

**REVIEW BOARD APPLICATION CHECKLIST**  
**FOR OVERLAY AND/OR ARCHITECTURAL 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 (written description of project, type of building, height, square footage, etc.)
  - Name & addresses of owner/design professionals/contractors.
  - Authorization letter if owner is not representing themselves
  - Proposed timetable or stages of development
- Site Plan (to include as a minimum):
  - Title, Scale, North arrow, Date (each revision must be identified as such and dated)
  - Location map showing boundaries and dimensions of the parcel or tract of land, contiguous properties, and any easements and/or public rights-of-way.
  - Existing features of the site including land use, land and water areas, buildings, water and sewer/septic systems on or immediately adjacent to the site, and surface drainage characteristics
  - Proposed location and arrangement of buildings or installations on the site, including setbacks from all property lines (indicate measurements if map not to scale)
  - Tabular Summary – including zoning district, district standards, and proposed standards (see sample format on next page)
- Elevation Drawings with exterior dimensions and building height as defined in Section 10 of the Code.
  - Color & Photo renditions of proposed buildings.
  - Exterior Materials – provide samples.
  - Colors – provide paint/stain samples with product codes.
- Photographs of existing site; include view from water/shoreline if lakeshore property.
- Building Permit Application & SEQR form completed
- APA Jurisdictional Inquiry Form & approvals (if applicable)
- Property Deed
- Exterior lighting plan (Dark Sky Initiative in effect)
- Vegetation removal and/or Landscaping Plan
- Engineered Stormwater Management Plan
- Record of applications for approval status of all necessary permits from State and County officials.

**\*\* 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

	<b><u>DISTRICT STANDARDS</u></b>	<b><u>PROPOSED</u></b>	<b><u>PROPOSED</u></b>
			(If more than 1 lot)
Minimum Lot Area	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 Sections 2 (Base/Districts Standards) and 3 (Overlay Districts/Standards) of the Land Use Code unless a property is located in a subdivision or Planned Unit Development (PUD). 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) and are subject to Review Board approval.
3. This table shall be part of the site survey map.