



**Division of Local  
Government Services**

# Site Plan Review

A Division of the New York Department of State

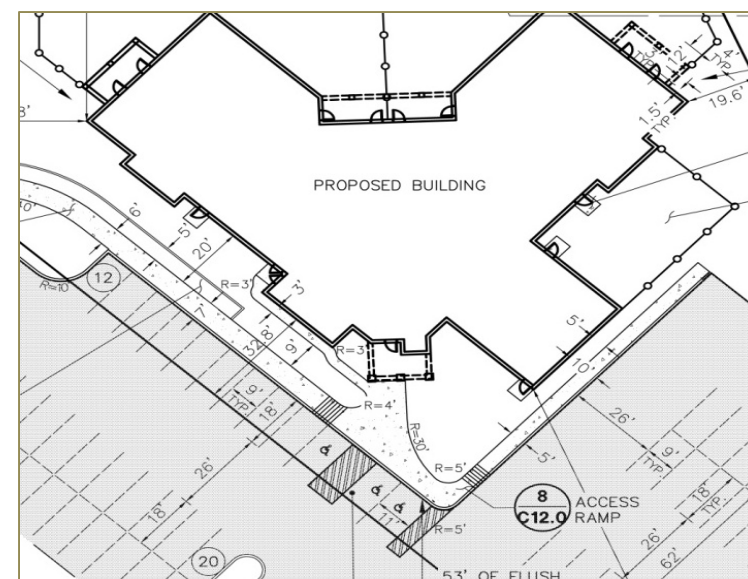
## Site plan defined

Rendering, drawing, or sketch prepared to specifications, containing necessary elements (listed in zoning ordinance or local law), **which shows the arrangement, layout and design of the proposed use of a single parcel of land** as shown on plan

General City Law §27-a

Town Law §274-a

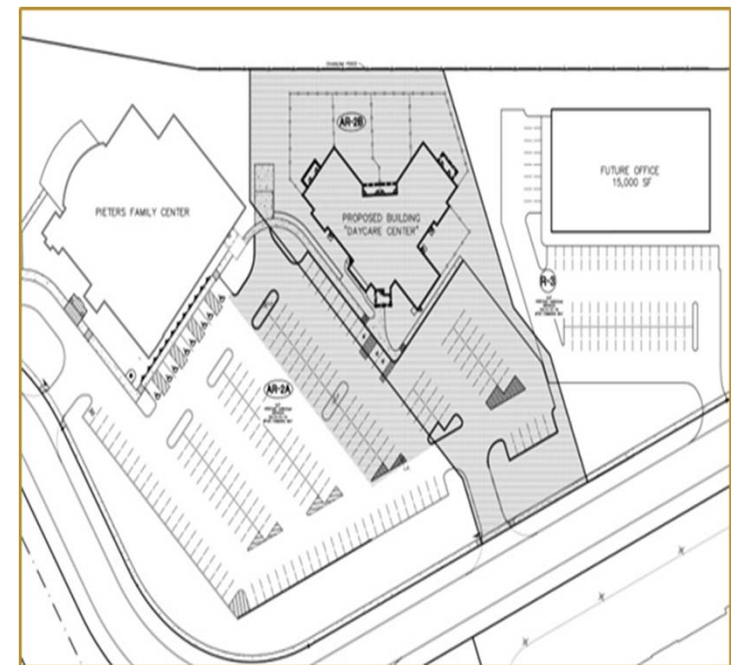
Village Law §7-725-a



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Government Services

## Focus on single piece of property

- Can be used without zoning
- Applicable to many uses
- Projects may range in size
- Change in use may trigger review, if provided for in local law
- Should be considered for accordance with comprehensive plan



## Designating a review board

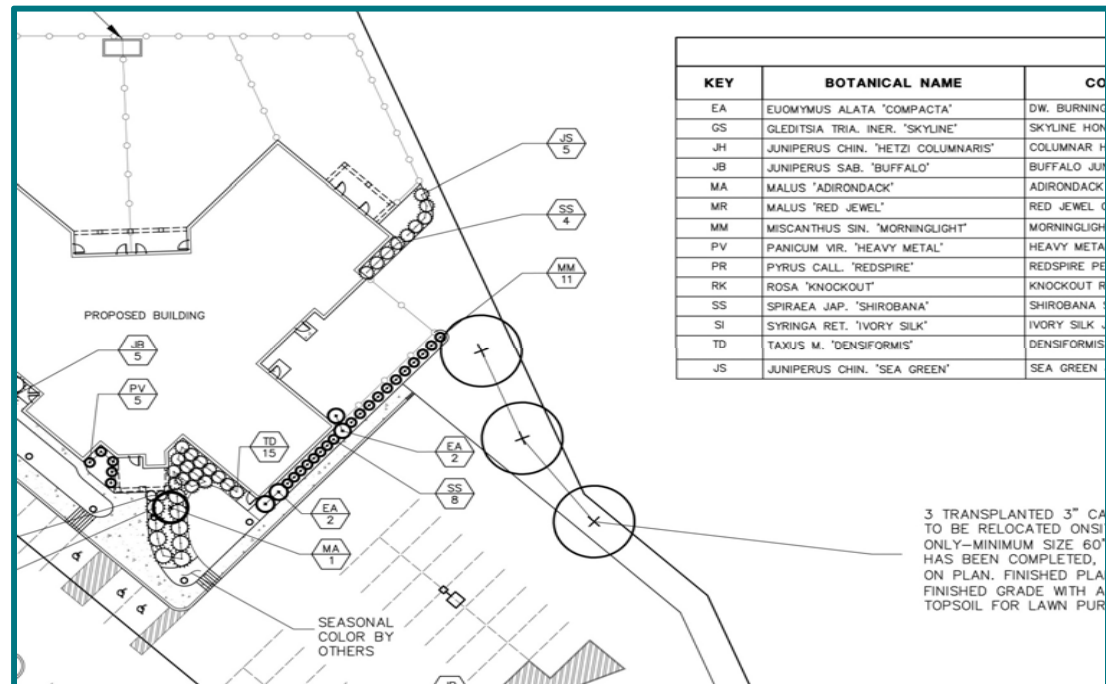
Governing board may retain review authority or delegate authority to review some or all uses to another board

- Planning board
- Zoning board of appeals as “original” jurisdiction
- Other authorized boards

