

Town Of Westmoreland Site Plan Approval Application Instructions

Use to assist in the completion of a Site Plan Approval Form

A proper and fully completed Site Plan Approval Form is a critical part in any applicants' submission, allowing for the timely and proper review of the need before the town. Failure to submit, or properly complete any town of Westmoreland forms may result in process delays, monetary damages or project refusals. Do not hesitate to contact the proper authorities at the Town of Westmoreland with any questions.

Read the Site Plan Approval form completely.

Applications ***MUST*** show the signature and contact information of the property owner.

1. This information must appear on any drawings associated with the application.
2. Show the orientation of the property to a compass direction. Helps in identifying locations, along with climate impact considerations.
3. **CRITICAL.** A full and complete drawing is a must. Spending time here makes all discussions made easier. Must show all boundaries of the parcel(s) in question, and their dimensions. A map drawn to scale is requested, but a drawing showing all necessary dimensions can work as well. Show the existing or planned dimensions of any building or pertinent features to each other and the boundaries. Many of the following details and questions would be shown on this drawing as well.
4. Show any bodies of water that exist on the parcel. Lakes, ponds, streams, creeks. For streams and creeks, show direction of flow.
5. Need to show with contour lines (preferred) or some other indications, the topography (slope, hills, direction of drainage) of the parcel. Have to show what the shape of the land is, or will be once the project is done.
6. **CRITICAL.** Have to show all dimensions of any proposed building, and where it will be located on the parcel (see question 3).
7. Show all related street entrances, roadways, driveways, parking areas, loading zones etc., with dimensions on your drawing(s) (see question 3).
8. Show any specified accesses for pedestrians (see question 3).
9. Showing any outdoor storage location, even if they are "open air" (no building or cover) helps in the review of roadways, parking, pedestrian safety, access, and views from off the property (see question 3),
10. Must show what materials you plan to use that will remain as part of the work, along with any temporary products or materials that will be used during construction, but removed at completion. (temporary drain pipe, fencing, roadway materials, bridges, port-a-pottys, power lines, water services, etc.

11. How will sewage be disposed of and where; new or temporary.
12. Potable water source and connections. New or temporary. Hook ups to any municipal system must be reviewed and permitted by the Westmoreland Water Department.
13. Show any required fire zones, and private of municipal fire hydrants, with dimensions to property or buildings (see question 3).
14. On your drawing, (see question 3) show any electric or gas sources, locations, and design. Electric from any source, public, private, solar, wind, stored (battery). Natural or propane gases, by distribution line, bottled or generated.
15. Show a rendering, size, lighting (if any) and the location of any signs that are required as part of the project.
16. Important to consider, and then show in detail, if any vegetational areas (tree lines, hedge rows, shrubs, wind breaks, screenings etc. are planned. Show any existing natural features that can or will be left that serve the same type of functions listed.
17. Show any and all outside lighting features (signs included, see question 15). Be prepared to discuss hours of usage, brightness, colors, direction of shine.
18. For commercial applicants, for both current and any proposed, show the type of activity that is planned in your building on your drawing (see question 3).
19. Want to know the planned “finished” look, as it relates to landscaping. This requirement could also factor into any signage, lighting, topography, water features, vehicular traffic and parking.
20. Due your own “due diligence”! Are there any other permits or requirements that may be needed from other agencies (county, state, federal, DEC, educational, civic, etc.)?
21. Could be part of question #20.

The town encourages all applicants to utilize any appropriate or required resources to help with or prepare their submittals. These may include knowledgeable or professional persons, specializing in design, drafting, structural, mechanical, electrical, plumbing, power distribution, construction, excavating, or other specialized areas of project development.