



Site Plan Review Application

City of Troy, New York

Zone/District

Applicant Name

Phone Number (s)

ZBA Case #

Phone No. () -
Office No. () -
Pager No. () -
Fax No. () -

PC Case #

Property Owner

PC Status

Pursuant to the Provisions of Article 3.308, A of the Zoning Ordinance, I (we) do hereby apply to the Zoning Board of Appeals for the following:

Project Location

Ward/Plate

Tax Map ID

Project Description

Planning Commission Review Required

Current Use

Proposed Use

Planning Commission Hearing Date

Filing Fee

RESOLUTION

THE TROY CITY PLANNING COMMISSION HEREBY DIRECTS STAFF TO PROVIDE ALL APPLICANTS WITH THE FOLLOWING STATEMENT:

"APPLICANTS SHOULD BE DULY ADVISED THAT ALL ELEMENTS REQUIRED FOR APPLICATION FOR SITE PLAN REVIEW MUST BE FULLY ADDRESSED. IN THE EVENT THAT THESE ELEMENTS ARE NOT ADDRESSED, THE COMMISSION RESERVES THE RIGHT TO TABLE THE APPLICATION UNTIL SUCH TIME THAT THE APPLICANT DOES ADDRESS THEM TO THE SATISFACTION OF THE COMMISSION."

I (we) understand that I (we) am responsible for the placement of notification signs per section 3.607 of the Zoning Ordinance.

I (we) certify that the information contained in this application and on the Site Plan(s) submitted with this application is to the best of my (our) knowledge accurate and correct and that I (we) have read and understand the above resolution and the instructions provided by the Staff.

SIGNATURE OF APPLICANT: _____ Date Signed:

***** RETURN THIS APPLICATION WITH FILING FEE AND 16 SITE PLAN COPIES *****

SITE PLAN ELEMENTS LISTING

1. Show the following information as notations on the site plan:
 - a. Identify the property by its street address
 - b. Provide today's date
 - c. Identify the scale of the drawing (ex. 1"=20')
 - d. Note the zoning district _____
 - e. Note the tax map number of the property (this information can be acquired by contacting the City Assessor's Office at (518) 270-4408.
2. Indicate the applicant's full name and address and the property owner's name and address (if the same, show it as such)
3. Show the boundaries of the property and provide the dimension at each change of direction of the boundary line.
4. Draw the locations of the curb lines of all streets and alleys adjoining the property and show the following:
 - a. Provide the street (curb-to-curb) widths
 - b. Provide the alley widths
 - c. Show the street and alley Right-of-way widths
 - d. Identify whether the streets are privately or publicly owned
5. Place a labeled north arrow on the plan.
6. Draw the locations of the buildings on adjacent properties and provide the following information:
 - a. Complete building dimensions
 - b. Descriptions of existing uses of the building and the quantity of space so used
 - c. Show the distances from the building to the nearest property line
7. Draw the locations of the buildings on adjacent properties and provide the following information:
 - a. Approximate dimensions of the buildings
 - b. Approximate distances to property lines
 - c. Describe uses of the buildings
 - d. Identify the construction of the buildings (brick, frame, brownstone, etc.)
8. Describe your proposal fully and identify the following as part of the overall description:
 - a. Indicate the proposed future use of the property
 - b. Identify the area affected by the proposal (ex. exterior and interior rehabilitation of 123 4th St. to change 450 square feet of the first floor area to a neighborhood meat market, etc.)
 - c. Describe hours of operation and the expected number of customers
9. Locate and describe any existing and all proposed driveways, curb cuts and walkways. If none existing or proposed, so state. If new curb cuts are being proposed, provide detail to describe its construction and layout.
10. Provide the following information to describe landscaping on the property:
 - a. Show all existing landscaping, trees and fences and identify its size and type

- b. Show all proposed new landscaping, trees and fences and identify it by species, size, number and spacing
11. Prepare a scaled drawing of any proposed sign(s) and provide the following information:
 - a. Overall sign dimensions
 - b. Sign colors
 - c. Method of illumination (if non, state)
 - d. Approximate messages (ex: Sam's Deli, open 24 hours)
 - e. Identify the installation height of the sign above grade
 - f. Show the sign(s) installation location(s)
 - g. Identify the type of sign proposed (ex. flush mounted, projecting, freestanding, etc.)
12. Draw existing and/or proposed off street parking areas and provide the following information:
 - a. Describe how the parking area will be illuminated (if it will not, so state) and include design of lamp heads and wattage
 - b. Identify the size of all parking spaces
 - c. Indicate the total number of parking spaces, both existing and proposed
 - d. Show locations of guard rails, tire stops, bollards etc.
 - e. Show the locations of all landscaping, screening and traffic islands
 - f. Indicate the slope of all driveways and the parking surface
 - g. Describe how storm water will be drained and removed
 - h. Describe how snow will be removed and where it will be piled
13. Using arrows, show traffic circulation patterns to and from the site, and the direction of traffic of all adjoining streets and alleys.
14. Provide topography lines or spot elevations if there is more than a five foot difference in elevation between any two points on the site.
15. Show the locations and describe all exterior lighting not associated with parking.
16. If additional pavement or roof area will be placed on the site, describe how storm drainage will be addressed and include the following information as it applies:
 - a. Provide rim and invert elevations for each catch basin
 - b. Identify the size and material of all storm lines (12" minimum diameter required)
 - c. On the site plan, show the new locations of new catch basins and storm lines and where they will connect into existing lines
 - d. Describe the material and indicate the size of the existing lines that the new lines will connect into.
17. Identify the locations of existing water supply and of existing sanitary sewerage lines will connect into.
18. Describe future trash collection provisions and include the following information:
 - a. Show where the trash will be accumulated on the property (dumpster locations, trash can locations, etc.)
 - b. Show where the trash will be collected (at the curb, in the alley, etc.)
 - c. Identify who will collect the trash (city collection, private commercial collection, transfer to landfill by tenants or property owner, etc.)
 - d. Identify what landfill the trash is expected to be transferred to.

19. Show the location of the nearest fire hydrant on the plan and describe any additional fire protective measures that exist or will be added to the property (sprinkler systems, smoke detectors, Siamese connection locations, alarms, etc.)
20. Submit a photograph of all buildings that are a part of your proposal and that shows the public notice signs have been posted. If no buildings are involved, submit a photo of the site. The photo is not required to be submitted with your application, but should be presented at the hearing of the proposal.
21. If modifications to the exterior of the building or new construction is proposed (such as an addition, entry alteration, new windows or doors, etc.), submit a sketch to indicate the shape of the proposed change, the color, the size, and the materials to be used.