



**TOWN OF RIVERHEAD
PLANNING DEPARTMENT**

201 HOWELL AVENUE, RIVERHEAD, NEW YORK 11901-2596
(631) 727-3200, EXT. 240

NOTE: ALL SITE PLAN SUBMISSIONS MUST BE FOLDED AND COLLATED

Site Plan fees are NOT refundable

SITE PLAN CHECKLIST (INCLUDING ARCHITECTURAL REVIEW)

****AMENDED 1/8/2021****

PROJECT NAME: _____

This application is for:

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

Please identify submission phase (*Pursuant to Chapter 301, Section 301-305 of the Riverhead Town Code*):

- Preliminary
- Final

Please check the items submitted:

- **NEW REQUIREMENT**** - All applications must be accompanied by a flash drive that includes digital files of all documents, survey, site plan, elevations, supporting information, etc. Application will be deemed incomplete until digital files have been submitted.
- Completed application for Site Plan Approval (1 original, 13 photocopies);
- All resubmissions shall include a cover letter identifying any and all changes made to any of the submitted plans; cover letter must be signed and sealed by a NY state licensed P.E., registered architect or attorney.
- Non-Refundable Fee** the fee shall be \$500, plus \$0.10 per square foot of site improvements and/or altered area, whichever is greater, or \$500, plus \$0.10 per square foot of gross floor area (cumulative total of all floors) or altered land area, whichever is greater. **75% required at preliminary review phase, remainder 25% required at final review.** (\$500 paid at time of submission for an amendment of an approved site plan prior to issuance of a Certificate of Occupancy.)
- SEQRA (1 original, 13 photocopies at Preliminary Submission only);
 - Type I Action (Long EAF required)
 - Type II Action (Short EAF required)

- Unlisted Action (* long or short EAF required); (*To be determined by the Planning Department)
- Other Approvals:** copies of all prior Planning Board, Special Permit and/or Zoning Board decisions
- One (1) original and one (1) copy** of **Current Title Report** for the subject property, *dated not more than three months prior to the date of submission of the application*, prepared by a title company licensed in the State of New York containing a 50 year chain of title and any/all recorded covenants, declarations, restrictions and/or easements on the subject property. Title Report must be certified to the Town of Riverhead with a minimum insurance amount of \$1,000.
- Current Title Surveys**, (**14 originals**, must be stamped/sealed by a registered Land Surveyor);
- ** Two (2) prints** of plans for Fire Marshal, titled “Fire Marshal Plan” to include the following: ******
 - Building type of construction (i.e. Type II, Type V)
 - Building occupancy (i.e. Business, Mercantile, Place of Assembly, or simple vanilla box)
 - Loading zones, fire zones, or any other type of parking that may or may not be permitted
 - Square footage of building, to include building dimensions
 - Fire service mains (existing and to be installed), locations of fire sprinkler risers for the buildings, and any existing or new fire hydrant locations in or near the project area
 - Clearly defined road access widths
 - All utilities
- Fourteen (14) prints** of a professionally executed site plan which contains the information required by §301-306 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") and the following scales are to be used: Sites less than 2 acres: one inch equals 20 ft.; two acres or more: one inch equals 40 ft.; detailed portions of a site: one inch equals 10 ft. (Match lines can be used for particularly large sites.)* 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;
 - The location of any existing easements on, over or adjacent to the site including the location of all existing or proposed utility lines and fire hydrants. 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;
- Any existing woodlands, stands of trees, or instances of unique or indigenous vegetation, and any other natural features, such as, but not limited to, water bodies, drainage courses, fresh and saltwater marshes, coastal dunes, bluffs, beaches, escarpments, overlook areas and wildlife habitats;
- 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. (Areas of greater than 15% slope should be designated and the square footage provided.)
- Cultural features, such as paleontological and archeological remains, old trails, agricultural fields, historic buildings and sites or those that contribute to the rural character of the community or possess a unique and/or identifiable feature;
- 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 including all existing and proposed lighting (parking lot, building-mounted, sign lighting, etc.), which demonstrates compliance with the Town's Lighting Ordinance (§301-256 to §301-264 of the Zoning Code). The lighting plan must include, but is not limited to, the following:
 - The full *manufacturer's* catalogue number for each fixture proposed.
 - The locations, mounting height(s), hours of operation, wattage, lumen output, and lamp type for each type of fixture including whether such fixtures are full cutoff;
 - Photometric data for each fixture type and illuminance levels in 10 ft. grids.
- 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.
 - Depictions and labeling of required buffer areas, screening plantings, street trees, fencing, etc. as per 301-236.

