



## SITE PLAN REVIEW APPLICATION

Return the completed application, all required materials and the applicable fee to:  
The Village of Medina Building Dept., 600 Main Street, Medina, NY 14103

Applications must be submitted by the appropriate scheduled date  
to be included on the Planning Board Agenda

The intent of the site plan review process is to set forth additional standards applying to certain uses and activities. The nature of these uses and activities require special consideration of their impacts upon surrounding properties, the environment, community character and the ability of the Village to accommodate development consistent with the Zoning Regulations of the Village of Medina.

### APPLICATION PROCEDURE

Applications for site plan review shall be in writing, shall be accompanied by a site plan, shall include any additional information required by the Village Zoning Regulations and shall be filed with the Code Enforcement Officer who shall refer such application and site plan to the Village Planning Board.

Within sixty-two (62) days of receipt of a complete application and site plan, the Village Planning Board shall render a decision to approve, approve with conditions, or deny the site plan application unless the time period is extended by mutual consent of the Village Planning Board and the applicant. The sixty-two (62) day time period shall commence at such time as the application and site plan are presented to and accepted as complete by the Village planning Board at a duly called meeting. The Village Planning Board will not act within the first thirty (30) days for applications required to be referred to the Orleans County Planning Board under Article 12-B, 239-m of the General Municipal Law.

### PRE-APPLICATION CONFERENCE

A pre-application conference may be held between the Village Planning Board and the applicant to review the basic site design concept and generally determine the information to be required on the site plan.

Date \_\_\_\_\_

Name of Proposed Development \_\_\_\_\_

Applicant \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Plans prepared by \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Site Information:

Address \_\_\_\_\_

Tax ID# \_\_\_\_\_ Zoning District \_\_\_\_\_

Total Project Area in Square Feet \_\_\_\_\_

Total Area of Disturbance in Acres \_\_\_\_\_

Current Land Use \_\_\_\_\_

Current Site Conditions \_\_\_\_\_

County, State and/or Federal Permits Required for This Project \_\_\_\_\_

Anticipated Construction Time \_\_\_\_\_

Will Development be in Phases \_\_\_\_\_

Application Fee \_\_\_\_\_ Paid \_\_\_\_\_

---

**The applicant shall provide ten (10) sets of all applicable indicated materials listed below**

A "Site Plan" submittal should generally consist of the following three (3) separate plans/sheets: 1) Site Layout Plan; 2) Grading and Drainage Plan; and 3) Landscape Plan. It is however possible, on minor site plans, to combine two (2) or more of the plans on to one (1) sheet, provided that the plans remain easily legible. Plans should be no larger than 24 inches by 36 inches. All plans shall be prepared by a New York State Licenses Design Professional. Address each of the following by location on the site plan or as part of the written application. Mark N/A if an item does not apply to your project.

**Basic Information:**

\_\_\_\_\_ Title of Drawing

\_\_\_\_\_ Name, address and telephone number of applicant

\_\_\_\_\_ Name, address and telephone number of person preparing drawings

\_\_\_\_\_ North arrow

\_\_\_\_\_ Graphic scale

\_\_\_\_\_ Date

\_\_\_\_\_ Environmental Assessment Form (EAF) in compliance with the State Environmental Quality Review Act

**Map or Drawing Showing:**

\_\_\_\_\_ Boundaries of the property plotted to scale

\_\_\_\_\_ Names of owner(s) of the subject property and all abutting parcels

\_\_\_\_\_ Seal and signature of surveyor, engineer and/or architect

\_\_\_\_\_ Date of survey

**Utilities, Easements & Rights of Way:**

- \_\_\_\_\_ Electric, gas, water & sewer lines
- \_\_\_\_\_ Description of method of sewage disposal and location
- \_\_\_\_\_ Description of method of securing public water and location
- \_\_\_\_\_ Location of fire hydrants, if any
- \_\_\_\_\_ Drainage ways
- \_\_\_\_\_ Easements
- \_\_\_\_\_ Public and/or private rights of way
- \_\_\_\_\_ Other utility line or easements

**Access Ways, Interior Circulation, Parking & Loading:**

- \_\_\_\_\_ Pedestrian access ways
- \_\_\_\_\_ Vehicular access ways
- \_\_\_\_\_ Loading & unloading areas
- \_\_\_\_\_ Parking areas (number, location, dimensions)
- \_\_\_\_\_ Exits & entrances
- \_\_\_\_\_ Curb & sidewalk lines
- \_\_\_\_\_ Fire lanes & apparatus access roads
- \_\_\_\_\_ Location of fire and other emergency zones

**Watercourses & Drainage:**

- \_\_\_\_\_ Watercourses & bodies of water
- \_\_\_\_\_ Location, design and construction materials of all existing or proposed drainage ways
- \_\_\_\_\_ including culverts, drains or other such site improvements
- \_\_\_\_\_ Location of any storm sewer drains & catch basins
- \_\_\_\_\_ Topography
- \_\_\_\_\_ Slopes of 5% or greater
- \_\_\_\_\_ Grading plan
- \_\_\_\_\_ Stormwater pollution prevention plan

**Location Design & Dimensions Of:**

- \_\_\_\_\_ Elevation drawings of all buildings and structures including exterior building materials
- \_\_\_\_\_ and colors
- \_\_\_\_\_ Location of outdoor storage, including dumpsters and provision for screening
- \_\_\_\_\_ Wells
- \_\_\_\_\_ Septic systems
- \_\_\_\_\_ Underground storage tanks
- \_\_\_\_\_ Existing or proposed signs, including size, design, materials, colors and illumination
- \_\_\_\_\_ Refuse collection & storage facilities
- \_\_\_\_\_ Exterior lighting including fixture design and a photometric grid
- \_\_\_\_\_ Existing or proposed retaining walls including design and materials

**Landscaping & Buffers:**

Location, scientific name, common name and size of existing and proposed trees and shrubs

Identification of all ground covers

Landscaping Plan and planting schedule

Location dimensions and description of all fencing

Location and proposed development of all buffer areas, including existing vegetative cover and screening

Recreation or conservation areas

**NOTE:**

- **The Village of Medina Planning Board may require additional information relevant to the proposed development considered necessary to complete the site plan review.**
- **The cost of all consultant review deemed necessary by the Planning Board shall be paid by the applicant.**

I certify that I an the owner or authorized agent for which the foregoing work is proposed to be done, and that I am duly authorized to perform such work, and that all work will be performed in accordance with the above information and in compliance with all existing local and state laws. I further understand that any deviation from the information on this application, once approved, must have prior written approval from the Code Enforcement Officer.

Signature of Applicant

Print Name \_\_\_\_\_

Date

**For additional information contact:**

**Daniel M. Gardner**  
**Code Enforcement/Zoning Officer**  
**Village of Medina**  
See contact information on first page