



TOWN OF MOUNT PLEASANT SITE PLAN APPLICATION INSTRUCTIONS



The Town of Mount Pleasant Planning Board meetings are held twice a month, on the first Thursday and third Monday, at 8:00 PM at the Town Hall, One Town Hall Plaza, Valhalla, NY.

The submission deadline is 21 days prior to the Planning Board meeting. New site plan applications that have been deemed complete will be placed on the agenda in the order they are received.

Pre-Submission:

Prior to the formal submission of the site plan, a pre-submission conference may be conducted with the Town Planning Consultant. This conference will serve to educate the applicant on the process he/she must follow, clarify the information required to submit a complete site plan application, and to highlight any specific areas of concern. You may arrange a pre-submission conference through the Planning Board Secretary at (914) 742-2327.

Submission Requirements:

At least 21 days prior to the Planning Board meeting, the site plan application shall be submitted to the Planning Board Secretary as follows:

10 collated sets of the application package and a CD in .pdf format that includes all submitted materials. All site plans shall be signed, sealed and folded with the title box legible. The application package shall include:

- Site plan and supporting plans, as established during the pre-submission conference.
- Site Plan application form signed and notarized.
- SEQR Environmental Assessment Form.
- All supplemental studies, reports, plans and renderings.
- Copies of all easements, covenants and restrictions.
- The appropriate fee, determined from the attached fee schedule. Make checks payable to the *Town of Mount Pleasant*.
- An escrow account must be established per Sec. 218-108 G. (2) for professional consultant review.

Applications determined to be incomplete with respect to the Town of Mount Pleasant Site Plan Regulations, will **not** be placed on the Planning Board agenda. No site plan will be considered for approval without first being certified as complete.

Site Plan Components:

Site Plans shall be prepared in conformance with the Town of Mount Pleasant Zoning requirements, and unless specifically waived during the pre-submission conference, shall include the following:

Site Plan Requirements:

1. Title Block (including project name, address, name of applicant and owner, name and address of professionals responsible for preparing the plans, section, block and lot, plan date and revisions.
2. Scale (between 1":10' and 1":50') and north arrow
3. Professional seal of licensed architect, engineer, landscape architect or surveyor licensed in New York State.
4. Key map.
5. Site survey.
6. Boundaries of surrounding properties and adjacent site plans
7. Other boundary lines (municipal, districts, etc.) as required.
8. Topographic contours (2 feet intervals).
9. Existing site conditions, including all principal and accessory structures.
10. Other rights-of-way and easements on the site plan and within 200 feet of its boundaries.
11. All marshes, lakes, ponds, streams, wetlands, land subject to periodic or occasional flooding and similar features on the site plan and within 200 feet of its boundaries.
12. Wooded areas and single trees with a diameter of eight (8) inches or more measures three (3) feet above the base of the trunk.
13. Tree Protection, Preservation & Reforestation Plan (Chapter 201).
14. Steep Slope Map, prepared in accordance with Section 180.
15. Existing and proposed off-street parking, loading, vehicular and pedestrian circulation and access driveways and curb cuts.
16. Proposed grading plan.
17. Proposed stormwater drainage system and SWPPP as required.
18. Proposed sanitary sewer plan.
19. Proposed erosion and sedimentation control plan.
20. Proposed utility and lighting plan.
21. Proposed landscaping plan.
22. All outdoor storage and refuse areas.
23. Proposed building floor plans.
24. Proposed building elevations.
25. All proposed green building strategies.

Site Plan Design Standards:

Site Plans shall be designed in accordance with the requirements of the Town of Mount Pleasant.



TOWN OF MOUNT PLEASANT SITE PLAN APPLICATION



Application #		Date Submitted:		Fee Paid:	
Application Name:					
Site Address:					
No.		Street:		Hamlet:	
Property Location: (Identify landmarks, distance from intersections, etc.)					
Town of Mt Pleasant Tax Map Designation:			Zoning Designation of Site:		
Section		Block		Lot(s)	
School District:			Fire District:		
Sewer District:			Water District:		
Property Owner:		Phone #:		Email:	
		Fax#:			
Owners Address:					
No.		Street:		Town:	
				State: Zip:	
Applicant (If different than owner):		Phone #:		Email:	
		Fax#:			
Applicant Address (If different than owner):					
No.		Street:		Town:	
				State: Zip:	
Individual/ Firm Responsible for Preparing Site Plan:		Phone #:		Email:	
		Fax#:			
Address:					
No.		Street:		Town:	
				State: Zip:	
Other Representatives:		Phone #:		Email:	
		Fax#:			
Owners Address:					
No.		Street:		Town:	
				State: Zip:	
Describe the project, proposed use and operation thereof:					
Lot size:			Square footage of all existing structures (by floor):		
Acres:		Square Feet:			
# of existing parking spaces:			# of proposed parking spaces:		
# of existing dwelling units:			# of proposed dwelling units:		
What is the predominant soil type(s) on the site?			What is the approximate depth to water table?		
Site slope categories:		15-25% %	25-35% %	>35% %	
Estimated quantity of excavation:		Cut (C.Y.)		Fill (C.Y.)	
Is the site located in a designated Critical Environmental Area?				Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Does a curb cut exist on the site? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Are new curb cuts proposed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Is the site listed on the State or Federal Register of Historic Place (or substantially contiguous)					
Yes: <input type="checkbox"/> No: <input type="checkbox"/>					

Is the site located in a designated floodplain?
 Yes: No:

Is the project funded, partially or in total, by grants or loans from a public source?
 Yes: No:

Will municipal or private solid waste disposal be utilized?
 Public: Private:

Is the site burdened by any existing easements, covenants or restrictions? Yes: No:
 If so, attach a copy

What is the estimated time of construction for the project?

Is the site served by the following public utility infrastructure:

- Sanitary Sewer Yes: No:
- Water Supply Yes: No:
- Storm Sewer Yes: No:
- Electric Service Yes: No:
- Gas Service Yes: No:
- Telephone/Cable Lines Yes: No:

Zoning Provision	Required	Existing	Proposed
Lot Area			
Lot Width at Front Yard Setback			
Mean Lot Width			
Mean Lot Depth			
Front Yard			
Side Yard (One)			
Side Yard (Total of Two)			
Rear Yard			
Floor Area Per Dwelling Unit			
Maximum Building Height			
Maximum Building Coverage			

Foundation	
Structural System	
Roof	
Exterior Walls	

I hereby depose and certify that all the above statements and information, and all statements and information contained in the supporting documents and drawings attached hereto are true and correct.

 Applicants Name

 Applicants Signature

 Owners Name

 Owners Signature

Sworn before me this _____ day of _____ 20__

 Notary Public