



TOWN OF RIVERHEAD PLANNING BOARD

200 HOWELL AVENUE, RIVERHEAD, NEW YORK 11901-2596
(631) 727-3200, EXT. 267, FAX (631) 727-9101

Richard M. O’Dea, Chairman
Joseph H. Baier, Vice-Chair/Secretary

Lou Boschetti, Member

Ed Densieski, Member
Lyle Wells, Member

SITE PLAN CHECKLIST **(INCLUDING ARCHITECTURAL REVIEW)**

PROJECT: _____

This application is for:

- New construction (vacant land)
- Re-construction
- Building addition(s)
- Façade alteration
- Other

Please check the items submitted:

- Completed application for Site Plan Approval (1 original, 11 photocopies);
- Fee- \$500 plus \$0.10 sq. ft. per sq. ft. area altered/improved/project area. **This fee is NOT refundable.**
- Completed EAF (long or short form, as appropriate);
- Three (3) copies of a current survey prepared by a licensed surveyor, (must be less than ten (10) years old and show all existing conditions/structures) pursuant to 108-131.B(1);
- Fourteen (14) prints of a professionally executed site plan which contains the information required by §108-132 of the Zoning Code (*please note that the proposed site plan drawings, including landscape and lighting plans, cannot exceed the standard D size (24" x 36")*). At a minimum, the site plan must include, but is not limited to, the following:
 - Property lines, showing directional bearings and distance, adjacent land ownerships, land uses, streets, directional arrow, scale, Tax Map Number, and zoning district;
 - Key map at 1"=600'
 - Existing and proposed buildings, structures and uses including first floor and ground floor elevation(s) and setbacks to the property lines;
 - The area, expressed in square feet, of each existing and proposed building, structure or uses;
 - Location of any existing easements on, over or adjacent to the site including the location

of all public utilities. If easements exist on site, a copy of the language associated with said easement must be provided;

- Layout of existing and proposed parking and loading areas, including dimensions of spaces, aisles and street approaches, the general circulation pattern with directional movement shown, existing and proposed curb cuts, traffic safety devices, sidewalks, curbing, paving, drainage structures and their respective specifications. Methods used for computing parking and drainage requirements shall be included;
 - Existing and proposed sewage disposal and water supply systems. The sanitary calculations must also be included;
 - Existing topography of the site and immediately adjacent property, as revealed by contours or key elevations, and any proposed regrading of the site.
 - A table which demonstrates compliance, or the extent of non-compliance, with the Dimensional Regulations for the zoning district. *The applicant should note that although this item is not listed in the Town Code, it is the Board's policy to require it.*
- Fourteen (14) prints of a lighting plan which demonstrates compliance with the Town's Lighting Ordinance (§108-246 of the Zoning Code). The lighting plan must include, but is not limited to, the following:
- Manufacturer's cut sheet for each type of fixture proposed. Bulb type must be indicated;
 - Mounting height and type for each type of fixture;
 - Photometric data for each fixture type;
 - Footcandle distribution
- Fourteen (14) prints of a landscape plan which contains the data required by of the Zoning Code. The landscape plan must include, but is not limited to, the following:
- A planting schedule which provides the common and scientific names of each plant species proposed

The applicant should be aware of the existing and proposed plant species banned for sale in Suffolk County and their effective date. A list of banned species can be found at Suffolk County's Department of Environment and Energy's Division of Water Quality Improvement's website.

- Fourteen (14) prints of elevation drawings *prepared and sealed by a licensed professional*. **When scheduling an appearance for the Architectural Review Board, the following must be provided in advance:**
- Cornice, trim, window, door and column details
 - Building colors and materials

- Photographs of the site showing neighboring structures
- Any proposed signage (if applicable)
- Fourteen (14) prints of floor plan drawings prepared and sealed by a licensed professional. The floor plans must be provide *only if* the applicant is proposing exclude those exemptions allowed, under §108-60, from the parking calculations;

I am aware that all of the items on this checklist must be submitted for acceptance as a complete application, and that if any of the items are missing, the application will be deemed incomplete, and will be returned to me.