Once delegated, decisions are **not** appealed to the governing board

# Direct appeal

Site plan applicants may go directly to the ZBA for an area variance



# Professional project review services

Review costs may be charged to applicant, if locally authorized  
(Office of State Comptroller Opinion 90-14)

- Local regulations can specify pre-established fees
- Possible municipal budget item
- Staff training

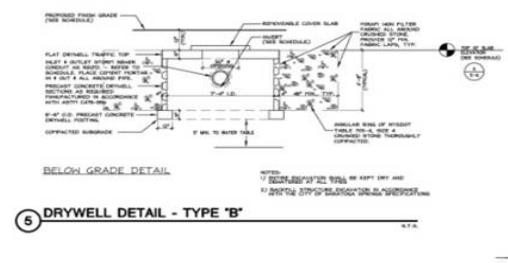
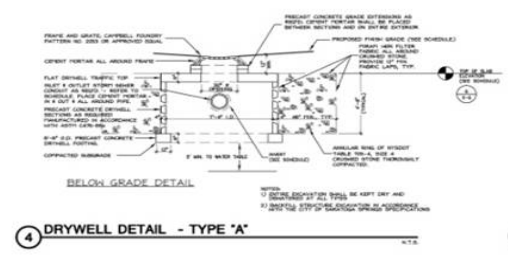
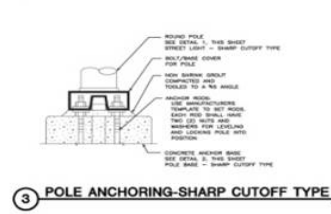
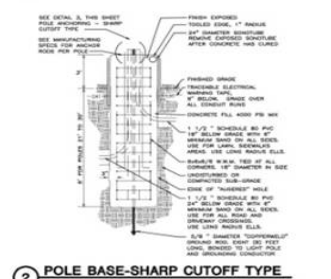
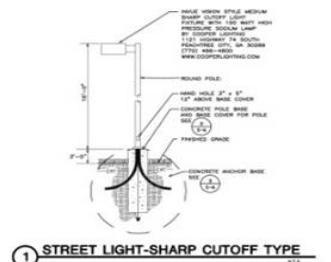


## Local SPR regulations

- Specify review board
- Specify uses requiring site plan approval
- List elements or criteria for review
- Specify submission requirements
- List local procedures
  - public hearings not required by statute
- Indicate who will enforce conditions

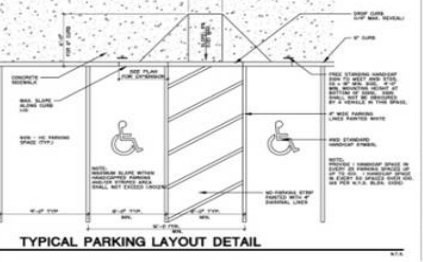
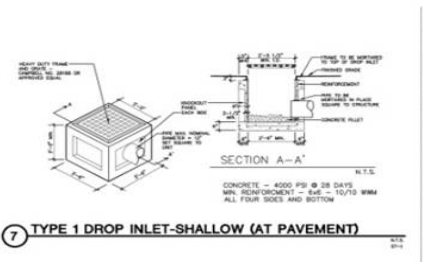
# Sample detail sheet

- Utilities
- Stormwater
- Parking
- Landscaping
- Access
- Sidewalks
- Signage
- Lighting



**6 DRYWELL STRUCTURE SCHEDULE**

STRUCTURE TAG	F.S./FIN. ELEVATIONS	TOP OF SLAB ELEVATION	PIPE SIZE	PIPE INVERT ELEVATION
1-A	322.75	322.85	8"/12"	320.50
2-A	322.50	321.40	8"	318.75
3-B	---	---	---	---
4-A	323.25	322.15	8"/12"	319.50
4-B	---	322.15	12"	318.50



By L.A. Group  
 Landmark Architecture and Engineering, P.C.  
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PREPARED FOR:  
 Fletcher Summers, P., M.D.  
 100 West 10th Street  
 New York, NY 10011  
 Tel: 212-692-1000

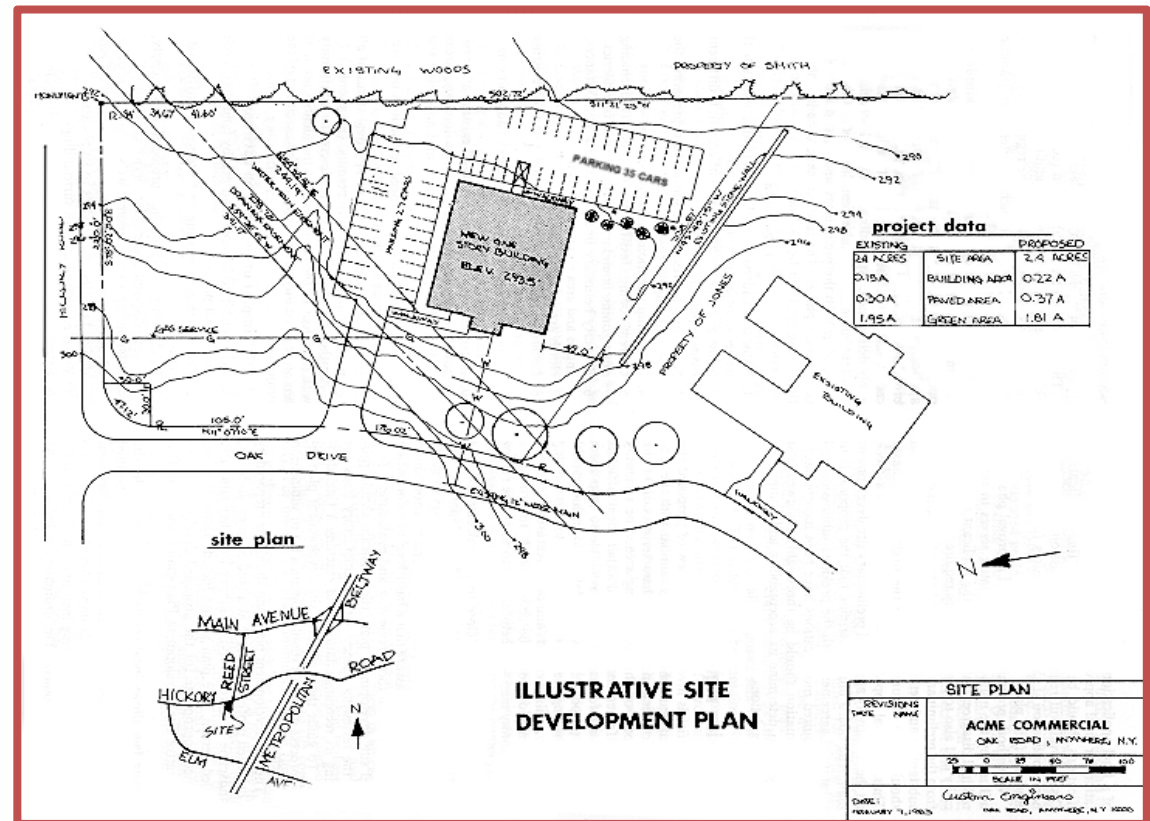
PROJECT: CHURCH ST. MEDICAL OFFICE BUILDING  
 N.Y.C. Room 37, 38, Church Street  
 New York, NY 10013  
 SITE DETAILS

