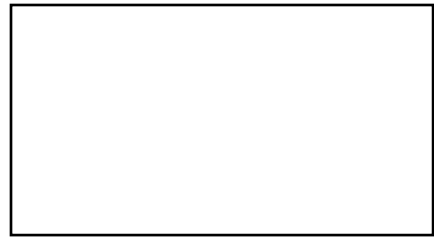




Village of Webster

Zoning Board of Appeals

Site Plan Review Application



The Zoning Board of Appeals is hereby authorized, pursuant to § 7-725-a of the Village Law, to review and approve, approve with modifications, or disapprove preliminary site plans and final site plans.

Required Documentation:

- Completed Application
- Letter of Intent:
 - o Outlines the proposed project, the owner of the property and any proposed building, the project builder or contractor, a proposed construction schedule, the principals involved in the financing of the project, data on the nature and legal status of existing or proposed easements, a description of all deed restrictions or covenants applicable to the property.
- Environmental Assessment Form
- Drainage study / Storm Water Pollution Control Plan SWPPP (*if applicable*)
- Notification to Neighbors / Confirmation of mailing
- Owner authorization (*if applicable*)
- **Plans:** prepared by a licensed engineer, architect, landscape architect or surveyor, drawn to a scale of not greater than one-inch equals 20 feet or smaller than one-inch equals 100 feet, submitted on a sheet not less than 18 inches by 24 inches:
 - o Area map showing the applicant's entire holding, that portion of the applicant's property under consideration, and all properties, subdivisions, streets, and easements within 500 feet of the applicant's property.
 - o If grades exceed 3% or if portions of the site have a moderate to high susceptibility to erosion or a moderate to high susceptibility to flooding and ponding, one topographic map, showing contour intervals of not more than two feet of elevation, shall be provided.
 - o 10 copies of a preliminary site plan shall be provided, which shall include the following information:
 - Title of the drawing, including the name and address of the applicant
 - North point, scale, and date
 - Boundaries of the property plotted to scale
 - Existing watercourses
 - Location, proposed use, and height of all buildings
 - Location of all parking and truck loading areas, with access and egress drives thereto
 - Location of outdoor storage, if any
 - Location of all existing or proposed site improvements, including drains, culverts, retaining walls and fences
 - Description of the method of sewage disposal and the location of such facilities
 - Location and size of all signs
 - Location and proposed development of buffer areas
 - Zoning setback requirements
 - Utility schematic
 - Location and design of lighting facilities
 - Indicate the gross floor area and net floor area for each building and delineate and state the area of each use therein, including flex space, if any.
 - Tracing overlay shall be provided showing all soil areas and their classifications and those areas, if any, with a moderate to high susceptibility to erosion. For areas with potential erosion problems, the overlay shall also include an outline and description of existing vegetation.



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Site Plan Review Application



Project Address: _____

Applicant Name: _____

Property Owner *(if different from applicant):* _____

Attorney *(if applicable):*

Name: _____ Company: _____

Phone #: _____ Email: _____

Property Information:

Tax ID #: _____ Zoning District: _____

Total Acreage: _____

Proposed Number of Lots: _____

Proposed Number of Buildings/Homes/Units: _____

Are there existing Easements or Deed Restrictions for the property? _____

Do you anticipate needing variances for this project? If yes, please explain: _____

Project Information:

Estimated length of time to complete project: _____ Number of Phases: _____

Estimated cost: _____

Project Contractor *(if applicable)*

Name: _____ Company: _____

Phone #: _____ Email: _____