

INSTRUCTION SHEET FOR SITE PLAN REVIEW TOWN OF GEDDES

The site plan review process is a review required by the Town of Geddes Zoning Ordinance. The review is conducted by the Geddes Town Board at the monthly town board meeting.

All applicants should be on the agenda for the meeting they wish to have site plan review.

To enter the agenda all applicants should submit the **11 copies** of the following exhibits to the Code Enforcement Office no later than the Wednesday morning before the Town Board meeting.

The Agenda for each scheduled meeting will be prepared by the Supervisor's Office and **PUBLISHED** no later than **12:00 pm on the Thursday** immediately prior to the scheduled meeting.

A completed site plan review application.

Two (2) separate checks are required.

An Application Fee of \$250.00 plus a Deposit of for Legal and Engineering Fees
* EXISTING – \$ 500.00- *NEW - \$1,500.00
in accordance with Town's approved schedule.

The site plan must be prepared by a licensed design professional, depicting the following

- ***proposed and existing structures***
- ***proposed and existing utilities***
- ***areas dedicated to parking, landscaping and snow removal***
- ***the projects relationship to traffic ways.***
- ***Topography- existing and proposed grades***
- ***building elevation***
- ***all easements or right of ways***
- ***zoning compliance schedule (an analysis of compliance with zoning regulations, i.e. parking, density, landscaping, setbacks)***

A completed environmental assessment form (E.A.F.) ***Fill out Part 1 – Project Information “ONLY”.***

Any approvals needed from other concerned agencies, (County, State or Federal Agencies)

If the applicant is not the owner of the property a document from the property owner acknowledging the project.

The Town board may reject the site plan or may refer the site plan, to the Geddes Planning Board. The Planning board will conduct a technical review of the project with input from other various town departments e.g.:(engineer, codes, fire dept., highway, police,) once the planning board has reached its decision. It will send the Town Board its recommendation along with four (4) copies of the final plan.

All applicants or their agents are required to attend all meetings. Failure to do so may result in delays or denials. The Geddes Planning Board meets the last Wednesday of each month at 7:00 PM at Geddes Town Hall. The time may subject to change, please call 468–3600 Town Clerk 8:30 am – 4:30 pm.

: DEADLINE: FIRST WEDNESDAY OF THE MONTH

**SITE PLAN REVIEW APPLICATION
TOWN OF GEDDES
1000 WOODS RD. SOLVAY NY 13209**

DATE _____

RECT # _____

DATE RECD. _____

ADDRESS and PROPERTY IDENTIFICATION (TAX MAP NUMBER) of proposed project;

APPLICANT NAME _____

ADDRESS _____

CITY _____ STATE _____ PHONE _____

Email _____

PROPERTY OWNER NAME _____

ADDRESS _____

CITY _____ STATE _____ PHONE _____

Email _____

**THIS SITE PLAN REVIEW IS PURSUANT TO TOWN OF GEDDES ZONING ORDINANCE
CHAPTER 240 SEC. _____ PARAGRAPH (S) _____.**

ZONING DISTRICT OF PROPERTY INVOLVED IN REVIEW _____

DISCRIPTION OF PROJECT

SIGNATURE OF APPLICANT _____ DATE _____