

Item Number	Checked By (Building Official Use Only)	<h2 style="text-align: center; margin: 0;">Town Of Union Planning Board</h2> <h1 style="text-align: center; margin: 0;">Site Plan Review Checklist</h1>
1.		Boundary survey map information, north arrow, scale.
2.		Title block, name of project, name of person/firm preparing application, address and tax map number of property; date of map, work record with revision dates.
3.		Names of adjacent property owners and tax map numbers.
4.		Existing and/or proposed building:
a.		Setbacks (front/side/rear yards) according to zoning districts.
b.		Building height, number of floors, proposed use for building.
c.		Square footage of existing/proposed structures.
d.		Projected number of employees or seating for parking requirements
e.		Days and hours of operation.
f.		Elevations of building, showing design elements, materials, and colors.
5.		Stamp of licensed surveyor, professional engineer, or architect.
6.		Grading and drainage plan showing existing and proposed contours, on site and extending 50 feet into properties adjoining the site including existing storm sewer system and proposed storm sewer improvements.
7.		Limits of clearing and grading.
8.		Existing and proposed utilities, site improvements, and structures on site and within 50 feet of properties adjoining the site: water, sanitary sewer, and lighting. Include laterals and connection points. NOTE: If a private sewage system is proposed, plans for system shall be stamped approved by Broome County Health Department prior to issuance of building permit.
9.		Location of existing vegetation, watercourses, floodplain, wetlands, and other natural features.
10.		Access to any streets or nearest intersections, and location of driveways of adjacent properties.
11.		Proposed parking, circulation layout, display areas. Show locations and dimensions, loading/stacking facilities, and access points for motor vehicles and pedestrians.
12.		Number of parking spaces required; number of parking spaces provided, designated handicapped spaces (Show computations indicating how the number of spaces was determined).
13.		Access to roads and adjacent properties.
14.		Existing and/or proposed easements for utilities.
15.		Proposed landscaping plan, including location, type, and number of plants for perimeter strips.
16.		Location of existing/proposed exterior lighting. Photometric plan and cut sheets for lighting fixtures required.
17.		Proposed wall, freestanding, or ground sign locations. Provide sign detail showing size, letter style, colors, and height above existing grade.
18.		Photograph of site.
19.		Environmental Assessment Form (Short form required initially).
20.		Is this property listed on the State or National Register of Historic Places? <input type="checkbox"/> Yes <input type="checkbox"/> No
21.		Is this property located in an archeologically sensitive area? <input type="checkbox"/> Yes <input type="checkbox"/> No
22.		Site Plan Application Form and Site Plan Summary Worksheet