

## CHECK LIST FOR SITE PLAN/SUBDIVISION REVIEW

Village of Monticello  
2 Pleasant Street  
Monticello, NY 12701  
845-794-6130

Identifying Title of Site Plan or Subdivision; \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

I. The following items shall be submitted with a COMPLETED Application Form.

1.  Environmental Assessment Form
2.  Application Fees
3.  Completed Checklist

II. The following checklist items shall be incorporated on the Site Plan or Subdivision Plat prior to consideration of being placed on the Planning Board Agenda. Non-submittal of the checklist could delay processing resulting in Application rejection. Note N/A (Not Applicable) where necessary.

1.  Name and address of applicant.
2.  Name and address of owner (if difference from applicant).
3.  Subdivision or Site Plan name and location.
4.  Tax Map Data (Section-Block-Lot).
5.  Location map at a scale of 1" = 2,000 ft. (U.S.G.S. Map)
6.  Zoning table comparing what is required in the particular zoning district and what applicant is proposing.
7.  Show zoning boundary if any portion of proposed site or subdivision is within or adjacent to a different zone
8.  Date of plan or map preparation and/or revisions
9.  Scale the plan is drawn to
10.  North Arrow →
11.  Engineer's Surveyor's Certification
12.  Engineer's or Surveyor's Seal and Original Signature
13.  Name of adjoining property owners and deed liber.
14.  Federal or State Wetlands with 100 foot buffer zone.
15.  Flood plain boundaries
16.  Certified sewerage system design or municipal connection plan
17.  Final metes and bounds of all lots and properties, (including residential lots)
18.  Name and width of adjacent roads and streets, including drainage courses, and utilities.

19.  Show existing or proposed easements and rights-of-way, including width and restrictions.
20.  Show proposed sign details (i.e. - height, area, dimensions, text, foundation, etc.) (REF: Section 189-18 Zoning Code)
21.  Road or street profiles and typical sections including pavement courses and materials.
22.  Traffic Study
23.  Lot and property areas.
24.  Name of lots, including residual lots.
25.  Show any existing waterways (streams, ponds and drainage courses)
26.  Show existing and proposed landscape plantings (trees, shrubs, flowerbeds, grass areas, etc) - (REF: Section 5.4 - Site Plan Regs.; and 189-23 Zoning Code).
27.  Show proposed site improvements (i.e.- drainage systems, water lines, sewer, electrical service, drainage, etc.)
28.  Show all existing buildings, accessory structures, sewer manholes, waterlines, septic systems on and within 200 ft. of the parcel to be developed or subdivided.
29.  Show elevation contours at 2' intervals.
30.  Show existing and/or proposed parking.
31.  Indicate any reference to a previous site plan or subdivision approval (i.e. - filed map number, date and previous lot numbers)
32.  Number of acres or square feet on parcel to be cleared.
33.  Estimated or known cubic yards earth to be excavated.
34.  Estimated or known cubic yards or fill required on site.
35.  Type and amount of site preparation which falls within the 100 foot buffer strip of wetlands, in square feet or cubic yards.
36.  Amount of site preparation within or immediately adjacent to a 100 year flood plain or any water course or waterbody on the site, in square feet or cubic yards.
37.  Erosion control plan & details.
38.  Provide detailed drawing of proposed building.
39.  Landscape review by a licensed firm.
40.  Sketch rendition of proposed structure(s).

The site plan drawing or subdivision map has been prepared in accordance with this check list.

BY:

DATE: \_\_\_\_\_

This list is designed to be a guide ONLY. The Village of Monticello Planning Board may require additional items or revisions prior to granting final approval.