

## **APPENDIX B - SITE PLAN REVIEW SUBMISSION REQUIREMENTS**

### **A. Submission Requirements for Sketch Plan Review**

The submission of a sketch plan to the Planning Board is a non-binding option available to the applicant prior to formal site plan review with the intent to seek advice and direction. A sketch plan submission requires 3 large scale copies, (10) 11x17 copies, and one digital version (.pdf) of the application and supporting documents, and must be submitted to the Planning Board at least 21 days prior to the meeting. The Planning Board Chairperson, or designated staff, has the right to reject any application if it fails to meet the minimum submittal requirements.

Application for Sketch Plan Review shall include the following:

1. A narrative generally describing the project including the uses (i.e. # of residential units, square footage of non-residential space).
2. Sketch drawings no larger than 24"x36") showing anticipated changes in the existing topography and natural features, the locations and dimensions of principal and accessory structures, access and parking areas, signage, existing and proposed vegetation, storm water management concept, and other planned features;
3. A sketch drawing of the area identifying site location and proximity to nearby street rights-of-way, properties, easements, utilities and other pertinent features

### **B. Submission Requirements for Formal Site Plan Review**

The submission for formal site plan review before the Planning Board requires 3 large scale copies, (10) 11x17 copies, and one digital version (.pdf) of the application, SEQRA forms and supporting documents, and must be submitted to the Planning Board at least 30 days prior to the meeting. A NYS-licensed engineer, landscape architect, or architect shall prepare all plans unless waived by the Planning Board. The Planning Board Chairperson, or designated staff, has the right to reject any application if it fails to meet the minimum submittal requirements.

Application for formal site plan review requires the following:

1. **Stormwater Management**  
A stormwater management report, pursuant to City Code Chapter 242, shall be submitted providing design certification demonstrating that there is adequate disposal capacity for drainage and surface runoff. The storm water management report shall include all off-site watershed influences including existing storm sewers, streams and/or tributaries and downstream watercourses.
  - a. A Stormwater Management Pollution Prevention Plan (SWPPP) consistent with the requirements of City Code Chapter 242 shall be required for site plan approval, The SWPPP shall meet the performance and design criteria and standards in City Code Chapter 242.
2. **Site Plan Drawings**  
Site plan drawings shall be (no larger than 24"x36") at a scale of not more than

one inch equals 50 feet identifying the following information, unless waived by the Planning Board or its agent:

a. General Plan Details

- (1) All plans shall be based on a survey prepared by a New York State licensed professional land surveyor unless waived by the Planning Board. The Site Plan shall be at the same scale as the survey and shall not be more than 1 inch equals 50 feet. The surveyor shall establish all monuments and property corners, identify any existing (found) pipes or other survey markers, and shall tie all topographic information into the Saratoga County Geodetic Survey, 1929 Datum.
- (2) Site location map: a portion of the City of Saratoga Springs map shall be affixed to the site plan with the project area or site shown and labeled.
- (3) Vicinity map: A map at an appropriate scale shall be submitted which shows in a generalized manner all properties, structure footprints, utilities, subdivisions, roads, and easements within 300 feet of the project site.
- (4) A North arrow and a scale; a title block identifying project name, address and applicant and property owner.
- (5) The tax map sheet, block and lot number of parcel and the names of owners of all adjacent properties.
- (6) A statement indicating that in the event that the applicant defaults, the City shall possess a license and be entitled to enter upon the applicant's property and complete construction in accordance with the site plan approval.

b. General Site Details

- (1) All existing zoning, special use permit or variance information.
- (2) Street names.
- (3) All existing and proposed property lines, building setback lines, easements and right-of-way lines, with dimensions, azimuths or angle data and curve data.
- (4) Site Grading/Drainage/Soil Erosion Plan showing existing and finished grade contours and spot elevations where required. This plan shall incorporate the location and design for the proposed storm water management facilities.
- (5) Existing and proposed contour lines and spot grades as required to demonstrate grading, drainage, and required earth work (cuts and fills). Also, all spoil and borrow areas should be identified.
- (6) The location, design specifications and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls, berms and fences.
- (7) Watercourses, marshes, State or Federally designated wetlands, significant rock outcrops and other important land or geological features.

c. Utility Details

- (1) Existing water and sewer utilities servicing the property must be shown including sizes, inverts, valve locations, structures, etc. A description of the method of providing potable water and sewage disposal must be shown. Proposed locations, design specifications and calculations, and construction materials must be provided showing their adequacy for serving the proposed project.
- (2) The location of fire and other emergency zones, including location of fire hydrants. Existing fire hydrants must be shown (or the distance to and location of the nearest hydrant must be noted).
- (3) The estimate of annual increase in water consumption (measured in cubic feet or gallons) for all the proposed uses on the property.

