

TOWN OF LITTLE FALLS, NY
Planning Board Site Plan Checklist

Application # _____

Town of Little Falls Planning Board:

Sandra Regan, Secretary (315) 823-2879

Phil Green, Codes Enforcement Officer (315) 534-2232

Nicholas Macri, Esq., Attorney (315) 866-6144

SITE PLAN CHECKLIST UNDER SECTION 420 of LOCAL LAW #1, DATED MARCH 10, 2015:

Name of Proposed Development:	
Contact Person:	Telephone:
Address:	City:
State:	Zip Code:

Section 420-A. All site plans shall be prepared by a registered architect, licensed land surveyor or professional engineer duly licensed by the State of New York, unless the Planning Board, because of the simplicity of the proposal, waives this requirement. For agricultural projects, a Soil and Water Specialist may be used in place of an engineer. Site Plans shall be prepared in accordance with the requirements of the Site Plan Review law.

1. ___ Title of the Site Plan, boundaries, and location maps showing site's location in the Town, date, north arrow, and scale of the plan.
2. ___ Name and address of the owner of record and other information as required under Section 420 B-2.
3. ___ Name and address of all owners of record of abutting parcels and those within five hundred feet (500') of the property line.
4. ___ Size of lot and all dimensions and other information as required under Section 420-B.
5. ___ The location and use of all existing and proposed buildings and structures within the development under Section 420 B-5.
6. ___ The location of all present and proposed public and private ways and parking areas under Section 420 B-6.
7. ___ Exterior lighting on building and parking areas under Section 420 B-7.
8. ___ The location, height, size, materials and design of all proposed signage under Section 420 B-8.
9. ___ The location of all present and proposed utility systems under Section 420 B-9.
10. ___ Plans to prevent the pollution of surface or groundwater and other information as required under Section 420 B-10.
11. ___ Existing and proposed topography intervals under Section 420 B-11.
12. ___ Landscape plan including schedule of plantings under Section 420 B-12.

13. ___ Agricultural District boundaries under Section 420 B-13.
14. ___ Traffic flow patterns within site and other information as required under Section 420 B-14.
15. ___ For new construction or alteration to any existing building, a table containing information required under Section 420 B-15.
16. ___ Elevation plans under Section 420 B-16.
17. ___ Record of applications and approval status of all necessary permits from federal, state, county and local offices under Section 420 B-17.
18. ___ Delineation of all regulated wetlands (NYSDEC and USACOE) under Section 535.
19. ___ An Agricultural Data Statement (ADS) if the proposed project is located on property lying within an agricultural district containing a farm operation or on property having boundaries within 500 feet of a farm operation located in an agricultural district as designated by the Farm Service Agency.
20. ___ Any other data required by Site Plan Review Local Law 1 of 2015 and/or determined by the Planning Board as necessary for the Board to make an informed decision.

Note: The above checklist is supplied as a guide and is not meant to be all-inclusive. Failure to provide any of the above, however, may be grounds for disapproval of the site plan application.