

# City of Mount Vernon Planning Board Site Plan Review Technical Checklist



The site plan application shall be accompanied by a detailed site plan prepared by a legally qualified individual, firm or licensed design professional, including but not limited to a registered architect, landscape architect or professional engineer. A site plan shall demonstrate that the standards of § 267-34 of this chapter can be met and shall include at least the following information:

**A. General.** Site plans shall be drawn on sheets not exceeding a size of 30 inches by 40 inches, and to a convenient scale, but not less than one inch equals 20 feet, unless approved by the Commissioner of Planning.

## **B. Legal data.**

- (1) The name and the address of the applicant and authorization of the owner if different from the applicant.
- (2) The name, address, signature and seal of the professional preparing the site plan.
- (3) Title of the development, date prepared and date of revisions, if any.
- (4) North arrow, scale and site vicinity map drawn to a scale of not less than one inch equals 600 feet.
- (5) Proof of the certified mailings as required in § 267-32B.
- (6) Map, block and lot numbers of the property as shown on the official tax records.
- (7) Description of all existing and proposed deed restrictions or covenants applying to the property.
- (8) Existing zoning of the property and all adjoining properties.
- (9) Zoning schedule chart of required and proposed standards for each site plan, including any variances granted. The chart shall include the following:
  - (a) Use of structure.
  - (b) Floor area by use.
  - (c) Floor area ratio.
  - (d) Building height; stories and feet.

- (e) Building length.
- (f) Building coverage.
- (g) Impervious surface coverage.
- (h) Lot area (square feet).
- (i) Lot area per dwelling unit (square feet).
- (j) Floor area per dwelling unit (square feet).
- (k) Lot width and frontage.
- (l) Yards: front, side and rear.
- (m) Area of usable open space.
- (n) Number of off-street parking and loading spaces.

**C. Natural features.**

- (1) Topographic data at a maximum contour interval of two feet, showing existing and proposed contours, extended at least 20 feet into adjoining properties.
- (2) Surface features, such as the location of rock outcrops.
- (3) Vegetative cover, including the location of existing wooded areas, all individual trees of 12 inches caliper or greater, both on site or on adjacent city property, and all other specimen trees.
- (4) The location of all existing watercourses, waterbodies, intermittent streams, wetlands and springs.
- (5) Boundaries of any area subject to flooding or stormwater overflows, including flood hazard areas as established by the federal government.

**D. Existing structures and utilities.**

- (1) Location of all structures on the premises and approximate location of all neighboring structures within 100 feet of all lot lines of the premises.
- (2) Location of all existing adjacent public and private streets, ways and roads, paved areas and sidewalks. The names and existing widths of adjacent streets, including curblines and

elevations at the center line of the street and the reference grade at the curb at the center of the front wall of the building.

- (3) Locations, dimensions, grades and flow direction of existing sewers, culverts, water lines and other underground utilities within the property lines and other underground utilities within the property, to the extent known or relevant.
- (4) Fences, landscaping and screening.
- (5) All other existing improvements.

#### **E. Proposed development.**

- (1) The location and dimensions (length, width, floor elevations and height in feet and in stories) of proposed structures, with floor plans showing all proposed floor space by type of use and floor level.
- (2) Preliminary architectural plans showing at least three exterior elevations of the proposed structure and materials to be used.
- (3) The location, width and finished grades of proposed public and private streets, ways, roads and sidewalks, including pavement type and profiles.
- (4) The location, layout, finished grade, pavement specifications and curbing proposed for parking and loading spaces, including access drives.
- (5) Driveway profiles from the center line of the street to the garage floor or parking lot, indicating all slopes by percentage of grade. Elevations at the center line of the street, top of the curb and at the lot line must also be indicated on the profile. Where there is no curb, the curb elevation is assumed to be equal to the elevation at the center line of the street and should be so indicated.
- (6) The location, design and proposed screening of outdoor storage areas, including proposed provisions for refuse and storage collection.
- (7) The location, size and design of all proposed water supply, sanitary sewerage, valves, hydrants and other such utility facilities, including connections to any existing such facilities, with profiles.
- (8) Stormwater drainage systems with details of catch basins, dry wells, retention basins and other related facilities; and calculation of expected storm drain loads and stormwater runoff pattern to be accommodated by the proposed drainage system.
- (9) Landscaping plan, to include type, size, quantity and location of all plants and other landscaping materials to be used, with English and Latin names. Included in the plan shall be an

indication of all existing vegetation to be retained and the methods to be used to protect such vegetation during the course of construction.

(10) The location, height, design and materials of all proposed fences and walls.

(11) Type, location, design, shielding and hours of operation of exterior lighting.

(12) Location, type, size, wording, design, color and illumination of all traffic and directional signs.

(13) Estimate of earthwork, showing the quantity of any material to be imported to or removed from the site.

(14) Description of measures planned to assure proper erosion and sedimentation control both during and after construction, with reference to Westchester County's Best Management Practices Manual for Construction Related Activities, Standards and Specifications.

(15) A statement from the applicant's licensed design professional indicating the estimated cost of construction of all new streets and sidewalks and of the water supply, sanitary sewerage and storm drainage systems.

**F. Stormwater Management.** A storm water management plan or a Storm Water Pollution Prevention Plan (SWPPP) consistent with the requirements of Chapter 226 of this code shall be required for Site Plan Approval. The storm water management plan or the SWPP shall meet the performance and design criteria and standards of Chapter 226. The approved Site Plan shall be consistent with the provisions of Chapter 226.

**G. Waivers from Site Plan Requirements.** Upon written request by the applicant to the Planning Board, the Planning Board may waive or modify performance requirements and standards if it is determined by Planning Board Staff that the waiver will not have an impact on public health and public safety, and subject to the findings and establishments of the general conditions for such waiver as shall be found in Article 3, Section 27(A5) of the General City Law of the State of New York as amended.

**H. Other.** Any other information determined necessary or appropriate by the Planning Board in order to provide for the proper administration and enforcement of this chapter.