



Town of Wilmington

Planning Board

Site Plan Review Checklist

The checklist below outlines the elements which must be included on your site plan in order for your application to be considered complete. During the course of Sketch Plan Review, the Planning Board will determine what information is to be included in the application materials. The Zoning Administrator will complete and sign a copy of the checklist below and return it to you. The checked items must be included in the Site Plan Review application materials. A copy of the signed checklist must be included with your application in order to be considered complete.

Staff of the Town Zoning Office will conduct an administrative level review of the application, comparing the completed checklist with the materials submitted in the Site Plan Review Application, to determine if the application is complete. If the application is complete, it will be placed on the agenda of the next meeting of the Town of Wilmington Planning Board. If the application is not complete, the Zoning Office will notify the applicant of the deficiencies associated with the application.

Project Name: _____

Project Address: _____

Site Plan Review Application #: _____ **Fee:** _____

Existing conditions

- Name and address of applicant and authorization of owner, if different from applicant.
- Name and address of owner(s) of record, if different from applicant.
- Name and address of person or firm preparing the plan and map.
- Ownership intentions, such as purchase options.
- Current zoning classification of property, including exact zoning boundary if in more than one district.
- Property boundary line plotted to scale. Distances, angles and area should be shown.
- North arrow, scale, and date.

- Locations, widths, elevations and names of existing and proposed adjacent streets.
- Property lines and names of owners of adjoining parcels
- Location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within and adjoining the property
- Description of all existing deed restrictions or covenants applying to the property.
- The identification of any state or county permits required for execution of the project.
- Other requirements which the Planning Board might deem necessary, including, but not limited to, a licensed survey.

Natural features

- Geological features, such as depth to bedrock and the location of rock outcrops.
- Topographic features, including a map showing existing slope at two-foot contour intervals.
- Vegetative cover, including existing wooded areas, significant isolated trees and similar features.
- Soil characteristics, such as load bearing capacity and drainage capacity.
- Hydrologic features should include drainage and runoff patterns, flood hazard areas, wetlands, and depth to groundwater.

Existing development and infrastructure

- Location and dimensions of major buildings and structures and their use.
- Location and width of roads and paths, including site access.
- Location, size and flow direction of sewers, water supply lines and culverts. Major electric, gas and telephone lines and appurtenances should also be shown.
- Location of other existing development and uses, including parking and loading areas, fences, trees and landscaping.

New conditions (Proposed Development)

- Grading and drainage plan showing proposed topography at appropriate contour intervals. This information shall be combined with the map of existing topography.
- Location, proposed height and use of buildings and other structures, such as retaining walls, fences, outdoor storage tanks, air-conditioning units and waste disposal units.
- Location, proposed use, design and construction materials of improvements not requiring structures, such as parking, loading and outdoor storage areas.

- Location and arrangement of site access and egress, including all paths for pedestrian and vehicular travel within the site. Information should include profiles and cross sections of roadways and sidewalks showing grades, widths and location and size of utility lines.
- Location and size of water and sewer lines and appurtenances. Any means of water supply or sewage disposal other than extensions of existing systems should be described, including location, design and construction materials.
- Location, design and construction materials of all energy distribution facilities, including electric, gas and solar energy.
- Location, size and design and construction materials of all outdoor signs.
- General landscaping plan and planting schedule, including areas of natural vegetation to remain, the treatment of buffer areas and the location and type of trees to be planted.
- Estimated project construction schedule with possible phasing plan for large projects.
- Additional specifications for materials.
- Performance bond, amount, completion schedule, public improvements covered, inspection and bond approval if required.
- A short or long Environmental Assessment Form (EAF) or a draft Environmental Impact Statement (EIS), as required by the State Environmental Quality Review (SEQR).
- Other requirements:

Signature of Code Enforcement

Officer: _____

Date: _____