Essential Skills: Site Plan Review Reading and Interpreting Maps and Plans

Prepared for:

Monroe County Department of Planning & Land Use Decision Making Training Program

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Stages of Plan Review

- Concept / Sketch Plan
- Preliminary Plan
- Final Plan



Concept Plan

- First Stage of Plan Development
- Shows a Landowner's Intent for Proposed Use of the Property
- Provides Very Basic Information
 - Parcel boundary and acreage
 - Adjoining streets and properties
 - Proposed use / development
- Comparison to Zoning Ordinance
 - Lots meet zoning criteria
 - Optimum or Maximum allowed density (site yield)
 - Calculation worksheet



Concept Plan

- Identify Any Unique Natural Features
 - Wetlands
 - Steep slopes
 - Woodlots
 - Drainage ways
- Prepared for Discussion Purposes with Community and Municipality
 - Identify any site specific concerns
- Get to know the property and its development constraints

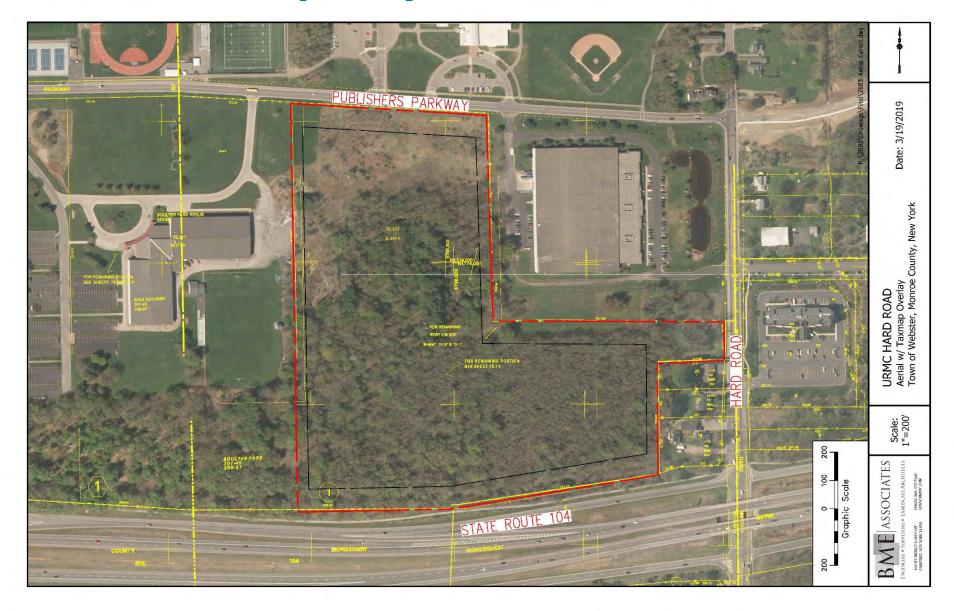


Existing Conditions

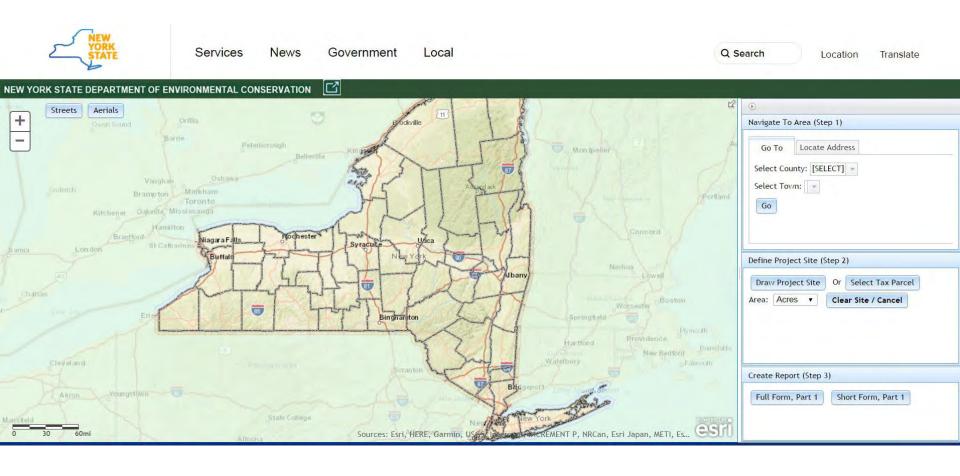
- Get to Know the Property
 - Natural Features
 - Regulated Areas
 - Adjoining Uses
 - Utility Availability
 - Points of Access