Project: 00276  
 Date: 05/26/09  
 Civil: 000000000  
 Drawing: S-6



# Site plan layout & materials

- Survey map
- Location map
- Scale
- Physical features
- Existing & proposed:
  - Buildings
  - Roads & site access
  - Parking & loading
  - Water & sewer
  - Stormwater
  - Other utilities



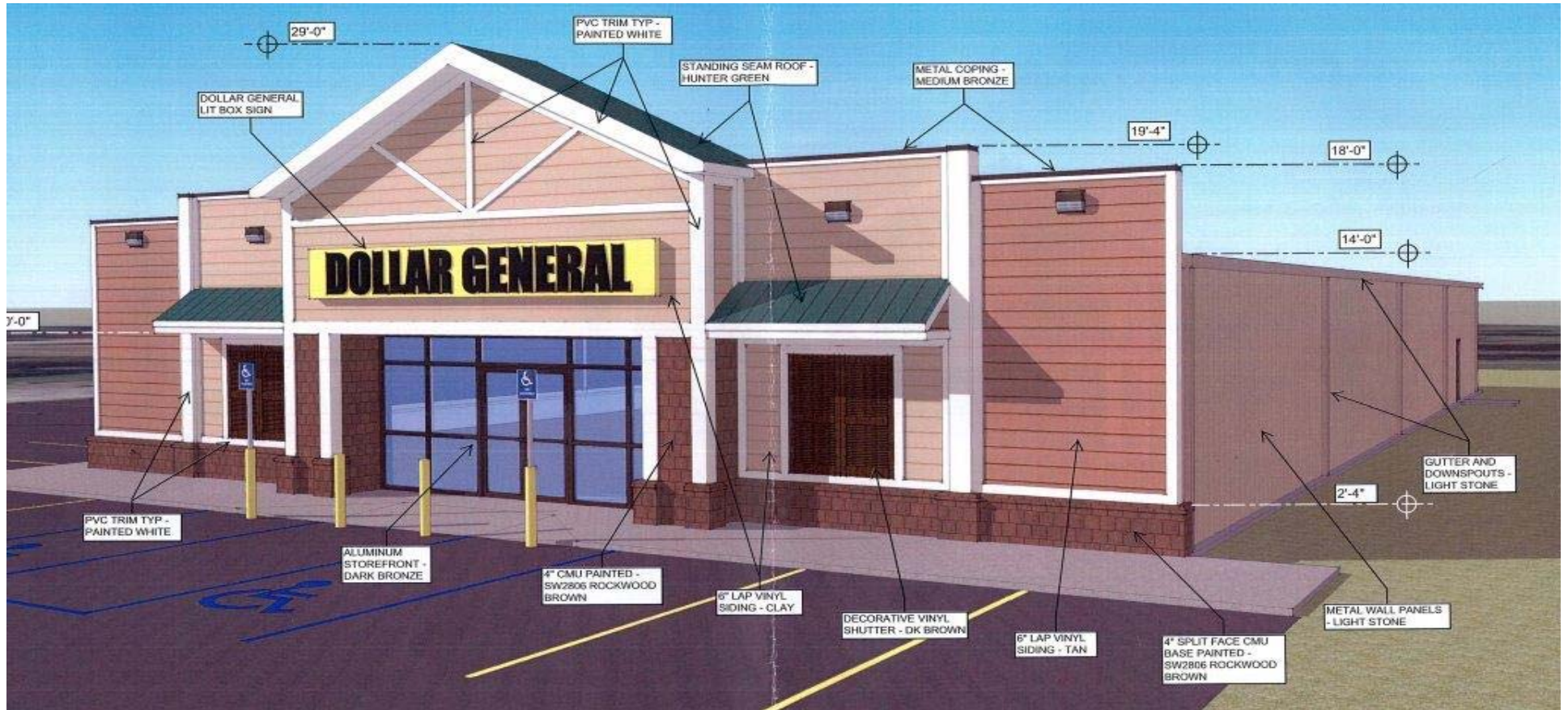
N7 CARING FOR CHILDREN  
PIN: 463804060127  
ZONING: R50



