

Town of Rosendale Planning & Building Department/Planning Board  
Site Plan/Plat Checklist

(For Planning Dept. Use Only) Application No. \_\_\_\_\_  
Received: \_\_\_\_\_

Owner/Applicant: \_\_\_\_\_  
Location: \_\_\_\_\_  
Tax Map SBL Number: \_\_\_\_\_  
Zoning Classification: \_\_\_\_\_  
Property Size: \_\_\_\_\_  
Name of Project if applicable: \_\_\_\_\_  
Agent, if any: \_\_\_\_\_  
Professional consultant: \_\_\_\_\_  
Consultant address/telephone: \_\_\_\_\_  
Purpose of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Instructions:* check each item when completed; use additional space or separate sheet for any lengthy explanations.

- Title Block [ ]
- Name & Address of Applicant [ ]
- North Arrow [ ]
- Scale [ ]
- Inset Vicinity Map [ ]
- Adjacent Property Boundaries. Owners and Tax Map s/b/l Shown [ ]
- Table of Zoning Requirements, including setbacks and area requirements [ ]
- Parcel(s) labeled (i.e. "Lot 1, Lot 2...") and areas shown in acres and/or square feet [ ]
- Lot lines (existing & proposed) [ ]
- Tax Map Number [ ]
- Professional stamp and signature of preparer [ ]
- Existing Watercourses (i.e. streams, rivers, etc.) [ ]
- Associated Deed Restrictions or Covenants [ ]
- Town of Rosendale Planning Board Approval Block [ ]
- [ ] **Grading Plan**
  - Existing contours/spot elevations
  - Proposed contours/spot elevations
  - Limits of grading and clearing
- [ ] **Landscaping**
  - Plant types
  - Plant sizes
  - Number and location of plantings and seeding
- [ ] **Erosion and Sediment Controls**
- [ ] **Storm Drainage**
  - Catch basins
  - Sewers
  - Culverts
  - Detention ponds
  - Stormwater Pollution Prevention Plan (SWPPP)

Town of Rosendale Planning & Building Department/Planning Board  
Site Plan/Plat Checklist

(For Planning Dept. Use Only) Application No. \_\_\_\_\_

Received: \_\_\_\_\_

- [ ] **Sanitary Sewerage**
  - Connection to existing system
  - Septic system design
  - Perc test
  - Test pits
- [ ] **Water Distribution**
  - Well location
  - Connection to existing system
- [ ] **Utilities**
  - Electric
  - Gas
  - Cable television
  - Fiber optic
- [ ] **Site Lighting**
  - Glare prevention
  - Impact to neighboring properties
  - Photometric diagrams
  - Lighting cut sheets
  - N/A
- [ ] **Signs**
  - Size
  - Setbacks
  - Material
  - Lighting
  - N/A
- [ ] **Existing/Proposed Buildings & Accessory Structures**
  - Location and setbacks
  - Height
  - Proposed uses
- [ ] **Vehicular Traffic**
  - Access from existing roads
  - Driveway alignment
  - On-site traffic flow
  - Intersections
  - Road widths and rights-of-way
  - Pavement materials
  - Dividers
  - Traffic controls
  - Traffic Study
- [ ] **Pedestrian Traffic**
  - Access from off-site
  - Walkway/sidewalk structures
  - Intersection with roads
  - Handicapped access
  - Bicycle racks

Town of Rosendale Planning & Building Department/Planning Board  
Site Plan/Plat Checklist

(For Planning Dept. Use Only) Application No. \_\_\_\_\_

Received: \_\_\_\_\_

**Fire Protection**

- Road/driveway supports emergency vehicles
- Adequate water supply

**Parking**

- Located off-street
- Number of spaces
- Arrangement
- Length/width of spaces
- Width of lanes
- Handicap parking
- Setbacks
- Visual screening

**Other Permits/Approvals Required**

- Local \_\_\_\_\_
- County \_\_\_\_\_
- State \_\_\_\_\_
- Federal \_\_\_\_\_

**Special Conditions**

- Wetlands & Streams Delineated
- Floodplain
- Site on or adjacent to a parcel on or eligible for listing on the State and/or National Register of Historic Places
- Site within or adjacent to an Archeosensitive Area
- Consultation with NYSDEC on presence of Threatened & Endangered Species
- Consultation with USFWS on presence of Threatened & Endangered Species
- Open Space
- Dumpsters & dumpster screening
- Rock Outcrops
- Any municipal or zoning boundaries