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 of all faces of buildings and structures at an appropriate scale *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
 - Heights of buildings and structures
 - 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 provided *only if* the applicant is proposing exclude those exemptions allowed, under §301-231, from the parking calculations;
- An **Agricultural Data Statement**, if applicable. (See the data form on page 9 for information.)

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: _____ (For Planning Dept. use only)

Complete: _____ (For Planning Dept. use only)

Incomplete: _____ (For Planning Dept. use only)



TOWN OF RIVERHEAD PLANNING DEPARTMENT

201 HOWELL AVENUE, RIVERHEAD, NEW YORK 11901-2596
(631) 727-3200, EXT. 240

NOTICE TO APPLICANT REQUIREMENTS FOR SITE PLAN APPROVAL SUBMISSION OF A STORMWATER POLLUTION PREVENTION PLAN

Please be advised that submission of a Stormwater Pollution Prevention Plan (SWPPP) consistent with the provisions of Riverhead Town Code chapter 275 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 275-5.

The applicant must submit three (3) copies of a SWPPP, in conformance with Riverhead Town Code sections 275-6 and 275-7, to the attention of Drew Dillingham, Engineering Department-Stormwater Management Officer, 1295 Pulaski Road, Riverhead, New York 11901, at either the time the applicant receives written notice that the Planning Department has approved the *generalized layout* of the site or at the time the applicant receives a resolution conditionally approving the site plan application, at the applicant's preference.

Fees: Upon the submission of three (3) copies of a SWPPP, the Town shall require an initial stormwater pollution prevention plan review fee deposit in the amount of \$3500.00, pursuant to Riverhead Town Code Section 275-12. Such deposit shall be submitted to Drew Dillingham, as the Stormwater Management Officer.

In addition, the Planning Board Chairman (or Town Supervisor, if applicable) will not affirm site plan approval by signing the mylar (which is required for issuance of a building permit or to begin site improvements) until such time that the Stormwater Management Officer has reviewed and approved a submitted SWPPP.

Design of the SWPPP should be considered during preparation of the site plan so that major changes are not needed once the SWPPP is reviewed.

If you have any questions as to whether a SWPPP is required regarding your land use application you may contact either Drew Dillingham, Stormwater Management Officer, at 631-727-3200 x 604 or the Planning Department at 631-727-3200 x 240.



SCTM#: 600- ____-____-____-____

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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) = _____
 Submission Phase: (75%) Preliminary _____ (25%) Final _____
 Date Fee Submitted: _____
 Accounting Receipt Number: _____

APPLICATION FOR SITE PLAN APPROVAL

Identify submission phase: *(Pursuant to Section 301-305 of the Riverhead Town Code, revised December 6, 2011):*

Preliminary

Final

Designated Name of Proposed Development or Project. *(If none exists, supply the applicant's name):* _____

If there is more than one party in any category below, please provide information for each on a separate sheet of paper.

