



**TOWN OF PENDLETON - PLANNING BOARD**  
**Technical Checklist for Plan Approval**  
**(To Be Completed By The Review Agency)**  
Supplied as a Guide to Applicant

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address (of Project): \_\_\_\_\_

Licensed P.E., LS, RA, or LA: \_\_\_\_\_ Telephone: \_\_\_\_\_

- 1) 12 sets of plans prepared by a NYS licensed professional engineer, an architect, a landscape architect, or land surveyor  
**NOTE: A site plan application form along with the required filing fee must be submitted to the Planning Board prior to site plan submittal.**

yes  no  N/A  see comments

- 2) Drawing title including: name of project, name and address of applicant and person who prepared the drawings.

yes  no  N/A  see comments

- 3) North point, scale, legend, location map and date:

yes  no  N/A  see comments

- 4) Property survey of proposed project, including dimensions, angles and acreage plotted to scale. Also show adjoining properties, owner names, and buildings within 100 feet of project boundary.

yes  no  N/A  see comments

- 5) Street name, right-of-way and pavement width of all existing streets on or adjacent to the site, also including the location of adjacent or abutting driveways and street intersections.

yes  no  N/A  see comments

- 6) Topographic Survey (minimum grid of 50 feet), Datum shall be USGS, include benchmark(s) location & elevation on drawing.

yes  no  N/A  see comments

- 7) All existing buildings, sewers, water mains, culverts, fire hydrants and other manmade features.

yes  no  N/A  see comments

- 8) Proposed building locations, building setbacks and minimum zoning setbacks, side yard dimensions, space between buildings, green areas, parking areas (including # of spaces) and ingress and egress identified.

yes  no  N/A  see comments

- 9) All existing water courses, tree masses and other natural features, elevation of water in existing water courses and proposed and existing base flood elevations (10 year and 100 year if in a flood hazard area).

yes  no  N/A  see comments

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- 10) Identification of wetland areas under NYSDEC and Army Corps of Engineers (Federal) jurisdiction including delineation documentation:  
 yes     no     N/A     see comments
- 11) Drainage Concerns:  
a) Drainage and Grading Plan showing finished elevations of proposed site earthwork, building basement, garage opening, and first floor, and parking lot areas with storm receivers and storm sewer system plotted (including inverts, length, type and slope of pipe).  
 yes     no     N/A     see comments  
b) Storm drainage calculations for developed and undeveloped conditions.  
 yes     no     N/A     see comments  
c) Existing outlet capacity evaluated (minimum 5 year storm event) and detention design provided if required.  
 yes     no     N/A     see comments  
d) Roof drainage piped to storm drainage system  
 yes     no     N/A     see comments
- 12) Water service Concerns:  
a) Proposed water supply plan including valve and hydrant locations  
b) Size and type of pipe for service line(s).  
c) Backflow preventor size, type and manufacturer.  
 yes     no     N/A     see comments  
d) Sprinkler system.     yes     no     N/A     see comments
- 13) Sewage Disposal Plan (septic, pressure, or gravity system) with data as required by the Town Engineer.  
 yes     no     N/A     see comments
- 14) Landscape Plan for the entire site including location, name and size of trees to be removed or remain.  
 yes     no     N/A     see comments
- 15) Location and design of lighting facilities, fences, walls and signs.  
 yes     no     N/A     see comments
- 16) Site Details for all proposed infrastructure improvements to include pavement section, water, sewer, and storm systems.  
 yes     no     N/A     see comments
- 17) Sediment and erosion control plan:  
 yes     no     N/A     see comments
- 18) SEQR Forms submitted:  
 yes     no     N/A     see comments
- 19) Site Plan and zoning referral submitted to Niagara County Planning Board.  
 yes     no     N/A     see comments
- 20) Site Plan referral submitted to adjacent appropriate municipalities (Notice of Public Hearing).  
 yes     no     N/A     see comments

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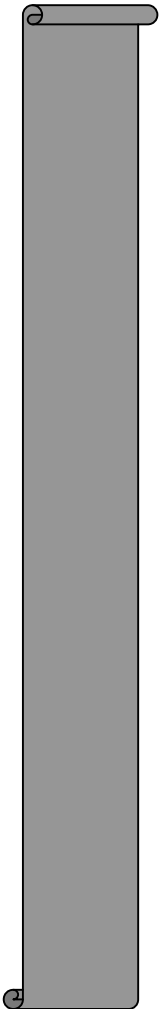
21) Flood Hazard Development Permit for development within 100yr. Flood plain (including storm piping outlets)  
 yes    no    N/A    see comments

22) Copies of proposed easements, restrictions, and provisions for any and all homeowner associations and common ownership.  
 yes    no    N/A    see comments

23) NYS SPDES Permit for site disturbances greater than 1 acre.  
 yes    no    N/A    see comments

24) Record drawings to be submitted to the Building department prior to issuance of final certificate of occupancy.  
 yes    no    N/A    see comments

**COMMENTS**



ITEMS TO BE COMPLETED BEFORE ISSUANCE OF CERTIFICATE OF OCCUPANCY:

LIST:

NOTE: PLANNING BOARD RECOMMENDATIONS AND CONDITIONS OF APPROVAL SHALL BE INCORPORATED INTO THE CONSTRUCTION DRAWINGS FOR ISSUANCE OF A BUILDING PERMIT.