2020/08/20 10:00 AM

12" WATERLINE

# Conceptual elevation



**USES SUBJECT TO REVIEW**

**CERTAIN USES THROUGHOUT THE COMMUNITY**



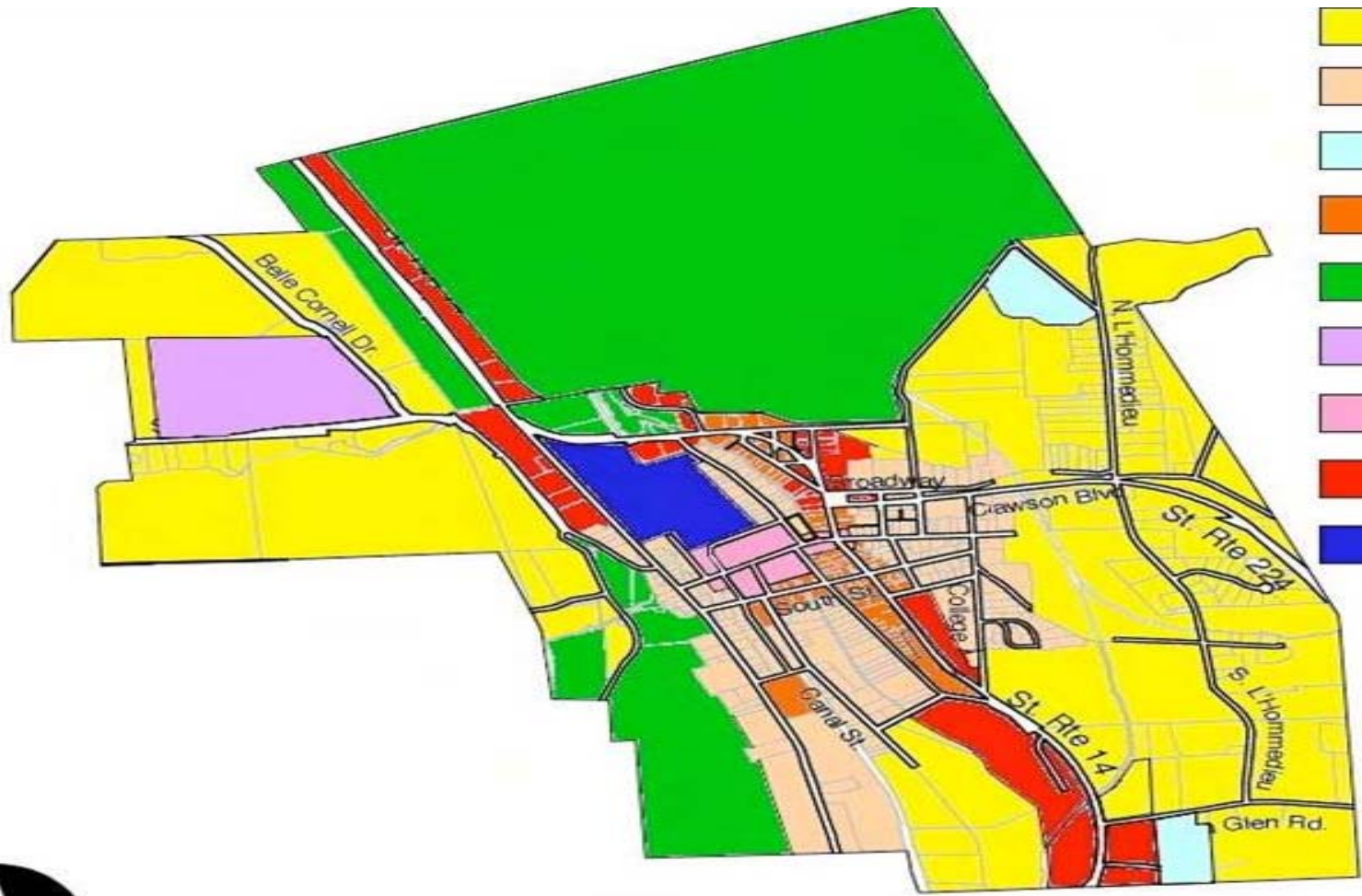




**USES SUBJECT TO REVIEW**

**CERTAIN ZONING DISTRICTS**





- R-1**
- R-2**
- RMH**
- RLB**
- PC**
- HC**
- CB**
- B-1**
- I-1**



0      0.2      0.4      0.8 Miles





**USES SUBJECT TO REVIEW**

**CERTAIN USES IN OVERLAY ZONES**





HISTORIC DISTRICT

SOUTH MAIN STREET  
PULTENEY PARK

GENEVA



# Community resilience

“The ability of a system to withstand shocks and stresses while still maintaining its essential functions.”

Resilient Communities:

- Know their natural hazards
- Are prepared for them
- Recover quickly when they occur

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# Resilience planning

Multiple systems to create vital communities:

- Holistic approach
- New neighborhoods and relocations
- Infrastructure modification and backup

Expand, conserve, revitalize natural protective features:

- Storm damage benefits
- Environmental benefits
- Quality of life benefits for residents and visitors

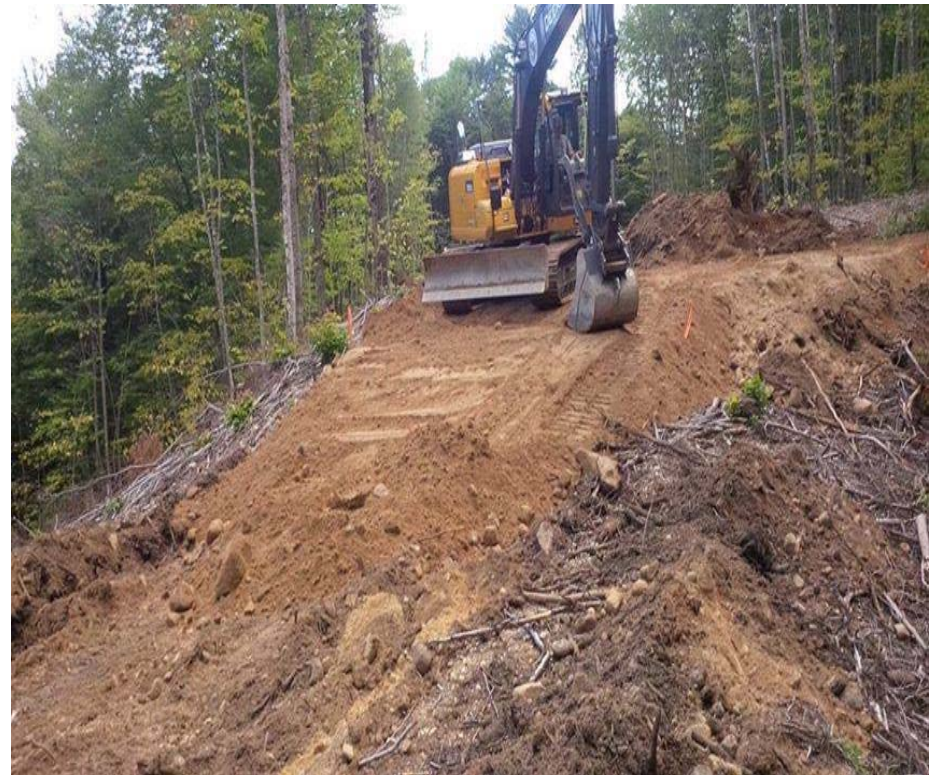
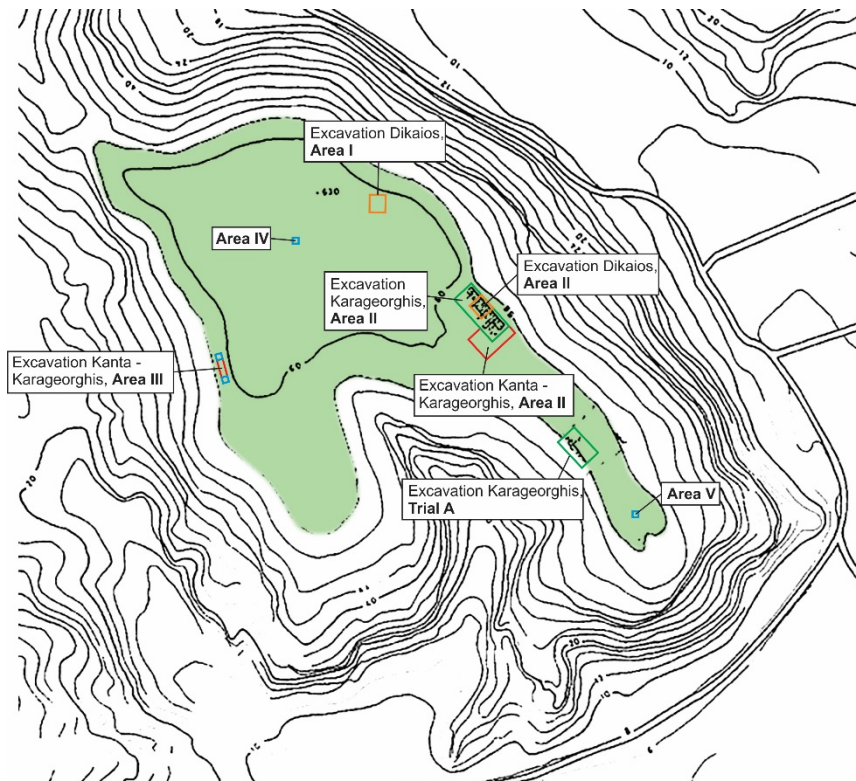