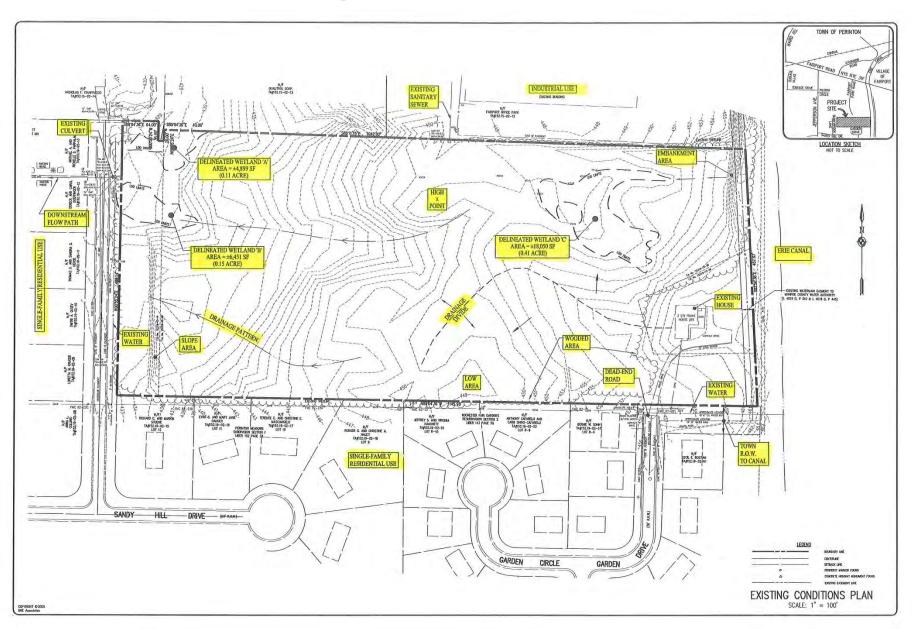
Property Aerial Photo



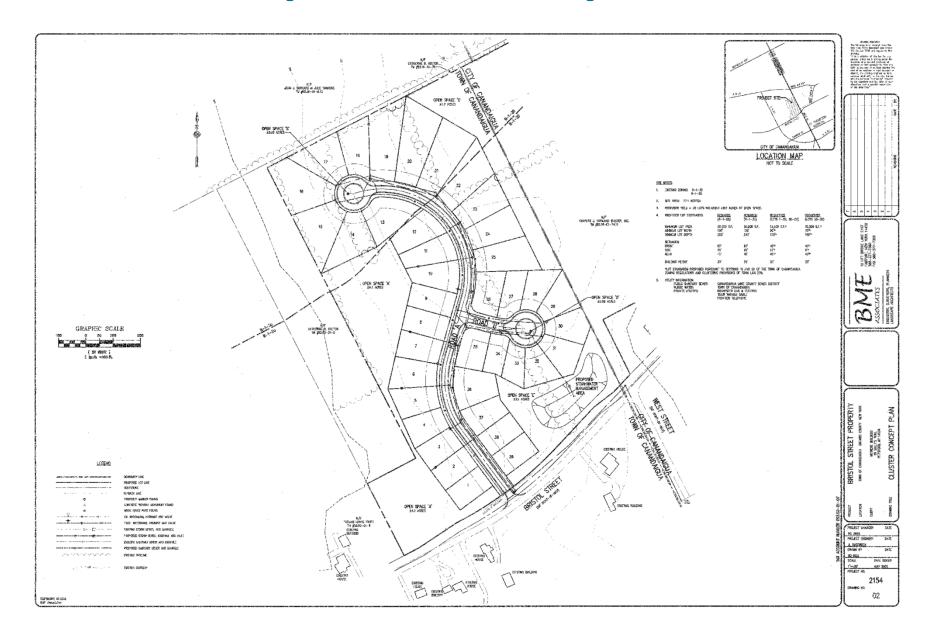
EAF Mapper www.dec.ny.gov/eafmapper/



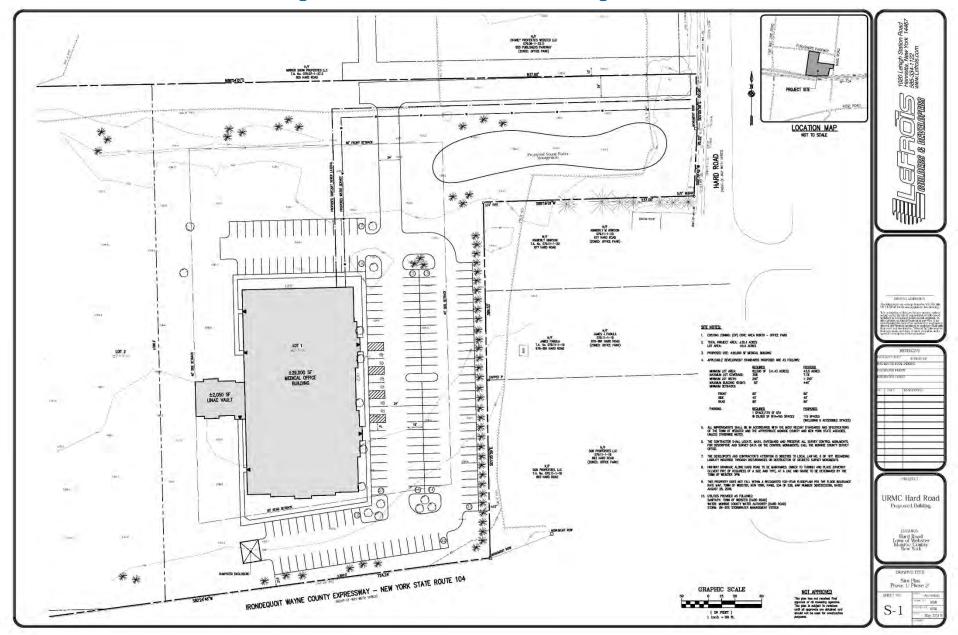
Existing Conditions Plan



Sample of Concept Plan



Sample of Concept Plan



Concept Planning

Typical Checklist Items

- Identification of existing zoning and required lot standards (lot area, lot widths, setbacks)
- Location or provision for proposed water supply, sewage disposal and stormwater management
- Identification of any restrictions (including legal) on the property (regulated areas)
- Municipal design standards (road standards, material specifications)



Concept Plan Checklist

INFORMATION REQUIRED FOR SKETCH PLAN REVIEW

The information listed below is required by the Town of Victor Planning Board prior to an application being deemed "complete."

A completed application must be received by the Secretary to the Planning Board <u>FIVE (5)WEKS</u> prior to a scheduled Planning Board meeting. This checklist is provided for informational purposes only, and is not to be "<u>used</u>" or "<u>removed</u>" and all items listed must be on the plan at the time of submittal.

Twelve (12) copies & One 11x17 (unless additional are requested) copy of plan.

2Plan not r	more than 34" x 44".					
3Name or 0	title of proposed project,	4	Scale not less than 1" = 100'.			
5Name and address of subdivider or developer.						
6Name, address, seal and signature of Professional Engineer or Licensed Surveyor who prepared the plan.						
7Names of owners of adjacent lands and names of adjacent subdivisions.						
8Written and clear statement of subdivider's intent.						
9North arro	.wc	10	_Location map.			
11Graphic s	cale,	12	_Tax map with proposed subdivision outlined,			
13Date pla	n was prepared.	14,	_Existing buildings.			
15Lots numbered.						
16Aerial photograph with proposed subdivision outlined (Scale 1" = 1,000' or larger).						
17Ground contours for the parcel and parcels adjacent to the tract to be subdivided, at intervals not more than ten (10) feet of elevation.						
18. Pertinent topographic features within the site and on adjoining tracts including existing buildings, water bodies, water courses, wooded areas, swamps, and recreational or open space. Features to be retained and to be removed shall also be indicated. U.S. Geological Survey Map may be used IF ENLARGED.						
19If the subdivider intends to develop the tract in stages, the entire tract shall be shown, with anticipated stages and time scheduled indicated. All other lands contiguous to the proposal owned by the subdivider shall be shown on the map with approximate area.						
20Zoning district within the tract and any other legal restrictions of use.						
21Method of sewage disposalPublicSeptic System						
22 Schematic plan of sanitary sewer system.						

