



## Town of North Castle Planning Department

17 Bedford Road Armonk, New York 10504

(914) 273-3542 (914) 273-3554 (fax)

### PRELIMINARY SITE PLAN COMPLETENESS REVIEW FORM

*This form represents the standard requirements for a completeness review for all preliminary site plans. Failure to provide all of the information requested will result in a determination that the site plan application is incomplete. The review of the site plan for completeness will be based on the requirements of the Town of North Castle Town Code.*

Project Name on Plan: \_\_\_\_\_

☐ Initial Submittal ☐ Revised Preliminary

Street Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Property Acreage: \_\_\_\_\_ Tax Map Parcel ID: \_\_\_\_\_

Date: \_\_\_\_\_

#### DEPARTMENTAL USE ONLY

Date Filed: \_\_\_\_\_ Staff Name: \_\_\_\_\_

##### Preliminary Plan Completeness Review Checklist

Items marked with a "☒" are complete, items left blank "☐" are incomplete and must be completed, "NA" means not applicable.

- ☐ 1. A complete application for site development plan approval form
- ☐ 2. Plan prepared by a registered architect or professional engineer
- ☐ 3. Map showing the applicant's entire property and adjacent properties and streets
- ☐ 4. A locator map at a convenient scale
- ☐ 5. The proposed location, use and design of all buildings and structures
- ☐ 6. Proposed division of buildings into units of separate occupancy, detailed breakdowns of all proposed floor space by type of use and floor level
- ☐ 7. Existing topography and proposed grade elevations
- ☐ 8. Location of drives

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- ☐ 9. Location of any outdoor storage
- ☐ 10. Location of all existing and proposed site improvements, including drains, culverts, retaining walls and fences
- ☐ 11. Description of method of water supply and sewage disposal and location of such facilities
- ☐ 12. Location, design and size of all signs
- ☐ 13. Location and design of lighting, power and communication facilities
- ☐ 14. In an industrial district, specific uses proposed, number of employees for which buildings are designed, type of power to be used for any manufacturing process, type of wastes or by-products to be produced by any manufacturing process and proposed method of disposal of such wastes or by-products
- ☐ 15. In a multifamily district, floor plans of each dwelling unit shall be shown, and elevations and cross sections also may be required
- ☐ 16. The name and address of the applicant, property owner(s) if other than the applicant and of the planner, engineer, architect, surveyor and/or other professionals engaged to work.
- ☐ 17. Submission of a Zoning Conformance Table depicting the plan's compliance with the minimum requirements of the Zoning District
- ☐ 18. If a tree removal permit is being sought, submission of a plan depicting the location and graphical removal status of all Town-regulated trees within the proposed area of disturbance. In addition, the tree plan shall be accompanied by a tree inventory includes a unique ID number, the species, size, health condition and removal status of each tree.
- ☐ 19. If a wetlands permit is being sought, identification of the wetland and the 100-foot wetland buffer.

More information about the items required herein can be obtained from the North Castle Planning Department. A copy of the Town Code can be obtained from Town Clerk or on the North Castle homepage: <http://www.northcastleny.com>

\_\_\_\_\_ On this date, all items necessary for a technical review of the proposed site plan have been submitted and constitute a COMPLETE APPLICATION.