## Examples of review elements

- Proposed grades & contours
- Sewage & storm drainage
- Utilities
- Traffic, access & parking
- Building placement
- Architectural features
- Lighting & signage
- Screening & landscaping
- Relationship with adjacent uses

Only elements  
specified by  
governing board by  
law or ordinance

# Grading and contouring



# Sewage and stormwater drainage



# Storm water pollution prevention plan (SWPPP)

- Reduce runoff rate & volume
- Remove pollutants from runoff generated on development sites

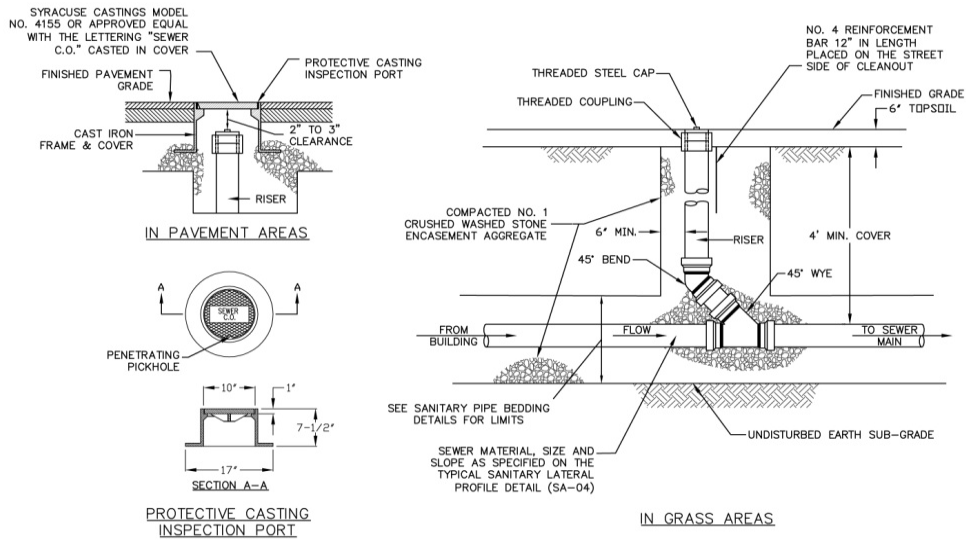
Natural alternatives to engineered systems:

- LID (Low Impact Development): preserve natural drainage features & patterns
- Green Infrastructure: use vegetation & soil to manage rainwater where it falls

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# Utilities



**NOTES:**

1. MATERIAL SHALL BE GRAY CAST IRON CONFORMING TO A.S.T.M. A48 (LATEST REVISION) CLASS 308.
2. HEAVY DUTY CASTING SHALL BE DESIGNED FOR A.A.S.H.T.O. H20-16 WHEEL LOADS.

## 6 SANITARY LATERAL CLEANOUT



# Traffic

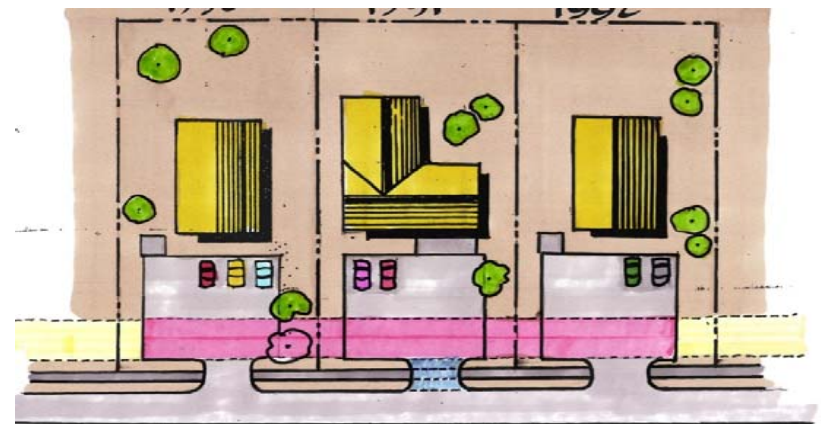
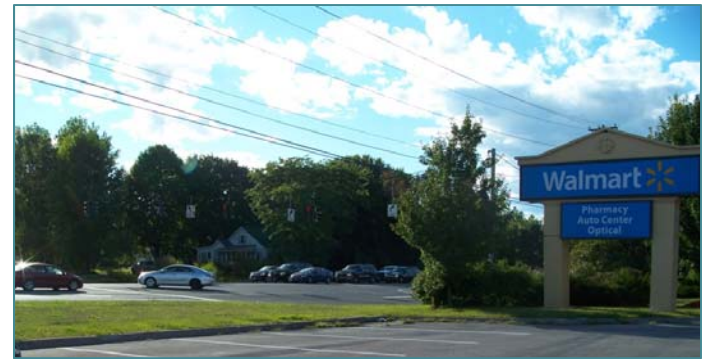