Signature: _____ Date: _____

Printed Name: _____

Date Submitted: _____

Complete: _____

Incomplete: _____



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NOTICE TO APPLICANT

REQUIREMENTS FOR SITE PLAN APPROVAL

STORMWATER POLLUTION PREVENTION PLAN

Please be advised that a Stormwater Pollution Prevention Plan (SWPPP) consistent with the provisions of Riverhead Town Code chapter 110 shall be required for construction activity including clearing, grading, excavating, soil disturbance or placement of fill that results in land disturbance of equal to or greater than one acre, or activities disturbing less than one acre of total land area that is part of a larger common plan of development or sale, even though multiple, separate and distinct land development or re-development activities may take place at different times on different schedules unless the activity is exempt as delineated in Riverhead Town Code section 110-5.

A SWPPP, in conformance with Riverhead Town Code section 110-6, shall be required to be submitted separately to **both the Planning Department and Engineering Department-Stormwater Management Officer, at the time the applicant receives written notice that the Planning Department has approved the *generalized layout* of the site.**

In addition, the Planning Board (or Town Board, if applicable) will not consider **site plan approval until such time that the stormwater management officer has reviewed and substantially approved a submitted SWPPP.**

If you have any questions as to whether a SWPPP is required regarding your land use application you may contact either Christine Fetten, Stormwater Management Officer, at 631-727-3200 x 282, Daniel P. McCormick, Counsel to the Stormwater Management Office, at 631-727-3200 x 605 or the Planning Department at 631-727-3200 x 267.



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DO NOT WRITE IN THIS BOX: This box will be completed by the Planning Department
Fee: \$500 + (_____ sq. ft. altered/project area x \$0.10) = _____ *
Date Entire Fee Submitted: _____
Accounting Receipt Number: _____
***This fee is NOT refundable**

APPLICATION FOR SITE PLAN APPROVAL

Please type or print clearly

Designated name of proposed development or project. (If none exists, supply applicant name here):

Applicant*:

Licensed Design Professional*:

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Owner*:

Attorney*:

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

- If there is more than one party in any category, please provide information for each on a separate sheet of paper.
- Suffolk County Tax Map Number: 0600-____-____-____-____
- Location of site: _____

- Current zoning classification: _____
- Description of work to be done: _____

- Proposed use(s) of site: _____
- Total site area: _____ square feet _____ acres
- Square feet of building area existing: _____
- Square feet of building area to be added: _____
- Square feet of other altered area (hard surface and/or regrading):

- Anticipated construction time/completion date: _____
- Will development be staged? _____ If yes, how? _____

- Current land use of site (retail, manufacturing, etc.): _____
- Current condition of site (vacant, wooded, developed, #of buildings, etc.):

- Use/Character of surrounding sites (agricultural, residential, retail, etc.):

Applicant signature

Date

Print applicant name

Title, if applicable

This application is

Complete

Incomplete because: _____

Received by: _____

Date: _____

NOTE: ALL SITE PLAN SUBMISSIONS MUST BE FOLDED

Site Plan fees are NOT refundable

**READ THIS DOCUMENT CAREFULLY. YOU MAY CONSULT YOUR ATTORNEY
BEFORE COMPLETING.**

DISCLOSURE AFFIDAVIT

State of New York)

ss:

County of Suffolk)

I, _____ an applicant for the following relief:

and being duly sworn, deposes and says:

That I make and complete this affidavit under the penalty of perjury and swear to the truth thereof.

That I understand that this affidavit is required by Section 809 of the GENERAL MUNICIPAL LAW and that a knowing failure to provide true information is punishable as a misdemeanor. Being so warned, I state:

That _____, is a State Officer, is an officer or employee of Riverhead Town, and

That this person has an interest in the person, partnership, or association requesting the above stated relief.

That for the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant where he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them

- (a) is an applicant,
- (b) is an officer, director, partner or employee of the applicant,
- (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association, applicant, or
- (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered dependent or contingent upon the favorable approval of such application, petition, or request.

That ownership of less than five (5) percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchange shall not constitute an interest for the purpose of this section.

(SIGNATURE)

Sworn to before me this _____ day

of _____, 20

NOTARY PUBLIC