Preliminary Design Plans

Preliminary Design Plans

- Preliminary plan clearly defines the intent of the owner
- An extension of concept plan, which normally includes input from concept plan hearing
- Contains basic design information such as:
 - lot sizes and basic dimensions (widths, setbacks)
 - utility layout (water, sanitary, storm)
 - existing and proposed topography
 - stormwater management plan
 - limits of disturbance / features to be preserved



Preliminary Design Plans

- Preliminary Design Plans (cont.)
 - Contains all information necessary to indicate conformance with the zoning ordinance
 - Indicates proposed phasing (if necessary)
 - Includes utility layout and grading information
 - Accompanied by design reports:
 - stormwater management plan (SWPPP)
 - traffic analysis
 - any other studies identified during concept plan review or EAF review (geotechnical, wetlands delineation, cultural resource survey)



Preliminary Design Plans

Preliminary Design Plans (cont.)

- Identify if any special districts required (drainage, sewer, water, etc.)
- Identify any open space including ownership, use, and/or restrictions
- Indicates if any variances are required



Preliminary Plan



Preliminary Plan



Preliminary Plan Checklist

INFORMATION REQUIRED FOR PRELIMINARY SUBDIVISION PLAN REVIEW

The information listed below is required by the Town of Victor Planning Board prior to an application being deemed "complete" and prior to a public hearing being scheduled.

A complete application must be received by the Secretary to the Planning Board <u>FIVE (5) WEEKS</u> prior to a scheduled Planning Board meeting. This checklist is provided for informational purposes only, and is not to be "used" or "removed" and all items listed must be on the plan at the time of submittal.

Preliminary subdivision plan must show the following information:					
Twelve (12) copies of plan; Plan not more than 34" x 44".					
Scale not less than 1" = 100'.					
3If more than one sheet is required to show entire project, an index map should be provided.					
4Date. 5North Arrow. 6Location Map (3" x 3")					
The approximate lines of proposed lots, the acreage contained in each lot and lot numbering.					
8Owners of adjacent lands. 9Field survey of boundary lines of proposed lots.					
10The approximate lines and purposes of proposed easements.					
11The approximate location and dimensions of areas proposed for parks, playgrounds, or other pertinent open space.					
12Subdivision name. 13Engineer's seal and signature.					
14Owner's name, address and signature.					
15Name, address and signature of designer. 16Deed descriptions.					
17Property boundaries including bearings and distances,					
18Location of property lines. 19Existing buildings.					
 Existing site features including bodies of water, water courses, swamps, creeks, springs, and woods. 					

Final Design Plan

- Advances the Preliminary Plan to Preparation for Construction
- Contains all Construction and Design Details
- Addresses any Conditions or Concerns of Preliminary Plan Review
- Implements Findings of Design Studies and Municipal SEQRA Review
- Contains all Technical Information Necessary for the Property to be Developed to Municipal Standards and Maps to be Recorded / Filed



Final Plan Checklist

INFORMATION REQUIRED FOR FINAL SUBDIVISION PLAN REVIEW

The information listed below is required by the Town of Victor Planning Board prior to an application being deemed "complete."

A complete application must be received by the Secretary to the Planning Board <u>FIVE (5) WEEKS</u> prior to a scheduled Planning Board meeting. This checklist is provided for informational purposes only, and is not to be "used" or "removed" and all items listed must be on the plan at the time of submittal.

