



# TOWN OF HARRISON SITE PLAN APPLICATION INSTRUCTIONS



The Town of Harrison Planning Board meetings are held once a month, on the fourth Tuesday, at 7:30 PM at the Municipal Building, 1 Heineman Place, Harrison, NY.

The submission deadline is 21 days prior to the Planning Board meeting. New site plan applications that have been deemed complete will be placed on the agenda in the order they are received.

## **Pre-Submission:**

Prior to the formal submission of the site plan, a pre-submission conference shall be conducted with the Town Planner. This conference will serve to educate the applicant on the process he/she must follow, clarify the information required to submit a complete site plan application, and to highlight any specific areas of concern. You may arrange a pre-submission conference through the Planning Board Secretary at (914) 670-3077.

## **Submission Requirements:**

At least 21 days prior to the Planning Board meeting, the site plan application shall be submitted to the Planning Board Secretary as follows:

17 collated sets of the application package. All site plans shall be signed, sealed and folded with the title box legible. The application package shall include:

- Site Plan and supporting plans, as established during the pre-submission conference.
- Site Plan application form, signed and notarized.
- SEQR Environmental Assessment Form.
- All supplemental studies, reports, plans and renderings.
- Copy of the current deed.
- Copies of all easements, covenants and restrictions.
- The appropriate fee, determined from the attached fee schedule. Make checks payable to the *Town of Harrison*.

Applications determined to be incomplete with respect to §235-17F of the Town of Harrison Zoning Ordinance, will **not** be placed on the Planning Board agenda. No site plan will be considered for approval without first being certified as complete.

## **Site Plan Components:**

Site plans shall be prepared in conformance with §235-17F of the Town of Harrison Zoning Ordinance, and unless specifically waived during the pre-submission conference, shall include the following:

**Existing Conditions:**

1. The names of all owners of record of all adjacent property and the lot, block and section number of the property.
2. Existing zoning and district boundaries.
3. Boundaries of the property, building or setback lines and lines of existing streets, lots, reservations, easements and areas dedicated to public use.
4. A copy of any covenants or deed restrictions that are intended to cover all or any part of the site.
5. The location of existing buildings.
6. The location of existing water mains, culverts and drains on the property, with pipe sizes, grades and direction of flow.
7. The location of existing watercourses, marshes, rock outcrops, wooded areas, single trees with a diameter of eight inches or more, measured three feet above the base of the trunk, and other significant existing features.
8. Existing soil types and topography

**Proposed Development:**

1. The title of the development, date, North point, scale, name and address of the record owner, engineer, architect, land planner or surveyor preparing the site plan.
2. The proposed use or uses of land and buildings and the proposed location or locations of proposed buildings or structures, including first-floor elevations.
3. All proposed lots, easements and public and community areas.
4. Existing soils and topography of the site and immediately adjacent property, as revealed by contours or key elevations, as may be required by the municipality and any proposed regrading of the site.
5. All proposed streets, with profiles indicating grading and cross sections showing widths of proposed sidewalks and proposed curbs.
6. The location and design of any off-street parking areas and garaging or loading areas, including the details of aisles, driveways and individual parking spaces.
7. The location and size of all proposed waterlines, valves and hydrants and of all proposed sewer lines and their profiles, indicating connections with existing lines or alternative means of water supply and of sewage disposal and treatment, and the location and character of all other utility facilities.
8. The proposed location, orientation, power and use schedule of proposed outdoor lighting.
9. The proposed location of all signs and their characteristics; and the proposed screening and landscaping, including a planting plan prepared by a qualified landscape architect or architect.
10. The proposed stormwater drainage system.
11. Provisions for solid waste disposal, including container locations and access to such locations by twenty-cubic-yard packer trucks where appropriate.
12. Such other studies as the Planning Board may request (i.e., a traffic analysis).