

Application guide for Site Plan Review

Site Plan Approval is required in all Districts for:

- ❖ The erection or enlargement of all buildings other than one family residences.
 - ❖ All uses of land where no building is proposed.
 - ❖ All new or change of uses in existing structures which require additional parking or other exterior improvements.
 - ❖ Any changes to previously approved Site Development Plans.
- a) Applicant shall contact the Planning Board Secretary and obtain an application for Site Plan Review and Environmental Assessment Form.
- b) Prior to the submission of a formal Site Development Plan, applicants must meet in person with the Code Enforcement Officer to discuss the proposed Site Development Plan to determine which of the requirements of §36-3B will be necessary in developing and submitting the required Site Development Plan. The Code Enforcement Officer, as a result of the pre-submission conference, may waive any of the requirements of 36-3B prior to the submission of a formal site plan when, in his/her discretion, such requirements are not material to the project under review. The Planning Board may overrule any waivers and require compliance with these requirements before accepting a site plan submission.
- c) At least fourteen (14) days in advance of the Planning Board meeting, at which meeting the Site Development Plan or an amendment of it is to be reviewed, the applicant shall complete and submit the following information to the Planning Board Secretary in quadruplicate:
- ❖ Site Development Plan at a scale of not less than 40 feet to the inch, on a sheet 24" X 36", and in accordance with all applicable requirements of §36-3B of the Village Code.
 - ❖ Letter of application
 - ❖ Application form
 - ❖ Part I of Environmental Assessment Form
- d) The Code Enforcement Officer must review all applications for Site Development Plan with respect to the requirements of §36-3B and Chapter 50 of the Village Code. Once it is determined that these requirements have been met, the Code Enforcement Officer shall sign the certification on the Site Plan application form. The Planning Board will not commence review on a Site Development Plan until the Code Enforcement Officer has signed off on the application.

Next Planning Board meeting: _____

To be placed on meeting agenda, complete applications must be submitted to Planning Board Secretary by: _____