d. Building Locations and Details

- (1) All buildings, sidewalks and lighting, as well as the location of any signs, heating and air conditioning units, trash bins and any other outdoor storage or machinery, shall be shown on the plans.
- (2) Location, design, type of construction and materials, proposed use and exterior dimensions of all buildings. The storage of any potentially hazardous materials should also be identified.
- (3) The location of proposed outdoor storage, if any.

e. Access, Circulation, and Parking Details

- (1) Vehicular circulation shown providing adequate turn around area for emergency vehicles, safe accessibility to all required off street parking, onsite loading and maneuvering space, trash/garbage pickup area, and eliminating standing or waiting traffic within the public right-of-way.
- (2) Provision for pedestrian access, sidewalks and bike paths, if any. All plans shall show provisions for designing for the physically impaired.
- (3) If on-site parking is required, a parking plan showing the demand calculations, number of parking spaces and the parking arrangement, including parking and pedestrian walkways for physically impaired persons. It shall also show the location, design and construction materials of all parking and truck loading areas.
- (4) Location of at least one central point for trash/garbage pickup. This facility shall be located either within a building or outside of a building in a totally enclosed container, obscured from view from parking areas, streets, and adjacent uses or zoning districts by a fence, wall, plantings or a combination of the three. If located within the building, the doorways may serve both the loading and trash/garbage collection functions.

f. Landscaping and Lighting Details

- (1) A landscape plan delineating the existing and proposed plant material shall be provided. Existing wooded and/or natural landscaped areas shall be shown and noting whether they shall remain or be removed. Existing

specimen or individual trees, shrubs and all shrub masses shall be shown and labeled with the botanical and common name and noting whether they shall remain or be removed. All trees and shrubs to be removed must be approved by the Planning Board prior to any clearing and grubbing of the project site. This plan shall include a planting schedule listing all proposed plants (trees and/or shrubs), their size at initial planting, their ultimate maximum size at maturity and the quantity of each plant material specified.

- (2) Existing streetlights and all existing area lighting must be shown on the plan. A proposed lighting plan showing the type and location of all exterior lighting with the anticipated lighting level in foot candles shown.

g. Other Required Elements

- (1) Record of application for, and approval status of, all necessary permits from state, county and local officials.
- (2) Identification of any state, county or local permits required for the project's execution.
- (3) Other elements integral to the proposed development as considered necessary by the Planning Board.

C. Submission Requirements for Approval of Final Site Plans

Final Site Plan submission shall include one reproducible set of mylars and 2 paper prints (24"x36") of the final site plan. Each plan shall bear an original seal and signature of the professionals responsible for the preparation of the site plan, and each plan shall include the following form:

Approved by the Saratoga Springs Planning Board under authority of a resolution adopted \_\_\_\_\_  
Chairperson: \_\_\_\_\_ Date \_\_\_\_\_

D. Post-construction ("as-built") Plan Submission

Upon completion of all required improvements, one paper copy of the proposed "as-built" drawings shall be submitted to the City Engineer for review and approval. These drawings shall contain:

- 1. The actual field location of all underground utilities including lengths of pipes, rim elevations, frame elevations, material of pipe, inverts, percents-of-grade for sanitary and storm sewers, ties to all wyes and curb boxes, lengths of pipe between all appurtenances (i.e., valves, tees, bends, hydrants, etc.).
- 2. Light poles, parking spaces, curbing, trees, sidewalks, bench marks,

- retention/detention areas, berms, retaining walls, dumpsters, etc.
3. Record of all covenants, easements, restrictions, and conditions required under project approval.
  4. Record Drawing Certification in the following form:

RECORD DRAWING CERTIFICATION:

<p>I, _____, Registered Professional Engineer/Architect/Landscape Architect/Surveyor No. _____, in the State of New York, was retained by _____ to undertake or cause to be performed by staff members under my supervision periodic inspections and reports and hereby certify that this drawing stamped by me as "As-built" has been completed in accordance with the approved drawings and specifications of any authorized changes and show the actual facilities and infrastructure as they were installed in the field.</p>
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Upon approval by the City Engineer of the proposed paper copy, the applicant shall submit two reproducible sets of mylars (24"x36") of the final approved "as-built" drawings.

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