

REQUIREMENTS TO MEET ENGINEERING SITE PLAN APPROVALS

The following listed requirements are considered to be the minimum necessary for the issuance of a Building Permit. The applicant or representative shall check off each item contained on the site plan in the spaces provided. Failure to complete the checklist will result in delays in processing the application.

The submission of two (2) site plans, signed and sealed by a licensed professional architect, engineer, or surveyor (whichever may be appropriate), or as permitted by the New York State Education Law in accordance with the following information, will be accepted and given to the Town Engineer. The following are the requirements:

- _____ 1. Provide an updated certified property survey showing section, block, & lot, property lines, metes and bounds, curbs, rock outcroppings, specimen trees and/or wooded areas, street drainage with house location, and existing contours at 2-foot intervals drawn to a scale of 1" = 30'.
- _____ 2. Indicate any easements, buffers, covenants, and/or restrictions established by the Planning Board or other approving agency.
- _____ 3. Show the surveyed location of all bodies of water, streams, and wetlands on the property, as well as the approximate setbacks or buffers and how they are determined. In addition, show the distance from the proposed dwelling. The plan must also indicate how the wetland areas are delineated. If there are no wetlands within 100' of the work, the plans shall so be noted.
- _____ 4. Specify the front, rear, and side-yard setbacks.
- _____ 5. Detail the proposed finished floor elevations of basement, garage, and first floor.
- _____ 6. Feature existing and proposed elevations at the corners of the dwelling and proposed elevations in all areas where there is to be regrading.
- _____ 7. Mark the driveway elevations at the garage, the garage turnaround apron, and the street. Also, include a profile showing the percentage of slope.
- _____ 8. Obtain a Driveway Curb Cut Permit, issued by the Highway Department, after site plan approval is given by Town Engineer. (Driveway location is to be staked in the field so that the Highway Department can identify the site when making a field inspection.)
- _____ 9. Incorporate location of footing and roof drain outlets and disposition of that drainage into plan. Be advised that drainage runoff cannot be directed towards adjacent properties. Indicate the location and disposition of driveway drainage to mitigate flows onto Town roads or adjacent properties. When available, make sure that drainage is connected to a roadway drainage system. Also, provide a zoning table and include any variances granted and/or approved by the Planning Board.

- _____10. Any retaining walls or complex walls retaining a bank higher than three (3) feet must be designed by a person licensed in the State to perform such work. Rubble walls over four (4) feet in height are prohibited.
- _____11. Designate the location of all proposed connections to water and sewer mains, where available.
- _____12. Acquire Westchester County Health Department approval with location of septic and well on site plan, when water or sewer mains are not available.
- _____13. Include provisions for erosion control with details in general compliance with the Westchester County Best Management Practices Manual.

NOTE: An As-Built foundation location, with the elevation at the top of the foundation wall of the garage and first floor, is required. In addition, a driveway profile of the rough grade shall be provided at the same time, and it will be drawn on the approved site plan and certified by a land surveyor prior to the foundation and waterproofing inspection.

Upon receipt of the As-Built survey, the Town Engineer will determine conformance to the approved site plans. Any deviation from the approved site plan must be approved by the Town Engineer, the Building Inspector and the Highway Department. If it is determined that a new site plan is warranted, no work shall progress until the revised site plan is approved.

A profile must be submitted before final paving, and approval obtained before a Certificate of Occupancy can be issued.

- _____14. Acknowledge that the following notes shall be provided on the plans:
 - ✦ Inspection of erosion control required by a Town Representative prior to any excavation.
 - ✦ All drainage facilities shall be inspected prior to backfilling by a Town Representative. (For any proposed subsurface stormwater treatment.)
 - ✦ Soil testing data is required to be submitted for.
- _____15. Any disturbance in excess of one acre (43,560 square feet,) shall comply with NYSDEC Phase II requirements (GP-02-01.)
- _____16. Provide a written response and/or transmittal for all submissions. In addition, every submission shall be accompanied with a review slip completed and attached.
- _____17. An approved site plan shall be on-site at ALL TIMES, and should always be clean, legible, and easily located.
- _____18. Please be advised that additional information may be required by the Town Engineer upon initial review of the application.