



Planning Board
600 Main Street
Medina, NY 14103

PHONE 585-798-0770

FAX 585-798-5018

SITE PLAN REVIEW APPLICATION

**Return the completed application, all required materials and the applicable fee to:
The Village of Medina Building Dept., 600 Main Street, Medina, NY 14103**

**Applications must be submitted by the appropriate scheduled date
to be included on the Planning Board Agenda**

The intent of the site plan review process is to set forth additional standards applying to certain uses and activities. The nature of these uses and activities require special consideration of their impacts upon surrounding properties, the environment, community character and the ability of the Village to accommodate development consistent with the Zoning Regulations of the Village of Medina.

APPLICATION PROCEDURE

Applications for site plan review shall be in writing, shall be accompanied by a site plan, shall include any additional information required by the Village Zoning Regulations and shall be filed with the Code Enforcement Officer who shall refer such application and site plan to the Village Planning Board.

Within sixty-two (62) days of receipt of a complete application and site plan, the Village Planning Board shall render a decision to approve, approve with conditions, or deny the site plan application unless the time period is extended by mutual consent of the Village Planning Board and the applicant. The sixty-two (62) day time period shall commence at such time as the application and site plan are presented to and accepted as complete by the Village planning Board at a duly called meeting. The Village Planning Board will not act within the first thirty (30) days for applications required to be referred to the Orleans County Planning Board under Article 12-B, 239-m of the General Municipal Law.

PRE-APPLICATION CONFERENCE

A pre-application conference may be held between the Village Planning Board and the applicant to review the basic site design concept and generally determine the information to be required on the site plan.

Date _____

Name of Proposed Development _____

Applicant _____

Applicant's Address _____

Phone _____ Email _____

Plans prepared by _____

Address _____

Phone _____ Email _____

Site Information:

Address _____

Tax ID# _____ Zoning District _____

Total Project Area in Square Feet _____

Total Area of Disturbance in Acres _____

Current Land Use _____

Current Site Conditions _____

County, State and/or Federal Permits Required for This Project _____

Anticipated Construction Time _____

Will Development Be in Phases _____

Application Fee _____ Paid _____

The applicant shall provide ten (10) sets of all applicable indicated materials listed below

A "Site Plan" submittal should generally consist of the following three (3) separate plans/sheets: 1) Site Layout Plan; 2) Grading and Drainage Plan; and 3) Landscape Plan. It is however possible, on minor site plans, to combine two (2) or more of the plans on to one (1) sheet, provided that the plans remain easily legible. Plans should be no larger than 24 inches by 36 inches. All plans shall be prepared by a New York State Licenses Design Professional. Address each of the following by location on the site plan or as part of the written application. Mark N/A if an item does not apply to your project.

Basic Information:

- _____ Title of Drawing
- _____ Name, address and telephone number of applicant
- _____ Name, address and telephone number of person preparing drawings
- _____ North arrow
- _____ Graphic scale
- _____ Date
- _____ Environmental Assessment Form (EAF) in compliance with the State Environmental Quality Review Act

Map or Drawing Showing:

- _____ Boundaries of the property plotted to scale
- _____ Names of owner(s) of the subject property and all abutting parcels
- _____ Seal and signature of surveyor, engineer and/or architect
- _____ Date of survey

Utilities, Easements & Rights of Way:

- _____ Electric, gas, water & sewer lines
- _____ Description of method of sewage disposal and location
- _____ Description of method of securing public water and location
- _____ Location of fire hydrants, if any
- _____ Drainage ways
- _____ Easements
- _____ Public and/or private rights of way
- _____ Other utility line or easements

Access Ways, Interior Circulation, Parking & Loading:

- _____ Pedestrian access ways
- _____ Vehicular access ways
- _____ Loading & unloading areas
- _____ Parking areas (number, location, dimensions)
- _____ Exits & entrances
- _____ Curb & sidewalk lines
- _____ Fire lanes & apparatus access roads
- _____ Location of fire and other emergency zones

Watercourses & Drainage:

- _____ Watercourses & bodies of water
- _____ Location, design and construction materials of all existing or proposed drainage ways including culverts, drains or other such site improvements
- _____ Location of any storm sewer drains & catch basins
- _____ Topography
- _____ Slopes of 5% or greater
- _____ Grading plan
- _____ Stormwater pollution prevention plan

Location Design & Dimensions Of:

- _____ Elevation drawings of all buildings and structures including exterior building materials and colors
- _____ Location of outdoor storage, including dumpsters and provision for screening
- _____ Wells
- _____ Septic systems
- _____ Underground storage tanks
- _____ Existing or proposed signs, including size, design, materials, colors and illumination
- _____ Refuse collection & storage facilities
- _____ Exterior lighting including fixture design and a photometric grid
- _____ Existing or proposed retaining walls including design and materials

Landscaping & Buffers:

- _____ Location, scientific name, common name and size of existing and proposed trees and shrubs
- _____ Identification of all ground covers
- _____ Landscaping Plan and planting schedule
- _____ Location dimensions and description of all fencing
- _____ Location and proposed development of all buffer areas, including existing vegetative cover and screening
- _____ Recreation or conservation areas

NOTE:

- **The Village of Medina Planning Board may require additional information relevant to the proposed development considered necessary to complete the site plan review.**
- **The cost of all consultant review deemed necessary by the Planning Board shall be paid by the applicant.**

I certify that I an the owner or authorized agent for which the foregoing work is proposed to be done, and that I am duly authorized to perform such work, and that all work will be performed in accordance with the above information and in compliance with all existing local and state laws. I further understand that any deviation from the information on this application, once approved, must have prior written approval from the Code Enforcement Officer.

Signature of Applicant _____

Print Name _____

Date _____

For additional information contact:

Martin R. Busch
Code Enforcement /Zoning Officer
Village of Medina
See contact information on first page