Land Use	≥100 Peak Hour Trip Thresholds
Single Family Home	95 residential dwelling units
Apartment (renter occupied)	150 residential dwelling units
Condominium/Townhouse (owner occupied)	190 residential dwelling units
Mobile Home Park	170 residential dwelling units
Shopping Center	6,000 square feet (gross floor area)
Fast Food Restaurant with Drive-in	3,000 square feet (gross floor area)
Gas Station with Convenience Store	7 fueling positions
Bank with Drive-in	3,000 square feet (gross floor area)
General Office	67,000 square feet (gross floor area)
Medical/Dental Office	31,000 square feet (gross floor area)
Research and Development Facility	73,000 square feet (gross floor area)
Light Industrial/Warehousing	180,000 square feet (gross floor area)
Manufacturing Plant	149,000 square feet (gross floor area)
Park-and-Ride Lot with Bus Service	170 parking spaces
Hotel/Motel	250 rooms



# Access management

- Limit access points (increase spacing)
- Sight distance
- Intersections
- Side road access
- Internal roads
- Parallel access roads



*Limit Access : Parallel Road*





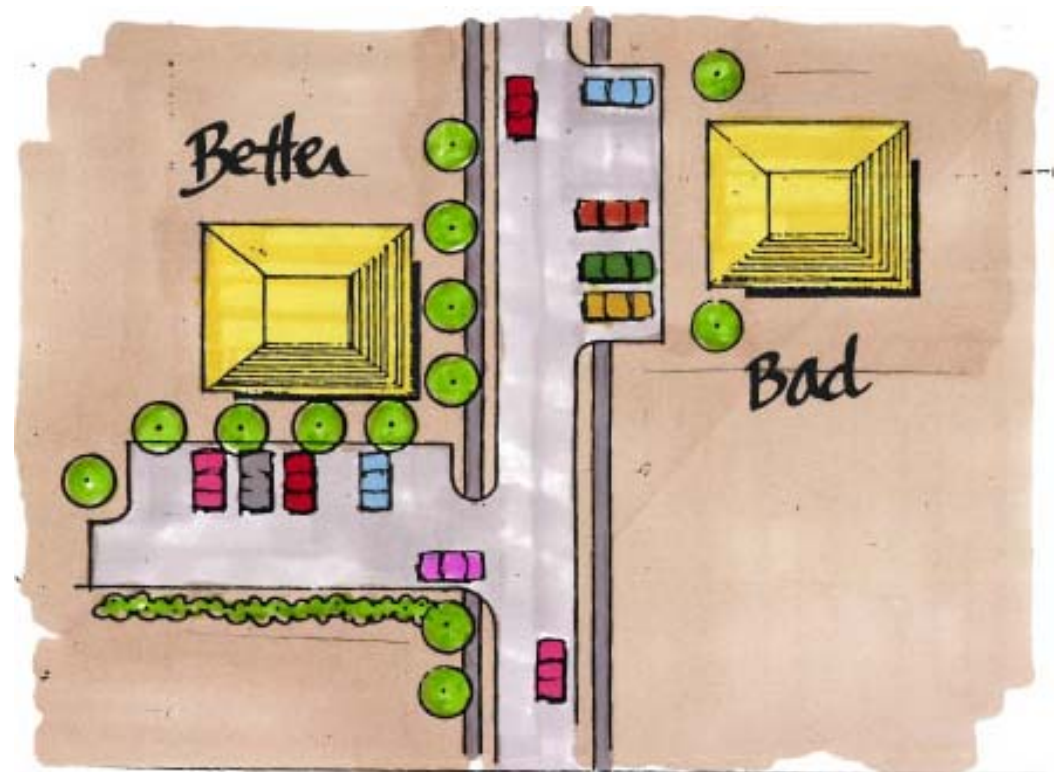


# Pedestrian friendly parking

In many places, cars are the priority, not people

Better building orientation

- Pedestrian friendly
  - Scale
  - Visual interest
  - Access



# Parking



# Building placement



# Architectural features

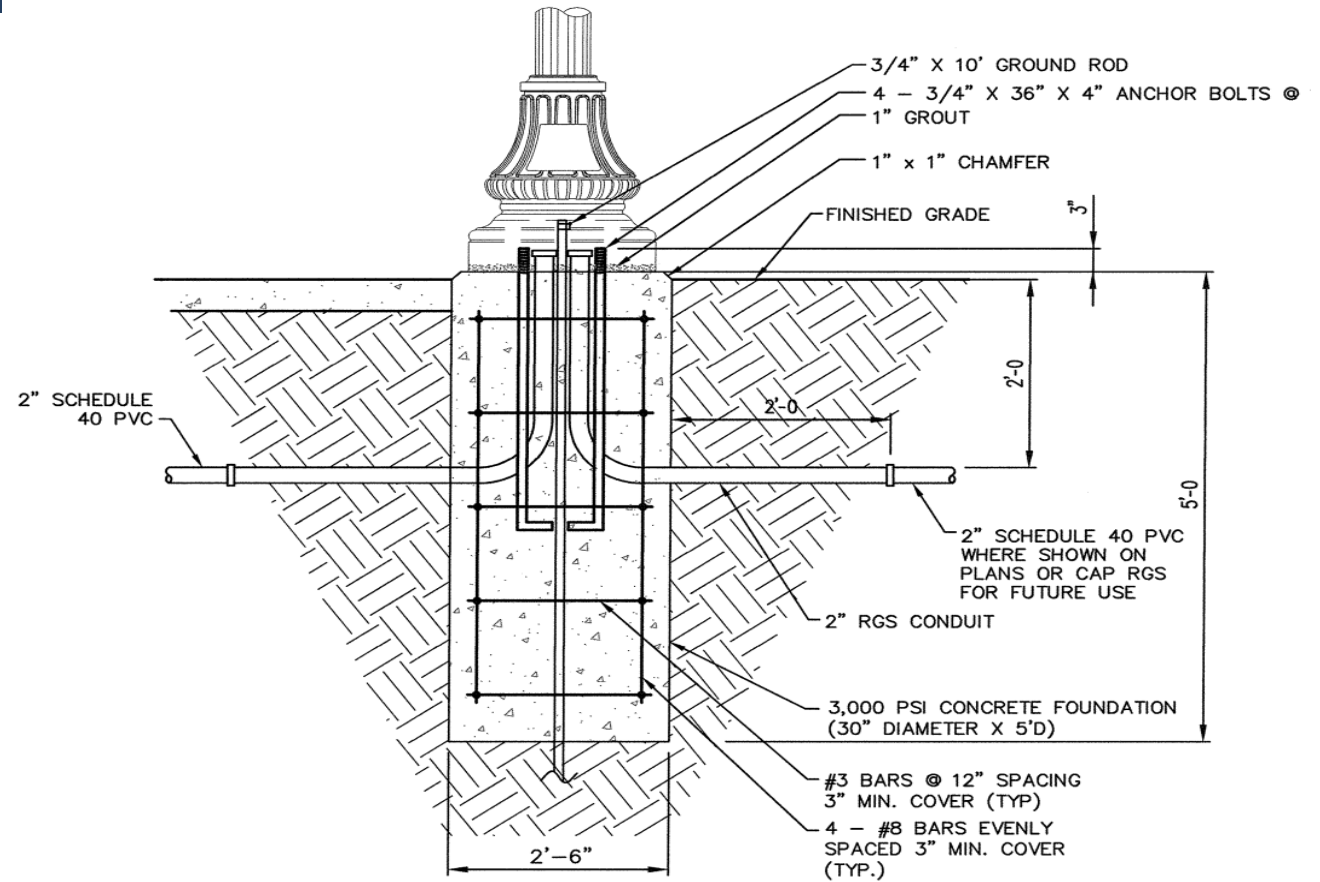
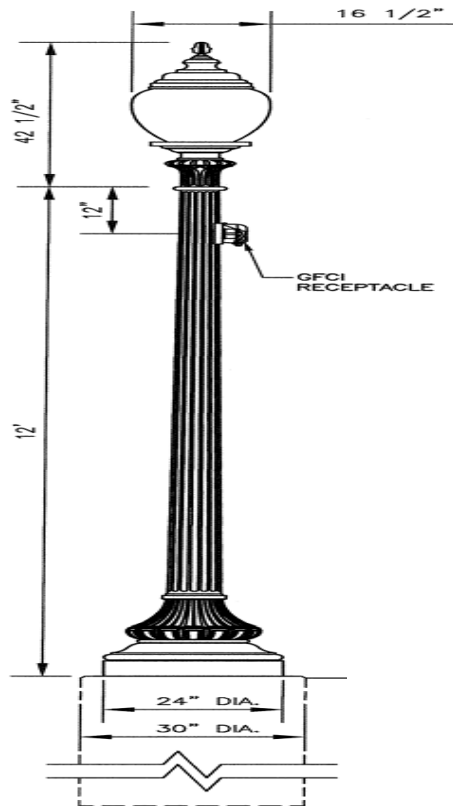




