## *TOWN OF NEW WINDSOR PLANNING BOARD*

## *SITE PLAN CHECKLIST*

ITEM

1. ✓ Site Plan Title
2. _____ **Provide 4" wide X 2" high box (IN THE LOWEST RIGHT CORNER OF THE PLAN) for use by Planning Board in affixing Stamp of Approval. (ON ALL PAGES OF SITE PLAN).**

**SAMPLE:**

3. ✓ Applicant's Name(s)
4. ✓ Applicant's Address
5. ✓ Site Plan Preparer's Name
6. ✓ Site Plan Preparer's Address
7. ✓ Drawing Date
8. ✓ Revision Dates
9. _____ Area Map Inset and Site Designation
10. _____ Properties within 500' of site
11. _____ Property Owners (Item #10)
12. ✓ Plot Plan
13. ✓ Scale (1" = 50' or lesser)
14. _____ Metes and Bounds
15. ✓ Zoning Designation
16. ✓ North Arrow
17. _____ Abutting Property Owners
18. ✓ Existing Building Locations
19. ✓ Existing Paved Areas
20. ✓ Existing Vegetation
21. ✓ Existing Access & Egress

## PROPOSED IMPROVEMENTS

22. ✓ Landscaping
23. ✓ Exterior Lighting
24. ✓ Screening
25. ✓ Access & Egress
26. ✓ Parking Areas
27. ✓ Loading Areas
28. ____ Paving Details (Items 25 - 27)
29. ✓ Curbing Locations
30. ____ Curbing through section
31. ✓ Catch Basin Locations
32. ____ Catch Basin Through Section
33. ✓ Storm Drainage
34. ✓ Refuse Storage
35. ____ Other Outdoor Storage
36. ✓ Water Supply
37. ✓ Sanitary Disposal System
38. ✓ Fire Hydrants
39. ✓ Building Locations
40 ✓ Building Setbacks
41. ____ Front Building Elevations
42. ✓ Divisions of Occupancy
43. ____ Sign Details
44. ✓ Bulk Table Inset
45. ✓ Property Area (Nearest 100 sq. ft.)
46. ✓ Building Coverage (sq. ft.)
47. ✓ Building Coverage (% of total area)
48. ✓ Pavement Coverage (sq. ft.)
49. ✓ Pavement Coverage (% of total area)
50 ✓ Open Space (sq. ft.)
51. ✓ Open Space (% of total area)
52. ✓ No. of parking spaces proposed
53. ✓ No. of parking spaces required

**REFERRING TO QUESTION 9 ON THE APPLICATION FORM,** AIS THIS PROPERTY WITHIN AN AGRICULTURAL DISTRICT CONTAINING A FARM OPERATION OR WITHIN 500 FEET OF A FARM OPERATION LOCATED IN AN AGRICULTURAL DISTRICT, PLEASE NOTE THE FOLLOWING:

54._____ Referral to Orange County Planning Dept. is required for all applicants filing AD Statement.

55._____ A disclosure Statement, in the form set below, must be inscribed on all site plan maps prior to the affixing of a stamp of approval, whether or not the Planning Board specifically requires such a statement as a condition of approval.

APrior to the sale, lease, purchase, or exchange of property on this site which is wholly or partially within or immediately adjacent to or within 500 feet of a farm operation, the purchaser or leasee shall be notified of such farm operation with a copy of the following notification.

It is the policy of this State and this community to conserve, protect and encourage the development and improvement of agricultural land for the production of food, and other products, and also for its natural and ecological value. This notice is to inform prospective residents that the property they are about to acquire lies partially or wholly within an agricultural district or within 500 feet of such a district and that farming activities occur within the district. Such farming activities may include, but not be limited to, activities that cause noise, dust and odors.

This list is provided as a guide only and is for the convenience of the Applicant. The Town of New Windsor Planning Board may require additional notes or revisions prior to granting approval.

***PREPARER'S ACKNOWLEDGMENT:***

THE PLAT FOR THE PROPOSED SITE PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THIS CHECKLIST AND THE TOWN OF NEW WINDSOR ORDINANCES, TO THE BEST OF MY KNOWLEDGE.

BY: Katherine Ann Dewkett 5/6/05
Licensed Professional Date

⌘ ⌘ ⌘ ⌘ ⌘ ⌘ **PLEASE NOTE:** ⌘ ⌘ ⌘ ⌘ ⌘ ⌘

***THE APPLICANT OR THEIR REPRESENTATIVE IS RESPONSIBLE TO KEEP TRACK OF ALL EXPIRATION DATES FOR ANY AND ALL APPROVALS GRANTED TO A PROJECT. EXTENSIONS MUST BE APPLIED FOR PRIOR TO EXPIRATION DATE.***