



SITE PLAN Process & Requirements

PROCESS

1. Submit Letter of Interest/Intent

Begin your conversations with the Department of Development as early in your process as possible. The submission of a Letter of Interest/Intent to the Principal Planner commences your process.

2. Schedule pre-application meeting

All applicants for site plan review must meet with the City's Principal Planner and Building Inspector for a preliminary meeting. The purpose of this meeting is to assist the applicant in determining zoning compliance and offer recommendations in order to best prepare the site plan documents for final submission to the Jamestown Planning Commission.

Required Drawings for pre-application meeting:

- Site Survey** prepared by a professional surveyor.
- Topographic Survey** (contours at two-foot increments),
- Preliminary Site Plan** plotted at a minimum scale of one inch per 30 Feet, showing boundary of property, proposed development; including building(s) and site work.

3. Submission of site plan with application

Site plans shall be **reviewed at the staff level prior to final submissions** in order to address recommendations or requirements. After the site plan drawings have been finalized for submission to the Planning Commission, [x] sets of the site plan and application forms must be submitted to the Principal Planner in the Department of Development at least **two weeks** prior to the scheduled public meeting of the Commission.

Materials for the final site plan can be found in the following sections. Refer to the included Information Checklist regarding materials required for final.

4. Planning Commission Meeting

The applicant and/or the architect or engineer for the project should attend the Planning Commission meeting and be prepared to give a brief overview of the project and answer questions regarding the site plan.

Unless otherwise notified, meetings are held on the Third Tuesday of each month at 3:30 p.m.

5. Final Site Plan Application/Approval

Submit drawings for **Site Plan Review** to the Principal Planner in the Department of Development, Third Floor, Municipal Building, no later than seven (7) calendar days prior to scheduled Planning Commission Meeting.



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REQUIREMENTS

Site Plan Submission Checklist:

- Application for Site Review
- Title of drawing including name and address of applicant and person responsible for preparation of such drawing. The drawing shall be stamped by a landscape architect, engineer or architect licensed to practice his or her profession in the State of New York
Said drawing shall include the applicant's entire holding. Drawing size shall not exceed 30" x 42";
- Name, address, and authorization of owner (if different from applicant)
- Name, address and phone number of the licensed surveyor responsible for preparing the plat
- Existing Site Conditions
(Appendix, A.)
- Description of project and intended use(s) including intended development and infrastructure
(Appendix, B.)
- Indication of site orientation with North arrow, date, and scale (minimum scale 1" = 30').



- Lot size and zoning classification
- Boundaries of real property plotted to scale
- Intended use(s) of the property
- Projected schedule for construction and completion
- Part I of an [Environmental Assessment Form \(EAF\)](#) completed by applicant for all projects, as required by 6 NYCRR Part 617 (New York State Environmental Quality Review Regulations)



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APPENDIX:

A. Existing Site Conditions:

Building:

- Location and dimensions of all existing buildings including setback distances from property lines and parking
- Current ingress and egress routes including location of road cuts and traffic patterns on the site.
- All elevations,

Natural features:

- Location and dimensions of all existing landscaping features (trees, shrubs, greenspace and similar amenities).
- Watercourses, wetlands and other natural site features.
- Soil characteristics,
- Load bearing capacity,
- Drainage capacity.
- Topographic features (contours at two-foot increments).
- Geological features,
 - Depth of bedrock,
 - Location of outcrops.

Hydrological features:

- Existing drainage and runoff patterns,
- Flood hazard area(s),
- Wetlands,
- Depth to groundwater.

Existing Development and Infrastructure:

- Square-foot calculation(s).
- Location and dimensions of all existing buildings/structures.
- Location and dimensions of all existing parking and loading areas.
- Location and dimensions of all abutting parcels and structures (parcels identified by property owner and parcel identification number).
- Location and dimensions of all existing site details, (i.e., utility lines and poles, walkways/sidewalks, drains and culverts, retaining walls and fences, and outdoor storage areas).
- Elevation drawings of the existing primary building façades indicating overall height, width and length by dimension.

Demolition Work:

- **Site Work:** identify and clearly define the site features and limits of the features that are to be removed. This information may be combined on other site drawings if it is clearly understandable.
- Building(s) and/or structure(s):
 - Floor plan delineating extent of existing building/structure(s) to be removed.
 - Elevation(s) delineating extent of façade(s) or façade features to be removed.



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B. Proposed Development and Infrastructure:

Intended Site Work:

- Location and dimensions of all new landscape features (trees, shrubs, greenspace and other amenities).
- Landscaping plan and planting schedule.
- Location and dimensions of all proposed parking and loading areas
- Surface material designation(s).
- Location and dimensions of all curb cuts, ingress/egress routes,
 - Surface material designation(s).
- Location and dimensions of all walkways/sidewalks,
 - Surface material designation(s).
- Site details, (i.e., refuse storage/disposal areas, drains/culverts, retaining walls, and fences.),
 - Locate,
 - Detail/specify.
- Outdoor lighting,
 - Type of illumination,
 - Footcandles at grade level,
 - Light pattern/direction.
- Location of all utility lines and meters, (i.e., gas, water, electrical, sanitary sewer, telephone, district heat, cable television, light standards, fire hydrants, etc.).

Grading and Drainage Plan:

- Contours at one-foot intervals,
- Inlet, swale, pipe and invert grades.
- Method of minimizing erosion and sediment transport from the site during construction,
- Additional site details as noted. _____
- Drainage Analysis (indicated on plan), including:
 - drainage areas,
 - existing and proposed drainage coefficients,
 - two, ten and one-hundred-year rainfall intensity,
 - hydraulic computations,
 - storm sewer profiles.

Signage:

- Location of (for façade mounted on elevation or free-standing on site plan).
- Detail/specify,
 - Scaled plan and elevation drawing(s) of signage,
 - Scaled sketch of signage showing graphic and textual content,
 - Material and color designation(s),
 - Method of illumination.



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- **Building:**
 - Location and dimensions of all existing and proposed buildings including setback distances from property lines.
 - Location and design of parking and loading areas including:
 - Calculations of required number of parking spaces pursuant to Article V of the Zoning Ordinance of the City of Jamestown.
 - Location and dimensions of both regular and handicapped spaces.
 - Proposed parking and loading area surface materials.
 - Setback distances from property lines.
 - Proposed ingress and egress routes including location of road cuts and traffic patterns on the site.
 - Scaled elevation drawing(s) of proposed façade design.
 - All elevations,
 - Elevations as noted -
Square footage calculations for each use.
 - New addition
 - Total (addition and existing)