# Lighting



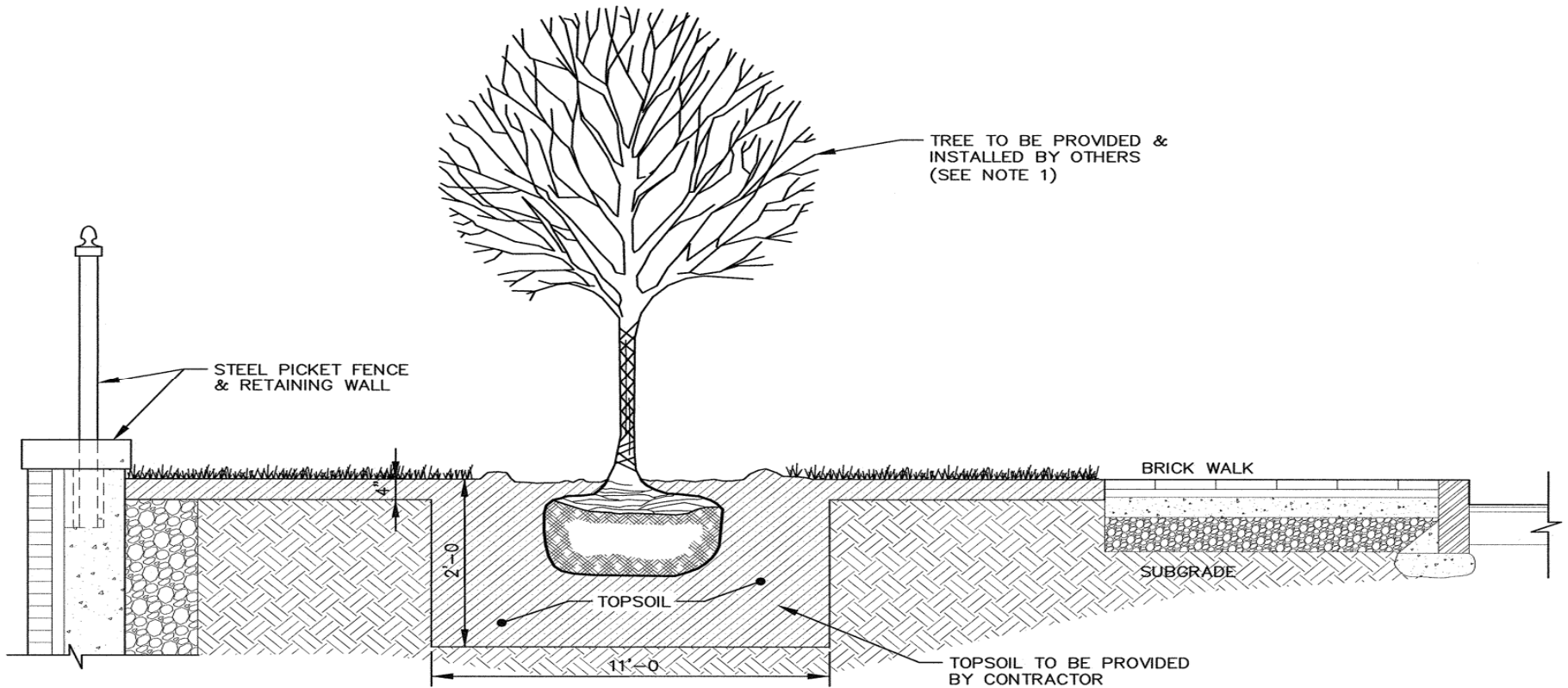
# Lighting detail



# Landscaping, screening, & snow storage

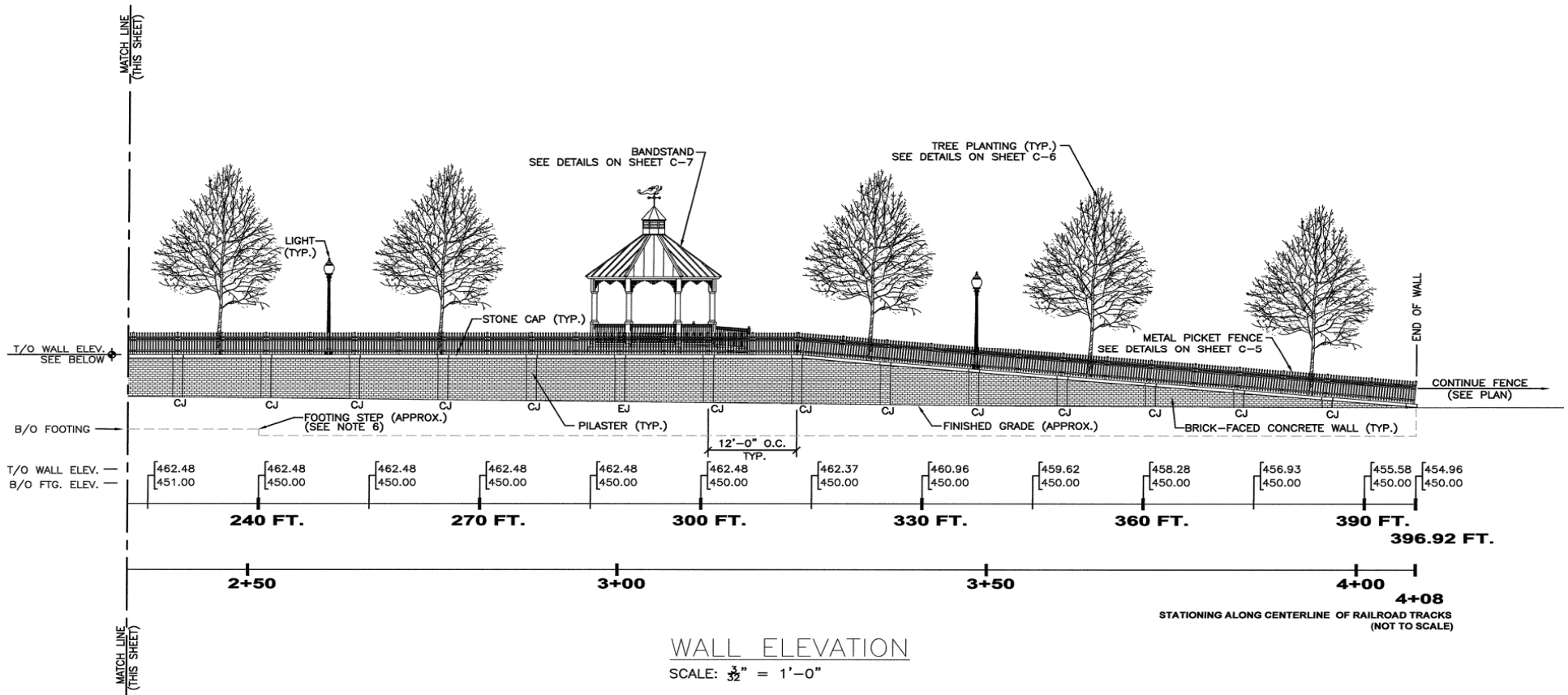


# Tree & sidewalk detail



**SECTION AT PLANTINGS ON GREEN**  
NOT TO SCALE

# Landscaping detail



# SEQR compliance

- Must complete SEQR before making final local decision
- Require Environmental Assessment Form (EAF) with application submission
- Establish lead agency if coordinated review
- Make determination of significance
  - Positive (EIS required) or negative declaration
- “Complete application”
  - Negative declaration issued
  - Positive declaration issued and Draft Environmental Impact Statement (DEIS) accepted for public review
  - NYCRR Part 617.3

# Public hearing

- Not statutorily required, but could be locally required
- Hold within 62 days of “complete application” (SEQR)
- If DEIS hearing, hold in conjunction with SP hearing
- Open Meetings Law
- Publish legal notice in newspaper of general circulation at least 5 days prior
  - Extend to at least 14 days when DEIS hearing
- Mail notice 10 days prior:
  - Applicant
  - County planning (GML 239-m) if applicable
  - Adjacent municipality (GML 239-nn) if applicable

## County referrals GML §239-m

Refer to County Planning Agency at least 10 days prior if within 500 feet of the boundary of:

- Municipality
- State or county park or recreation area
- R-O-W of state or county road
- R-O-W of county-owned stream or drainage channel
- State or county land on which a public building is located
- Farm operation in a state agricultural district
  - Except for area variances



## Notice to adjacent municipalities

- GML § 239-nn requires notice of public hearings held for approvals on property within 500 feet from municipal boundary for:
  - Site plan review