Applicant*:

Licensed Design Professional*:

Name: _____

Name: _____

Address: _____

Address: _____

E-Mail: _____

E-Mail: _____

Phone: _____

Phone: _____

Owner*:

Attorney*:

Name: _____

Name: _____

Address: _____

Address: _____

E-Mail: _____

E-Mail: _____

Phone: _____

Phone: _____

- Suffolk County Tax Map Number: 0600- _____ - _____ - _____.
- Location of site: _____
- Current zoning classification (zoning district): _____
- Description of work to be done: _____

- Proposed use(s) of site: _____
- Total site area: _____ square feet _____ acres
- Square feet of building area: Existing: _____ To be added: _____
- Square feet of ***total altered area*** (buildings, clearing, grading, disturbance, hard surfaces, landscaping, etc.): _____
- Amount of fee submitted-*\$500 plus 10 cents per square foot of total altered area up to a maximum of \$30,000.75% at preliminary review and 25% remainder at final. (\$500 paid at time of submission for an amendment of an approved site plan prior to issuance of a Certificate Occupancy.)*: _____
- Anticipated construction time/completion date: _____
- Will development be staged/phased? _____ 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.): _____
- Is the site within a New York State Agricultural District or within 500 ft. of a New York State Agricultural District? _____ (If so, see the following page.)
- Was a Presubmission Conference held?: _____ If so, provide the date: _____

Applicant signature

Date

Print applicant name

Title, if applicable

This application is:

(For Planning Department use only)

Complete (date) _____

Incomplete because: _____

Please note: If ownership is held jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement. If the owner or owners are making the application, this endorsement is not required.

OWNER'S ENDORSEMENT

STATE OF NEW YORK)

COUNTY OF SUFFOLK) ^{SS:}

Application/Project Name: _____

Project Address: _____

_____, being duly sworn, deposes and says:

I am: (check one) ___ a part owner in fee
 ___ the sole owner in fee
 ___ an officer of the corporation which is the owner in fee of the premises described
 in the foregoing application.

I reside at _____
 Mailing Address

 Hamlet/Post Office/Village State Zip Code

I have authorized _____ to make the
foregoing application (described above) to the Riverhead Town Board and/or Planning Board for site
plan/subdivision approval as described herein.

Signature

(If owner is a corporation, please indicate name
of corporation and the title of the corporate
officer whose signature appears above)

Sworn before me this

_____ day of _____, 20__

Notary Public



Town of Riverhead Agricultural Data Statement

When to use this form: This form must be completed by the applicant for any use variance, Special Use Permit, site plan approval, or subdivision approval on property within an Agricultural District containing a farm operation **OR** on property with boundaries within 500 ft. of a farm operation located in an Agricultural District. Applications requiring an Agricultural Data Statement require referral to the Suffolk County Planning Commission unless exempt in accordance with the inter-municipal agreement regarding zoning referrals.

- 1) Name of Applicant: _____
- 2) Address of Applicant: _____
- 3) Name of Land Owner (if other than the applicant): _____
- 4) Address of Land Owner: _____
- 5) Description of Proposed Project: _____

-
- 6) Location of property (street address): _____
 - 7) Project site tax map number: _____
 - 8) Is the project located on property within an Agricultural District containing a farm operation? ____ (yes or no)
 - 9) Is the project located on property outside an Agricultural District, but with a boundary or boundaries within 500 ft. of a farm operation located in an Agricultural District? ____ (yes or no).
 - 10) Tax map # and name and address of any owner(s) of parcels of land within the Agricultural District containing farm operation(s) located within 500 ft. of the boundaries of the parcel subject to the pending application.

<u>Tax Map #</u>	<u>Name & Address</u>
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____

(Use the back side of the page if more than seven properties are identified.)

Tax map numbers within 500 ft. may be obtained when requested in advance from the Planning Department at 631-727-3200 x240. Information regarding property addresses and whether a property is an active farm operation is available by contacting the Assessor's office in advance at 631-727-3200 x255.

- 11) Submit a copy of the current tax map page(s) labeling the site of the proposed project and highlighting the farm operation parcels identified in item 10 above.
- 12) Submit pre-addressed legal size envelopes, pre-addressed to each of the landowners identified in item 10 above with pre-paid certified mail postage, together with pre-addressed green, return receipt cards for each mailing. The return address on the return receipt card must read "Riverhead Town Planning Department, 201 Howell Ave., Riverhead, NY 11901."

