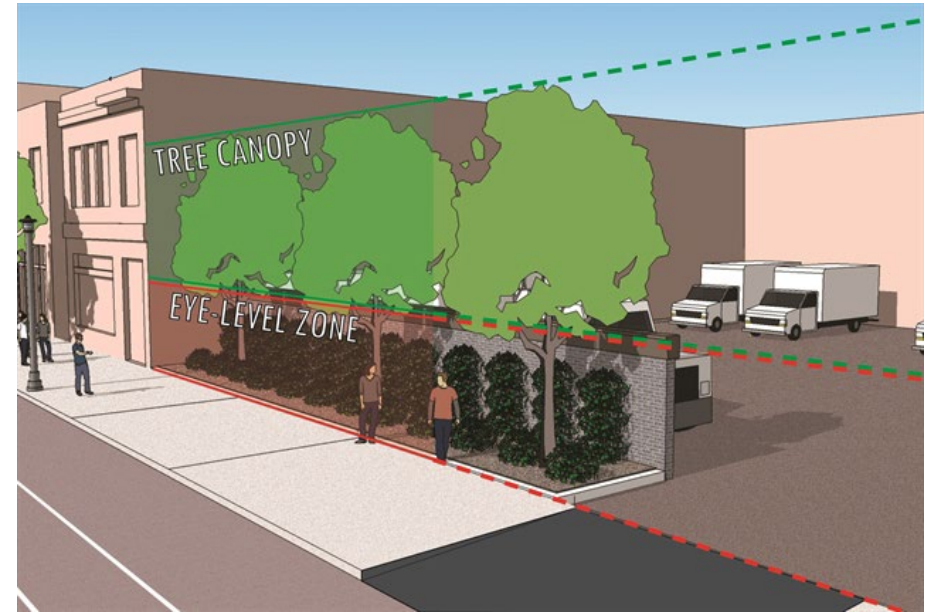
- Municipality
- State or county park or recreation area
- R-O-W of state or county road
- R-O-W of county-owned stream or drainage channel
- State or county land on which a public building is located
- Farm operation in a state agricultural district
  - Except for area variances

# Notice to adjacent municipalities

- GML § 239-nn requires notice of public hearings held for approvals on property within 500 feet from municipal boundary for:
  - Site plan review
  - Special use permit
  - Subdivision review
- Notice clerk of adjacent municipality at least 10 days prior to public hearing by mail or email

# Ability to place conditions

- “...directly related to and incidental to a proposed site plan”
- Conditions should address adequacy of project to meet review criteria
- For example: landscaping to screen parking lot; drainage



# Waiver of requirements

Example:  
Waive screening with existing  
natural buffer



- Review board may waive submission or permit requirements if:
  - Authorized by governing board
  - Deemed unnecessary in interest of public health, safety or general welfare or inappropriate to particular property

# Parkland

- Land or money in lieu of parkland if project includes residential units
- Must be based on findings by local governing board on recreational facilities needs

General City Law § 27-a(6)

Town Law § 274-a(6)

Village Law § 7-725-a(6)



# Security agreements

- If improvement will not be installed prior to issuance of certificate of occupancy, be sure to get a security agreement
  - Cash in escrow
  - Performance bond
  - Letter of credit



# Decision document

- Must render within 62 days after close of hearing
- Audience: applicant, CEO/ZEO, courts
- Includes approved plans and resolution, form, minutes or other record of decision
- Clearly detail in writing any requirements not delineated on the site plan(s)
- Refer to related criteria within local law to justify conditions

**tip**

**Note the approved set of plans by date or version name in the decision document for future reference by the CEO/Building Dept.**

# Filing decision and appeals

- File with municipal clerk within 5 business days
  - 30-day statute of limitations for appeal
- Decisions are not appealed to governing board
- Aggrieved parties may file appeals under Article 78 Civil Practice Law and Rules in NYS Supreme Court

# Enforcement

- Authorize CEO/ZEO to enforce site plan completed as agreed, and any conditions imposed
  - Require approval conditions be met to extent practicable prior to issuance of certificate of occupancy or compliance
- Could be stated in site plan local law, zoning code, or statement of CEO/ZEO duties





**Department of State**  
Local Government

## **Division of Local Government Services**

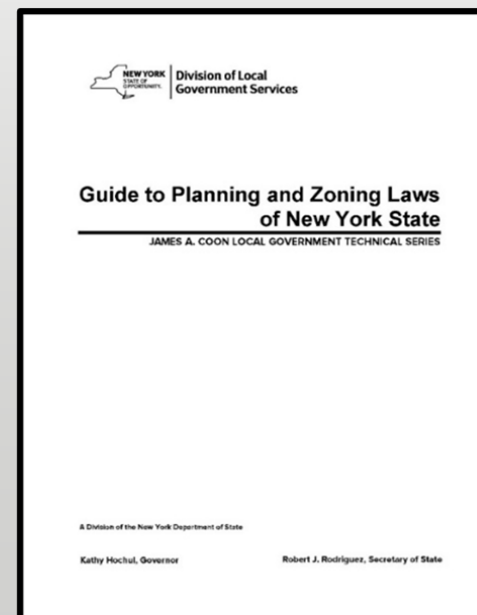
**(518) 473-3355**

**[localgov@dos.ny.gov](mailto:localgov@dos.ny.gov)**

**[https://dos.ny.gov/training  
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## **Publications:**

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# Department of State

## Local Government