  - Special use permit
  - Subdivision review
- Notice clerk of adjacent municipality at least 10 days prior to public hearing by mail or email

# Ability to place conditions

“...directly related to and incidental to a proposed site plan”

Examples:

- dumpster screening
- signage limitations
- sidewalk extensions
- sewer connections
- maintenance guarantees

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# Waiver of requirements

Review board may waive submission or permit requirements if:

- Authorized by governing board
- Deemed unnecessary in interest of public health, safety or general welfare or inappropriate to particular property



Example:  
Waive screening for this existing natural buffer

# Parkland

Land or money  
in lieu of  
parkland for  
residential  
recreation needs



# Security agreements

If improvement will not be installed prior to issuance of certificate of occupancy, be sure to get a security agreement

- Cash in escrow
- Performance bond
- Letter of credit

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# Enforcement

- Authorize zoning or code enforcement officer to ensure site plan is completed as agreed & any conditions imposed
- Could be stated in site plan local law, zoning code, or statement of CEO/ZEO duties



Require that approval conditions must be met to extent practicable prior to issuance of certificate of occupancy or compliance

## Decision and appeals

- Render decision within 62 days after hearing closes
- File with municipal clerk within 5 business days
  - 30 day statute of limitations for appeal begins
- Appeal to NYS Supreme Court in an Article 78 proceeding (not to any local board)

# New York Department of State

Division of Local Government  
(518) 473-3355

[www.dos.ny.gov/lg/lut/index.html](http://www.dos.ny.gov/lg/lut/index.html)