

Town of Barton Site Plan Review Sign-off Sheet

***Applicant, you must bring this sheet with you as part of your paperwork. Place on top of all paperwork.**

_____ **Code Enforcer** - Site Plan Review is needed

_____ **Town Clerk** - Packet given to applicant. **Remind applicant the required documentation must be received at least 14 days prior to the Town Planning Board meeting.

_____ **Town Clerk** – Received site plan review and all documentation from applicant and \$50 fee was collected.

In order to distribute to all planning board members, applicant **must** provide at minimum:

- Copy of Site Plan Review
- 11x17 drawing/map (i.e. googlemaps.com, google.earth.com, etc.)

_____ **Secretary of Planning Board** received paperwork.

County Review:

Needed: _____

Approved _____ Disapproved _____

Not Needed: _____

*** If County Review is needed, the Planning Board must complete the County application (239-m) and submit all required documentation (full statement) to the Tioga County Planning Department by the upcoming Friday.

Site Plan No: _____
Permit No: _____
Date: _____
Tax Map No: _____

**TOWN OF BARTON
SITE PLAN REVIEW APPLICATION**

I (we) _____
of _____

Name of Applicant

Address

Town or Village

State

Zip Code

Home Phone

Cell Phone

Hereby apply to the Town of Barton Planning Board for a Site Plan Review pursuant to Chapter 117 of the code of the Town of Barton.

TYPE OF PROJECT:

- Area Variance
- Use Variance
- Special Use Permit
- Site Plan Review
- Other: _____

SKETCH PLAN CONFERENCE:

- Sketch Plan provided with application
- Site plan to follow sketch plan conference

Note: The Town Planning Board needs to have the sketch plan fourteen (14) days prior to the Planning Board's monthly meeting (1st Tuesday of the month).

COUNTY REVIEW: (Check all that apply)

Property is within 500 feet of:

- A State or County road or highway (Must have an 11 x 17 drawing/map)
- A Municipal boundary
- A State or County Facility

**Applicant is highly recommended to attend their scheduled public hearing or project could get delayed.

TOWN OF BARTON SITE PLAN CHECKLIST

Please check off as you go.

- Site Plan Review fee \$_____
- Completed Site Plan Review Application Form
- Completed Environmental Assessment Form Long or Short (depending on circumstances)
- Sketch Plan – Provide 14 days prior to initial review of Town of Barton Planning Board meeting.
- Site Plan to include the following:
 - Title of drawing , including name and address of applicant and person responsible for the preparation of such drawing;
 - North arrow, scale and date;
 - A statement and drawing that clearly shows locations and dimensions of principal and accessory structures, parking and truck-loading areas (access & egress), access signs (with descriptions), existing and proposed vegetation, and other planned features; and, where applicable, measures and features to comply with flood hazard and flood insurance regulations;
 - An area map showing the parcel under consideration for site plan review and all properties subdivisions, streets, rights-of-way, easements and other pertinent features within 200 feet of the boundaries of the parcel;
 - Boundaries of the property plotted to scale showing proposed construction within those boundaries, identifying the owners of abutting parcels;
 - A topographic or contour map of adequate scale and detail to show site topography and anticipated changes in the existing topography and natural features;
 - Drainage plan should include: grading; existing and proposed contours; rock outcrops and depth to bedrock; soil name, soil map symbol and soil characteristics as identified in the Tioga county Soil Survey; and watercourses
 - Location, design, type of construction, proposed use and exterior dimensions of all buildings;
 - Provisions for pedestrian access;
 - Location and design of outdoor storage, if any;
 - Description of the method of sewage disposal and location, design and construction materials of such facilities;
 - Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences;
 - Description of the method of securing water supply and location;
 - Location of fire and other emergency zones, including the location of fire hydrants and/or potential fire ponds;
 - Location and design of all energy distribution facilities, including electrical, gas and solar and wind energy;
 - Location, size and design of all proposed signs;
 - Location and proposed development of all buffer areas, including existing vegetative cover;

- Location and design of outdoor lighting facilities;
- Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
- General landscaping plan and planting schedule;
- An estimated project construction schedule;
- Identification of any permits from other governmental bodies required for the project's execution;
- Record of application for and status of all necessary permits from other governmental bodies;
- For projects classified as Type I under the State Environmental quality Review act (SEQRA), a full environmental assessment form (EAF) is required. For projects classified as "unlisted" under SEQRA, a short environmental assessment form (EAF) is required. After review of these documents, the Planning Board may require additional information;
- An agriculture data statement (ADS) must be submitted if the proposed project occurs on property within an agricultural district containing a farm operation or on property with boundaries within 500 feet of a farm operation within an agricultural district;
- Other elements integral to the proposed development as may be considered necessary in the particular case by the Planning Board;
- Disclosure of any hazardous material to be used on site and description storage/waste disposal plan for such hazardous waste.