

TOWN OF LAGRANGE

DEPARTMENT OF PLANNING

120 Stringham Road, LaGrangeville, NY12540
Phone 845 – 452-1830 ext. 131 Fax 845 – 452-7692

PROCEDURE FOR APPLYING FOR SITE PLAN APPROVAL

The following instructions will provide assistance in filling out an application for site development plan approval. To avoid unnecessary delays in obtaining approval the following items must be submitted. If you have any questions, please contact Jennifer O'Donnell, Town Planner (845) 452-1830 ext. 131.

1. **APPLICATION.** Applications for Site Development Plan shall be received not less than 30 days prior to a scheduled public meeting. **NO EXCEPTION**
2. **FEES.** All Fees shall be paid in accordance with the Standard Schedule of Fees. No application shall be deemed complete without payment of fees.
3. **EAF (Environmental Assessment Form).** No application shall be deemed complete without compliance with state environmental quality review (SEQR). The EAF must be accurate and complete. Incomplete information will result in delays.
4. **ESCROW.** An escrow account shall be established for your project. Escrow is required in order to cover cost to the Town, for reviews by Town Consultants. No application shall be deemed complete without the escrow policy acknowledgement form.
5. **SUPPLEMENTAL INFORMATION FORM.** The supplemental form shall accompany the application for site development plan. § 240-72 & the district design standards specify the required details to be included on a site plan. Inaccurate or incomplete responses to the code sections will result in unnecessary delays. No application shall be deemed complete without the supplemental form.
6. **REQUEST FOR WAIVER.** A request for waiver must be made in writing on a form provided by the Town if a waiver is requested from any of the required detailed standards outlined in § 240-72 (3).(d) through (r) & the district design standards of the zoning code.
7. **DETAILED SITE DEVELOPMENT PLAN.** All Site Plans shall be prepared by a qualified & licensed individual or firm, limited to a registered architect, professional engineer, land surveyor or landscape architect, and shall contain all the following information & data to be considered complete.

GENERAL PLAN FORMAT

The general format and information must be provided on the site development plan and shall be placed on the map in the locations prescribed below:

1. **APPLICANT INFORMATION (Title Block)** The title block shall contain the project name, physical address & tax identification number. The title block shall be located on the lower right corner of each page of the site development plan, last revision date and scale.
2. **SIGNATURE BLOCK (Planning Board endorsement of approval).** The endorsement signature block shall be located in the lower right corner, just above the title block. A PDF of the signature block will be provided by the Town.
3. **LOCATION MAP.** Show the applicant's entire property with all easements, roads, streets and existing structures within 500 feet of the applicant's property. The location map shall be located in the upper right corner of the site plan.
4. **ZONING COMPLIANCE SCHEDULE.** The zoning compliance schedule shall include all bulk & area requirements prescribed in § 240-28 Schedule B2 of the zoning code and shall be presented in tabular form. The table shall be placed in the upper right corner of the plan adjacent to the location map.
5. **NORTH ARROW.** Locate the North Arrow on the upper left corner of the plan.

REQUIRED SITE DETAILS

The following details shall be included on all site development plans, as outlined in 240-72 (3).(d) through (r) of the zoning code. Omission of any required detail will be considered as an incomplete submission, unless a request for waiver is received at the time of application.

1. **ARCHITECTURE.** Location, size & use of all buildings and structures to be located on the site and/or are currently existing on the property.
2. **TOPOGRAPHY.** Existing and proposed grade elevations at a contour interval of not more than two feet, unless otherwise specified by the Planning Board; soil types; designated wetlands, one-hundred-year floodplain areas, terrain with slopes in excess of 10%; and the location of all trees with a diameter greater than eight inches' diameter breast high (DBH) or a general tree line indicating a forested land cover, with appropriate notations indicating the various significant tree sizes.
3. **ROADS, PARKING & LOADING.** Location and capacity of all existing and proposed roads, parking and truck loading areas, including access and egress drives.

4. **OUTDOOR STORAGE & DISPLAY.** Show the location of any outdoor storage or display areas proposed. Include all cargo container areas or areas allocated for bulk materials storage
5. **SITE IMPROVEMENTS.** Location, description and design of all existing and proposed site improvements.
6. **SEWAGE DISPOSAL.** Description of the method of sewage disposal and delineate the location of all such facilities on the plan
7. **WATER SUPPLY FACILITIES.** Description and the location of all water supply facilities, including wells, casings, pumps, mains, hydrants and storage tanks.
8. **WASTE HANDLING FACILITIES.** Location, type and design of all waste handling facilities.
9. **CUT & FILL.** Extent and amount of cut and fill for all disturbed areas. (Note) a detailed erosion & sedimentation control plan will be required before any building permits are issued (Refer to § 240-45 B.; § 240-72 C..(q); § 240-67 B.(4))
10. **STORMWATER MANAGEMENT.** Adequate provisions for quantitative and qualitative control of stormwater runoff shall be provided. Methods to include water quality treatment measures, either structural or nonstructural retention, detention, infiltration, etc. and piping and channeling to existing drainage systems during and after construction, and shall comply with the requirements set forth in Chapter 197 of the Town Code.
11. **POWER DISTRIBUTION.** Character and location of all power distribution and transmission lines.
12. **SIGNS.** Location, height, design and size of all proposed ground signs, (existing and proposed)
13. **LANDSCAPING.** Identification of proposed landscaping and buffer screening areas; grading and landscaping plan.
14. **PLANTING SCHEDULE.** When landscaping is proposed a planting schedule shall be provided in a tabular format specifying plant container size, common plant name, botanical name and corresponding plant symbol located on the plan.
15. **LIGHTING.** Location, height, type, details & photometric data of all lighting on the site. (lighting and photometric plan)
16. **LIGHTING SCHEDULE.** A lighting schedule shall also be provided in a tabular format specifying location and design of proposed lighting
17. **SUBSURFACE SITE IMPROVEMENTS.** Location and description of all subsurface site improvements and facilities.