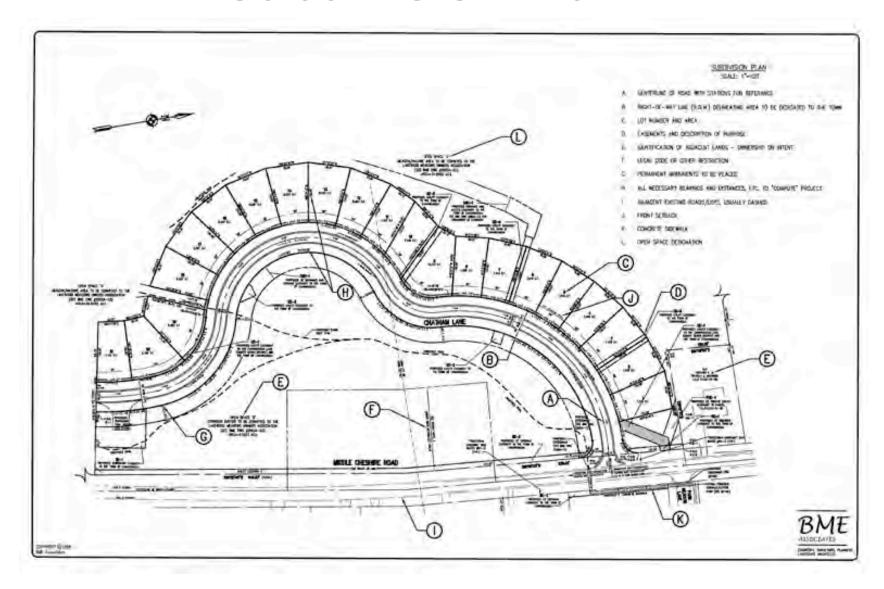
Submission requirements for Final Plans for Major Subdivisions: The final subdivision plans shall include the following separate sheets: _Subdivision plat record plan. Grading and Drainage Plan. _Utility Plan. Landscaping Plan. Street Lighting Plan. In addition to the requirements for Sketch Plan and the Preliminary Plan, the following information shall be provided on the Final Plans: 6. GENERAL Twelve (12) sets of full size plans not more than 34" x 44" and One (1) 11x17 (unless additional are requested) If more than one sheet, provide an index map. Date and North Arrow. Subdivision name. Name, address and signature of owner of record. Owners of adjacent lands. Name, address and signature of Engineer or Surveyor. Engineer's seal and signature. Field survey of boundary lines of proposed lots. Covenants, easements, or deed restrictions affecting the proposed subdivision.

Final Subdivision Plan

- Plan is Considered a Legal Instrument
- Parcel Divisions with Dimensional Information
 - Distances and lengths
 - Compass (angular) directions of lines
- Street Right-of-Ways and Easements
- Zoning Information, including Bulk Area Requirements and Setbacks
- Lot Numbers and Lot Areas
- Any Special Conditions of Subdivision to be Filed with the Plan
- Subdivision Notes (lot area requirements, conditions of approval)
 See Appendix



Subdivision Plan



Typical Subdivision Notes

- SECTION 4 AREA IS 19.64 ACRES± CONTAINING 16 LOTS AND 11.03± ACRES OF CONSERVATION EASEMENT AND HOMEOWNERS ASSOCIATION (HOA) LANDS.
- EXISTING ZONING: R-2
 THIS PROPOSAL IS TO BE DEVELOPED UNDER SECTION 278 OF TOWN LAW AND SECTION 184 (SUBDIVISION OF
 LAND), ARTICLE V, OF THE TOWN OF VICTOR CODE.
- 3. PROPOSED USE: RESIDENTIAL SINGLE FAMILY DWELLING
- TOTAL HOA/CONSERVATION EASEMENT AREA PROVIDED IN SECTION 4 IS 11.03± ACRES.
- 5. LOT STANDARDS:

REQUIRED	PROVIDED	
	R-2	
MINIMUM LOT SIZE	25,000 SF	16,200 SF*
MINIMUM LOT WIDTH(@ SETBACK)	100'	90'*
MINIMUM LOT WIDTH ON CUL-DE-SAC	50'	50'
MINIMUM LOT DEPTH	175'	160'*
SETBACKS:		
FRONT	40'	40' (LOTS 26-29)
		25' (LOTS 14-22)
SIDE	15'	10'*
REAR	40'	10'*
DRIVEWAY SIDE SETBACK	10'	2'*

