

REVIEW BOARD SUBMISSION CHECKLIST FOR **CONDITIONAL USE REVIEWS**

ALL INFORMATION MUST BE SUBMITTED ELECTRONICALLY AT [US.CLOUDPERMIT.COM](https://us.cloudpermit.com)

Applications must be submitted at least 10 days prior to a meeting. However, the Building Department will review an application before it is approved for a meeting. Building projects must be discussed with a code enforcement official prior to submitting an application to the Review Board.

- Review Board Application coversheet.
- Project Narrative
- Names & addresses of owner, developer, & professional consultants
- Copy of property deed with a list of restrictions (if applicable)
- Landlord/property owner sign-off on Cloudpermit.
- Proposed timetable or stages for development
- Hours of operation, # of employees, designation of the amount of building area, in square footage, for each conditional use proposed
- Title of drawing, including name of person(s) responsible for preparation of such drawing, scale, North arrow, and date
- Boundaries and dimensions of the parcel plotted to scale, contiguous properties, any easements and/or public rights-of-ways, and existing waterways/wetlands
- The proposed location and arrangement of buildings on the site, including setbacks from all property lines.
- Location, proposed use, dimensions, and height of all buildings
- Elevation drawings of all four sides, color renditions, and a photo simulation
- Exterior materials – type, sizing, and colors (provide samples)
- Location, design, and construction materials of all existing or proposed site improvements, including, but not limited to drains, culverts, retaining walls, and fences
- Location of any outdoor storage and service areas, including, but not limited to dumpsters, tanks, generators, sheds, and canoe/kayak racks
- Arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, channelization structures, and controls
- Location, design, materials, appearance, and sufficiency of all off-street parking and truck loading areas, with access and egress drives thereto

- ❑ Arrangement of pedestrian traffic access and circulation, including separation of pedestrians from vehicular traffic, walkway structures, control of intersections with vehicular traffic, and overall pedestrian convenience
- ❑ Description of the method of sewage disposal and the location, design, construction materials, and adequacy of such facilities
- ❑ Description of the method of securing water supply and location, design, construction materials, and adequacy of such facilities
- ❑ Location of fire lanes and other emergency zones, including the location of fire hydrants
- ❑ Location, design, construction materials, and adequacy of all energy distribution facilities, including electric, gas, and solar energy
- ❑ Location, height, design, and adequacy of all proposed lighting poles and fixtures, including the lighting levels both within the site and at the site's boundaries
- ❑ Location of all buffer areas, including indication of existing vegetative cover. Amount, type, and arrangement of trees, shrubs, and other landscaping constituting a visual and/or noise deterring buffer between the applicants and adjoining lands, including the maximum retention of existing vegetation
- ❑ Vegetation removal plan and/or general landscaping plan and planting schedule
- ❑ Grading and drainage plan, showing existing and proposed contours at an interval of 10' or at an interval specified by the Review Board
- ❑ Engineered Stormwater Management Plan
- ❑ Location, size, design, construction materials, and general site compatibility of all proposed signage
- ❑ Record of applications for approval status of all necessary permits from State and County officials
- ❑ A tabular summary (see example on the page below) relating the site plan to the specific dimensional standards of the Land Use Code, including, but not limited to: Lot Area in square feet; Residential Density; Lot Width; indication of all Front, Rear, and Side Yard Setbacks of the principal structure and all accessory structures; Building Height; Impervious Area – calculation of building area/structure coverage in square feet and as a percentage of Lot Area; and Off-Street Parking Requirements. Subdivisions required a column for each proposed lot.

**** EXAMPLE ONLY ****

TABULAR SUMMARY
VILLAGE OF LAKE PLACID/TOWN OF NORTH ELBA LAND USE CODE
(1 January 2011)
ZONING DISTRICT: VILLAGE CENTER
CONDITIONAL USE: COMMERCIAL

	<u>DISTRICT STANDARDS</u>	<u>PROPOSED</u>	<u>PROPOSED</u>
			(If more than 1 lot)
Minimum Front Yard Setback	4,356 SF	5,226 SF	
Minimum Lot Width	50'	101.25'	
Maximum Impervious Area	75%	68.10%	
Maximum Building Height	35'	28'	
Minimum Front Yard Setback	0'	0'	
Minimum Side Yard Setback	0' or 10'	10'	
Minimum Rear Yard Setback	15'	19'	
Parking	Determined by use	12 Spaces	

NOTES:

1. Zoning district standards are per Section 2 of the Land Use Code unless a property is located in a subdivision or Planned Unit Development (PUD) approved with a separate set of standards. The standards are then according to those established at the time of the creation of the subdivision or PUD.
2. All districts have "Permitted Uses" and "Conditional Uses." Every district is permitted to have single and two-family dwelling units. Allowable "Conditional Uses" differ by district (see Section 2 of the Land Use Code for district standards).