

# Town of Westmoreland Codes Department

100 Station Road, P.O. Box 310

Westmoreland, New York 13490

Phone 315-853-8001 ext. 4 Fax 315-853-1645

## Site Plan Approval or Modification

All development within the Town of Westmoreland Commercial B-1, B-2, Industrial and Planned Development Districts must be reviewed and approved by the Town of Westmoreland Joint Zoning Board of Appeals (ZBA)/Planning Board.

The attached application form will enable applicants to provide the Joint Zoning Board of Appeals (ZBA)/Planning Board information to review their application.

Due to State and County requirements, certain reviews and public notices are required, which can take up to 60 days (or more) additional time to receive recommendations or approvals. All applicants should factor in the necessary steps and requirements as part of their project planning.

The Town of Westmoreland cannot be responsible for any delays caused by an applicant's timing or deficiencies in completion of any application. The Joint ZBA/Planning Board meets once a month to openly discuss the submissions of applicants and render decisions of approval or denial. Applicants need to submit all required fully completed documents and Site Plan drawings no later than the 15<sup>th</sup> of the month preceding the month that the applicant is scheduled to appear before the Joint ZBA/Planning Board to secure a spot on the meeting agenda to discuss their project. Meetings are the FIRST Tuesday of each month, 6:00 p.m., at the Westmoreland Town Hall.

**Application Instructions: To obtain a site plan approval for any development project within the B-1, B-2, industrial and Planning Development Zoning Districts, or any commercial project:**

- Include all information required on the form entitled **Application for Site Plan Approval or Modification** (failure to fully and accurately complete this form may cause delays in the start of your project).
- A preliminary plan drawing including all required information listed in items 1 through 24 of the application is required.

**Fees:**

- A \$50.00 application fee for Residential Projects; \$150.00 application fee for Commercial Projects, a \$100.00 application fee for Site Plan Modifications is to be provided with the completed application payable to the Town of Westmoreland.
- Mail or deliver the completed application to the attention of Building Inspector; Town of Westmoreland, 100 Station Road, P.O. Box 310, Westmoreland, NY 13490.

In addition to the Site Plan Application, please complete Part 1 of the attached Full of Short Environmental Assessment Form (SEQR). The Joint ZBA/Planning Board will complete Part 2.

Questions may be addressed to the Codes Department at (315) 853-8001 ext. 4 or the Joint ZBA/Planning Board Chairman, Chuck Smith at (315) 709-9940.

**TOWN OF WESTMORELAND**  
**Application for Site Plan Approval or Modification**

Date: \_\_\_\_\_ Name of Proposed Development: \_\_\_\_\_

Applicant:

Plans Prepared By:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Owner (if different): (If more than one owner, provide information for each)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Attached is a: \_\_\_\_\_ Sketch Plan**

\_\_\_\_\_

\_\_\_\_\_ **Final Plan**

Telephone: \_\_\_\_\_

Location of Site: \_\_\_\_\_

Tax Map: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Current Zoning Classification \_\_\_\_\_

Proposed Use(s) of Site: \_\_\_\_\_

Total Site Area (square feet of acres): \_\_\_\_\_

County, State Federal Permits Needed (list type and appropriate department): \_\_\_\_\_

Anticipated Construction Time: \_\_\_\_\_ Will Development Be Staged: \_\_\_\_\_

Current land use of the site: \_\_\_\_\_

Current conditions of the site: (woods, barren, buildings, etc.) \_\_\_\_\_

Estimated cost of proposed development/improvement: \_\_\_\_\_

**Attach a detailed site plan drawing that contains the following information:**

- \_\_\_\_\_ 1. Title of project, with name and address of applicant, and person responsible for drawing.
- \_\_\_\_\_ 2. Property Tax Identification Number.
- \_\_\_\_\_ 3. New York State Certified Engineer's stamp on final drawing(s) for any **Commercial** project.
- \_\_\_\_\_ 4. Indication of **North** with arrow.
- \_\_\_\_\_ 5. Scale of map.
- \_\_\_\_\_ 6. Boundaries of parcel, with dimensions, and dimensions from boundaries to any existing or proposed structures.
- \_\_\_\_\_ 7. Any existing water bodies or ways, or any to be newly created.
- \_\_\_\_\_ 8. Contour lines of elevation across entire parcel at 5 foot intervals.
- \_\_\_\_\_ 9. Grading and drainage plans, with any new contours to be created.
- \_\_\_\_\_ 10. Location of any **existing** structures, access ways, loading areas and parking provisions.
- \_\_\_\_\_ 11. Location of any **new** structures, access ways, loading areas or parking provisions.
- \_\_\_\_\_ 12. Provisions for any specialty parking (handicap, oversize, restricted, etc.).
- \_\_\_\_\_ 13. Basic design of any new structures. To include dimensions, heights, description of exterior, description of interior, roofing materials, and proposed colors. Locations of any culverts, drains retaining walls, fences, or specialty landscaping.
- \_\_\_\_\_ 14. Any exterior lighting. Include quantity, height, type, and area of coverage.
- \_\_\_\_\_ 15. Location(s) for any outdoor storage (sheds, dumpsters, trash containers).
- \_\_\_\_\_ 16. Source of any potable water, and location (if applicable).
- \_\_\_\_\_ 17. Description of method for sewage disposal, and locations (if applicable).
- \_\_\_\_\_ 18. Location of any fire zones or fire hydrants.
- \_\_\_\_\_ 19. Location and design of all energy distribution facilities; including electrical, gas and solar energy.
- \_\_\_\_\_ 20. Location, design, and type of construction of any proposed signage (all signage must meet any applicable town code or ordinance).
- \_\_\_\_\_ 21. Location(s) of any existing or proposed landscaping, green space or buffering areas. woody areas, hedge rows, screening, plantings, etc.

- \_\_\_\_\_ 22. Other elements integral to the proposed project as considered necessary by the Town of Westmoreland's Codes Department or Joint ZBA/Planning Board, or any county or state agencies.
- \_\_\_\_\_ 23. Listing of any state or county permits required for the project.
- \_\_\_\_\_ 24. Completed Environmental Assessment Form (EAF) in compliance with the State Environmental Quality Review Act (SEQR) as specified by the Codes Department or Joint ZBA/Planning Board during application review.

**ALL PERMIT FEES ARE NON-REFUNDABLE**

I certify by signature below, that I am the owner or authorized agent for which the foregoing work is proposed to be done, and that I am fully responsible for ensuring that all work performed will be in accordance with the descriptions and information provided above, and/or on the accepted final plans and application, and in accordance with all existing local ordinances and state requirements and laws.

I further understand that any deviation(s) from the information on this application, once approved, must have prior approval, in writing, from the Town of Westmoreland Enforcement Officer.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

If you have questions, please contact

**Joint Zoning Board of Appeals (ZBA)/Planning Board Chairman  
Chuck Smith (315) 709-9940**