18. **ARCHITECTURAL DESIGN.** Provide building elevations including proposed signage. Provide floor plans of all existing and/or proposed structures to include any proposed division of buildings into units of separate occupancy.
19. **ADDITIONAL INFORMATION.** At the request of the Planning Board, any other pertinent information as may be necessary to determine and provide for the proper enforcement of specific provisions of this chapter shall also be provided.

DISTRICT DESIGN STANDARDS

In addition to the required site details, each district has specific design standards. For your zoning district refer to the corresponding code sections. For Town Center(TCB) refer to § 240-35; for Hamlet (H) refer to § 240-38; for Gateway Hamlets (GH) & (MGH) refer to § 240-38.1; for Commercial (C) & General Business (GB) refer § 240-39; for Industrial (I) refer to § 240-40.

Design standards include improvements as outlined below. This is only an outline. For specific district standards you must refer to your specific zoning district code sections.

1. **STREET TREES.** Trees create narrow, tree-lined streets to slow traffic. Site trees should be no smaller than three-inch caliper diameter at four feet in height. Density of site trees shall be at the discretion of the Planning Board as determined necessary. (Refer to § 240-72 F.(8))
2. **SIDEWALKS.** To promote pedestrian activity through a safe and walkable environment. Sidewalks shall be no less than five feet wide & comply with applicable ADA requirement. Sidewalk details must be provided on the site development plan.
3. **CONCRETE CURBS.** Concrete curbs must be provided on the site development plan when required by the Code.
4. **STONE WALLS.** Where parking lots and drives abut the landscaped strip along the street right-of-way a three-foot stone wall should be provided for screening. Stone walls also minimize the visual impact of the automobile by focusing site design on the central role of the building architecture, landscaping, and other softening amenities, with landscaping, stone walls and site grading.
5. **UNDERGROUND UTILITIES.** All new utilities shall be underground.
6. **ARCHITECTURAL DESIGN.** Architectural standards are intended to provide for design compatibility between new and existing buildings. Design compatibility includes complementary building style, form, size, color, materials, and detailing.
7. **STREET LIGHTS.** Streetlights and other lights shall be 10 to 15 feet in height, except pole lights in parking lots, which shall be a maximum of 20 feet. Lighting

shall be full spectrum fixture and shall avoid illumination above horizontal level into night sky.

8. **LANDSCAPE BUFFERS.** Landscape areas shall be provided along both sides of streets.
9. **MUNICIPAL FURNITURE.** Street furniture (benches) and waste receptacles should be provided along street frontages.
10. **PARKING STANDARDS.** Parking spaces shall not exceed the maximum or minimum requirements unless clearly justified by parking generation data submitted. Refer to parking regulations in § 240-42.

APPLICATION FOR SITE DEVELOPMENT PLAN

NEW **AMENDED**

Instructions: Applicant Completes Sections A1-A4 of this form. Section B of this form to be completed by the Planning Board Secretary.

SECTION A1: APPLICANT & PROPERTY INFORMATION

Owner _____ 911 Address _____ Parcel ID _____ - _____ - _____

Mailing Address (If different) _____

Applicant Name (if other than owner, written consent from owner required) _____

Phone No. _____ Email Address _____

Attorney _____ Phone _____ Email _____

Engineer _____ Phone _____ Email _____

Architect _____ Phone _____ Email _____

SECTION A2: PROJECT INFORMATION

Name of Project _____ Total Acreage _____ Acres

Zoning District _____ Type of Use _____

Description of Project _____

Ownership Recorded in Dutchess County Clerk's Office

Date: _____ Liber: _____ Page: _____ : Date: _____ Liber: _____ Page: _____

SECTION A3: ATTACHED HERETO, I SUBMIT THE FOLLOWING DOCUMENTS & DETAILS:

- | | |
|---|--|
| <input type="checkbox"/> EAF (ENVIRONMENTAL ASSESSMENT FORM) | <input type="checkbox"/> PROPERTY SURVEY |
| <input type="checkbox"/> SITE DEVELOPMENT PLAN (Note: Stamped plans are required) | <input type="checkbox"/> LANDSCAPE PLAN & SCHEDULE |
| <input type="checkbox"/> ESCROW ACKNOWLEDGEMENT FORM | <input type="checkbox"/> LIGHTING PLAN & SCHEDULE |
| <input type="checkbox"/> EROSION & SEDIMENT CONTROL PLAN & DETAILS | <input type="checkbox"/> TOPOGRAPHY & GRADING PLAN |
| <input type="checkbox"/> ARCHITECTURAL DESIGN DETAILS & ELEVATIONS | <input type="checkbox"/> STORMWATER PLAN & DETAILS |
| <input type="checkbox"/> *REQUEST FOR WAIVER | <input type="checkbox"/> ZONING COMPLIANCE TABLE |

*(Note: If any required plan or details are not submitted, a formal request for waiver must be filed with your application)

SECTION A4: APPLICATION SUBMISSION & ACKNOWLEDGEMENT

APPLICATION IS HEREBY MADE TO THE PLANNING BOARD PURSUANT TO SECTION 240-72 OF THE ZONING CODE OF THE TOWN OF LAGRANGE AS ADOPTED BY THE TOWN BOARD. THE APPLICANT/OWNER AGREES TO COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES & REGULATIONS AND UNDERSTANDS THAT AN INCOMPLETE SUBMITTAL WILL RESULT IN DELAYS.

SIGNATURE OF APPLICANT/OWNER _____ DATE _____

(Must be signed in office)

SECTION B: OFFICE USE ONLY

PAYMENT RECEIVED \$ _____ RECEIPT NO. _____ DATE _____

**TOWN OF LAGRANGE
REQUEST FOR WAIVER**

**PLANNING BOARD
SITE DETAILS**

Instructions: Applicant Completes Sections A1-A4 of this form. Section B of this form to be completed by the Planning Board Secretary.

SECTION A1: APPLICANT & PROPERTY INFORMATION

Owner _____ 911 Address _____ Parcel ID ____ - ____ - ____
Mailing Address (If different) _____
Applicant Name (if other than owner, written consent from owner required) _____
Phone No. _____ Email Address _____
Engineer _____ Phone No. _____

SECTION A2: PROJECT INFORMATION

Name of Project _____ Total Acreage _____ Acres
Zoning District _____ Type of Use _____
Description of Project _____

SECTION A3: I SUBMIT A REQUEST TO WAIVE THE FOLLOWING DOCUMENTS & DETAILS:

- | | |
|---|--|
| <input type="checkbox"/> TOPOGRAPHY | <input type="checkbox"/> LANDSCAPE PLAN & PLANT SCHEDULE |
| <input type="checkbox"/> LIGHTING PHOTOMETRIC PLAN & SCHEDULE | <input type="checkbox"/> STORMWATER PLAN & DETAILS |
| <input type="checkbox"/> EROSION & SEDIMENT CONTROL PLAN & DETAIL | <input type="checkbox"/> CUT & FILL DETAILS |
| <input type="checkbox"/> ARCHITECTURAL DESIGN DETAILS & ELEVATIONS | <input type="checkbox"/> SEWAGE DISPOSAL DETAILS |
| <input type="checkbox"/> LOCATION & IDENTIFICATION OF SIGNIFICANT TREES | <input type="checkbox"/> OUTDOOR STORAGE & DISPLAY DETAILS |
| <input type="checkbox"/> WASTE & REFUSE HANDLING FACILITIES | <input type="checkbox"/> SUBSURFACE SITE IMPROVEMENTS |
| <input type="checkbox"/> CONCRETE CURBING & DETAILS | <input type="checkbox"/> EROSION CONTROL PLAN |
| <input type="checkbox"/> STONE WALLS & DETAILS | <input type="checkbox"/> STREET TREES & DETAILS |
| <input type="checkbox"/> SIDEWALKS & DETAILS | <input type="checkbox"/> BUFFER AREA & DETAILS |
| <input type="checkbox"/> STREET LIGHTS & DETAILS | <input type="checkbox"/> OTHER |

PARKING REQUIREMENTS & COMPLIANCE SCHEDULE

NOTE: THE PLANNING BOARD RESERVES THE RIGHT TO REQUIRE ANY DOCUMENTS IN THE FUTURE THAT ARE DEEMED TO BE NECESSARY FOR REVIEW PRIOR TO ANY APPROVAL

SECTION A4: SUBMISSION & ACKNOWLEDGEMENT

REQUEST FOR WAIVER IS HEREBY MADE TO THE PLANNING BOARD PURSUANT TO SECTION 240-72 OF THE ZONING CODE OF THE TOWN OF LAGRANGE AS ADOPTED BY THE TOWN BOARD. THE APPLICANT/OWNER AGREES TO COMPLY WITH THE PLANNING BOARDS DECISION AND UNDERSTANDS THAT AN INCOMPLETE SUBMITTAL WITHOUT A WAIVER WILL RESULT IN DELAYS.

SIGNATURE OF APPLICANT/OWNER _____ DATE _____
(Must be signed in office)

SECTION B: OFFICE USE ONLY

PAYMENT RECEIVED \$ _____ RECEIPT NO. _____ DATE _____