Signature of Applicant _____ Date _____

Notes: 1. The Planning Department will solicit comments via mail from the owners of land identified above in order for the applicable Board to consider the effect of the proposed action on their farm operation. This will include a copy of this statement. 2. Comments returned will be taken into consideration by the applicable Board as part of the overall review of an application. 3. Failure to provide a complete Agricultural Data Statement means the application cannot be acted upon by the applicable Board.



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Construction Activity Agreement

Job Title: _____

SCTM No: _____ Site Address: _____

I agree to comply with the following:

- I will have available on-site this agreement and related plans during the entire construction process. I will explain the requirements to all construction personnel and subcontractors. I take responsibility for full compliance with this agreement and Chapter 275 of the Town of Riverhead Code (Stormwater Management and Erosion and Sediment Control).
- No vegetation and/or trees may be cleared without first receiving a mark-out or authorization from Planning, Building and/or Engineering Inspectors. Only vegetation, topsoil, and trees specifically in the path of construction activity may be removed.
- No earth, fill or construction material shall be allowed to migrate off site from this project on the Town of Riverhead roadway and/or storm drain system or an adjacent property.
- No fill shall be brought into site without the express approval of a Building Department. Fill piles will only be allowed in a location designated on plan, or authorized by Building Inspector(s). Piles of fill shall be stabilized and/or contained with grass seed, sit fences, hay bales, or other approved methods.
- At the end of each workday the adjacent roadway and/or storm drain system shall be inspected by owner or his/her designee for soil or other matter. All construction site and adjacent roadways shall be cleared of soil and other material at the end of each day.
- All construction and demolition debris and materials, including wet concrete, shall be disposed of at an appropriate facility in accordance with Town of Riverhead and NYSDEC waste management regulations. Dumping any liquid, semi-liquid, or other materials from a construction site into storm drains, roadways, vacant property is grounds for a violation.
- Litter shall be picked up on a daily basis from site, adjacent properties and/or the road system.
- Toilet facilities shall be available to all workers on site during the construction period.
- A temporary stable construction entrance shall be constructed utilizing recycled concrete aggregate (RCA) or a similar material, unless a suitable constructed entrance already exists on the site.

- All municipal or private drainage inlets adjacent to area or construction shall be protected from dirt/matter/pollutants through the use of products/sponges designed for this purpose.
- On areas of steep slopes and areas cleared of vegetation, suitable stabilization methods, as shown on approved site plans and the stormwater pollution prevention plan (SWPPP) shall be employed to prevent soil migration and stormwater runoff.
- All exposed expanses of soil shall be stabilized with annual grass seed as soon as areas will no longer be needed for construction staging, or if areas will remain undisturbed for six weeks or longer.
- Prior to tree, shrub or other plantings, soil shall be suitably tilled and prepared.

In WITNESS WHEREOF, the parties hereto have caused this Declaration to be duly executed as of the date and year described below.

_____	_____	_____
Date	Owner Name (Printed)	Contractor Name (Printed)
	_____	_____
	Owner Signature	Contractor Signature

STATE OF NEW YORK)
 :ss:
 COUNTY OF SUFFOLK)

On the _____ day of _____ in the year _____, before me, the undersigned, a Notary Public in and for said State, _____, personally appeared, is personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed this instrument.

_____	_____
Dated	Notary Signature

STATE OF NEW YORK)
 :ss:
 COUNTY OF SUFFOLK)

On the _____ day of _____ in the year _____, before me, the undersigned, a Notary Public in and for said State, _____, personally appeared, is personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed this instrument.

_____	_____
Dated	Notary Signature

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, (Type of Permit) 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:

Check here if not applicable (i.e., you have no relative working for the Town of Riverhead) and please sign below before a notary public.

OR:

That _____ is a State officer, is an officer or employee of (Name of Relative)

Riverhead Town, and:

That this person has an interest in the person, partnership or association with this site plan application.

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 office, 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 application, express or implied whereby he may receive any payment of other benefit, whether or not for services rendered, dependant or contingent upon the favorable approval of such application, petition or request.
- e. 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