To: Building Inspectors:  
PLEASE BE ADVISED THAT THE APPLICANT HAS PAID ALL SITE PLAN REVIEW FEES AND THE PLANNING BOARD HAS APPROVED THE SITE PLAN. ALL APPLICABLE PERMIT(S) CAN NOW BE ISSUED IN ACCORDANCE WITH THE APPROVED CONDITIONS.

\_\_\_\_\_  
PLANNING BOARD

\_\_\_\_\_  
TOWN ENGINEER

REVIEWED BY

DATE

ACTION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ DATE APPROVED BY TOWN BOARD

**DESIGN PLAN GUIDELINES**

:

1. Design plans are to be submitted in an organized plan set with a title sheet to include project name, project location map, engineering/architectural firm name, engineering/architectural firm contact information, submittal date, list of drawings and owner/developer contact information. All drawing sheets to have original stamps and signatures.
2. Boundary survey stamped and signed by a New York State Licensed Land Surveyor showing entire development parcel and adjacent properties within 200 feet including reputed owner information for all immediately adjacent properties.
3. Topographic survey stamped and signed by a New York State Licensed Land Surveyor or Professional Engineer. Topographic survey to include, but not be limited to, existing ground elevations at USGS datum or NGVD 29' datum (if near floodplain/floodway) extending a reasonable distance off the subject property, existing grade contours at 1 foot intervals, location elevation and description of benchmark utilized, existing watercourses and direction of flow, federal wetlands, state wetlands, floodplains (including base flood elevations), floodways and existing utility information (storm sewer, water, sanitary sewer, gas, telephone, electric, cable, etc.) and adjacent driveways and/or road intersections.
4. Site layout plan and detail sheet to include, but not be limited to, proposed building location(s) with dimensions to property lines, all setbacks, paved areas, parking layout, sidewalk locations, berms, exterior lighting and all

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associated site details. The following information must be provided on the site plan – landscaping , zoning, classification, construction type, building height, building area, proposed fire protection systems, frontage/area, finished floor elevation(s) and a basic floor plan including.

5. Storm drainage and grading plan and detail sheet to include, but not be limited to, location of existing and proposed drainage structures, length, size, slope, and material of proposed storm sewer piping, pipe inverts at all structures and end sections, high water elevation within storm water retention/detention basins, perimeter yard drainage with inlets at all property line intersections, storm drainage easements, proposed spot elevations, proposed elevation contours at 1 foot intervals, detention/retention basin cross sections, proposed perimeter swales with swale centerline elevations and all associated storm drainage and grading construction details.
6. Utility plan and detail sheet to include, but not be limited to, location of all existing and proposed utilities and their respective size and material (water mains and services, sanitary sewers, storm sewers, gas mains, cable, telephone electricity lines), proposed backflow prevention device, proposed utility poles and all associated construction details.
7. Erosion and sedimentation control plans and detail sheets to include, but not be limited to, location of silt fencing, location of straw sediment traps, stabilized construction entrance, topsoil stockpile areas, limits of stripping, limits of grading, maintenance schedule and all associated construction details.

### **GENERAL REQUIREMENTS**

1. Engineer's Drainage Report explaining the project in detail including, but not limited to existing site drainage condition hydrographs, proposed site drainage conditions hydrographs, storm water detention requirement calculations, detention basin design criteria including controlled discharge calculations and storm drainage pipe sizing calculations including perimeter yard drainage. The Engineer's Drainage Report must have original stamp and signature of a Professional Engineer licensed in the State of New York.
2. If the proposed land disturbance is greater than one (1) acre (excluding residential construction) provide a Storm Water Pollution Prevention Plan in accordance with New York State Department of Environmental Conservation requirements for General Permit for Construction Activity (GP-02-01) must be submitted.
3. If the proposed land disturbance is greater than one (1) acre provide documentation from the NYSDEC stating that the General Permit for Construction Activity (GP-02-01) has been obtained for the subject project. General Permit coverage is required prior to issuance of a temporary Certificate of Occupancy from the Building Department.
4. Written verification from the Niagara County Health Department stating that approval has been granted for all proposed sanitary sewer facilities including subsurface disposal systems (septic, sand filters, etc.).
5. Approval from the Niagara County Health Department for the proposed domestic and fire service facilities including any backflow prevention devices.
6. Additional technical design requirements as required by the Town Engineering.
7. **All submittals and resubmittals must be submitted to the Planning Board. Contact the Planning Department for additional submittal requirements.**
8. **Submittals directly to the Town Engineer and/or Building Department will not be accepted.**

