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Planning Commission
INSTRUCTIONS TO APPLICANTS

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SITE PLAN CHECKLIST

Required documentation differs for each type of proposal. Below is a checklist of the required elements for Minor and Major Projects. Typically Change of Use proposals do not require a Site Plan. At the purview of the Planning Commission additional documentation may be requested, examples of such documentation are included at the end of this section.

Site Plan Elements	Minor Project	Major Project	Current Proposal
Note the following on the site plan: <ul style="list-style-type: none"> - Applicant's full name, address, phone number, and email - Property Owner's full name, address, phone number, and email (if not applicant) - Street address of the property - Zoning District - Tax Map Number of the property - Scale of the drawing (1"=10', 1"=20', 1"=30', 1"=40', or 1"=50') - Date the drawings were last revised - North arrow 	•	•	
Show the boundaries of the property, include any easements and adjacent rights-of-way. Minor Projects: If any permanent, founded structure is proposed within five feet (5') of an assumed property line a Licensed Land Surveyor must prepare a Boundary Survey. Major Projects: Boundaries must be provided by a Licensed Land Surveyor.	◦	•	
Identify and provide the location of all existing structures on site plan. This includes all pavements, curbs, buildings, poles, fences, trees, etc.	•	•	
Provide existing topography. Required for Minor Projects if existing grades vary by more than five feet or if changes in excess of one foot are proposed. Always required for Major Projects.	◦	•	
Provide the location, type, style, and size of all proposed pavement areas, curbs, buildings, structures, etc.	•	•	
Provide a landscaping plan which clearly shows all existing vegetation to remain and the type, installed size, and location of all proposed plantings.	◦	•	
Location of any proposed signage.	•	•	
Provide parking information including: existing parking count, number of spaces required, number of spaces provided, size of spaces, location of ADA spaces and number required, and where snow storage is provided	•	•	
Clearly illustrate site circulation for vehicles and pedestrians.	•	•	
Provide the location, type, and wattage of all existing and proposed site lighting.	•	•	
Identify all utilities on and adjacent to the site. Clearly illustrate which utilities exist and which are proposed. Includes water, sewer, storm/drainage, electric, and gas.	•	•	
Identify existing/proposed dumpster locations and illustrate how access will be provided.	•	•	
Provide the location of the closest Fire Hydrant servicing the site. Note distance to hydrant.	•	•	
Architectural Elevations or Renderings depicting all existing finishes and all changes to be made.	•	•	
Provide details for any proposed fencing, walls, or other site amenities which will affect the appearance of the site.	•	•	

All required elements must be presented in a thorough and thoughtful manner. It should be made clear to Commissioners what exists on the site, what will be removed, and what is proposed. Site plans which do not adequately detail a proposal will not be accepted.

Examples of Additional Documentation: Lighting (Photometric) Plan, Landscaping Plan, Stormwater Management Report, Traffic Impact Study