- * THE ABOVE LOT STANDARDS ARE PROPOSED UNDER SECTION 278 OF TOWN LAW AND THE CLUSTERING PROVISIONS (ARTICLE V) OF THE TOWN OF VICTOR CODE.
- ALL IMPROVEMENTS SHALL BE IN ACCORDANCE WITH THE MOST RECENT STANDARDS AND SPECIFICATIONS OF THE TOWN OF VICTOR AND THE APPROPRIATE WATER/SEWER AGENCIES. UNLESS OTHERWISE NOTED.
- REVIEW OF FEMA MAPS DOES NOT INDICATE THIS PROPERTY TO BE WITHIN A RECOGNIZED 100-YEAR FLOODPLAIN.
- ALL STREET AND TRAFFIC CONTROL SIGNS REQUIRED BY THE TOWN OF VICTOR DESIGN AND CONSTRUCTION STANDARDS WILL BE INSTALLED PRIOR TO STREET DEDICATION.
- THE CONTRACTOR SHALL LOCATE, MARK, SAFEGUARD, AND PRESERVE ALL SURVEY CONTROL MONUMENTS AND RIGHT-OF-WAY MONUMENTS IN THE AREAS OF CONSTRUCTION.
- THIS PROPERTY MAY BORDER A FARM, AS DEFINED IN LOCAL LAW NO. 4-1992. RESIDENTS SHOULD BE AWARE THAT FARMERS HAVE THE RIGHT TO UNDERTAKE FARM PRACTICES WHICH MAY GENERATE DUST, ODOR, SMOKE. NOISE AND VIBRATION.
- 11. IN LIEU OF STREET LIGHTING, EACH HOUSE WILL BE PROVIDED A LAMP POST AT THE EDGE OF THE DRIVEWAY IN THE FRONT YARD OF EACH LOT. INDIVIDUAL LAMP POSTS SHALL HAVE A UNIFORM LOCATION OF 20 FEET FROM THE RIGHT-OF-WAY, USE UNIFORM LIGHT FIXTURES, AND BE LOCATED TO PREVENT INTERFERENCE WITH WATER, STORM, AND SANITARY LATERALS.
- ALL PRIVATE LOTS WILL BE MARKED WITH CAPPED REBAR AT ALL LOT CORNERS AFTER HOUSE CONSTRUCTION AND PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

Final Site Plan

Typical Checklist Items

- Zoning information
 - Setbacks
 - Lot coverage
 - Parking requirements
 - Building height
- Traffic flow patterns
 - Point of access / Sight distance
 - Delivery areas
 - Shared access

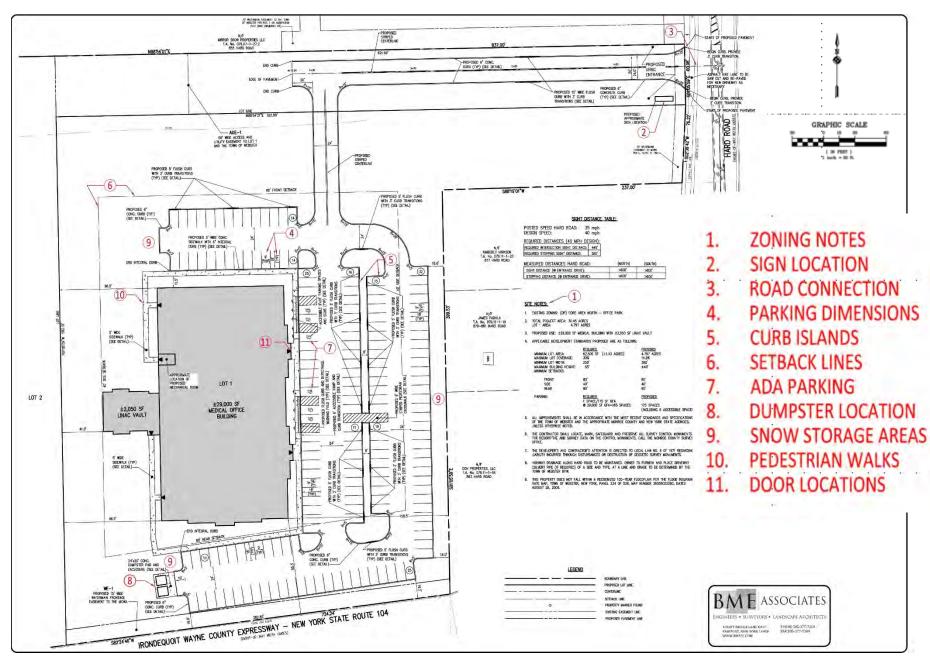


Final Site Plan

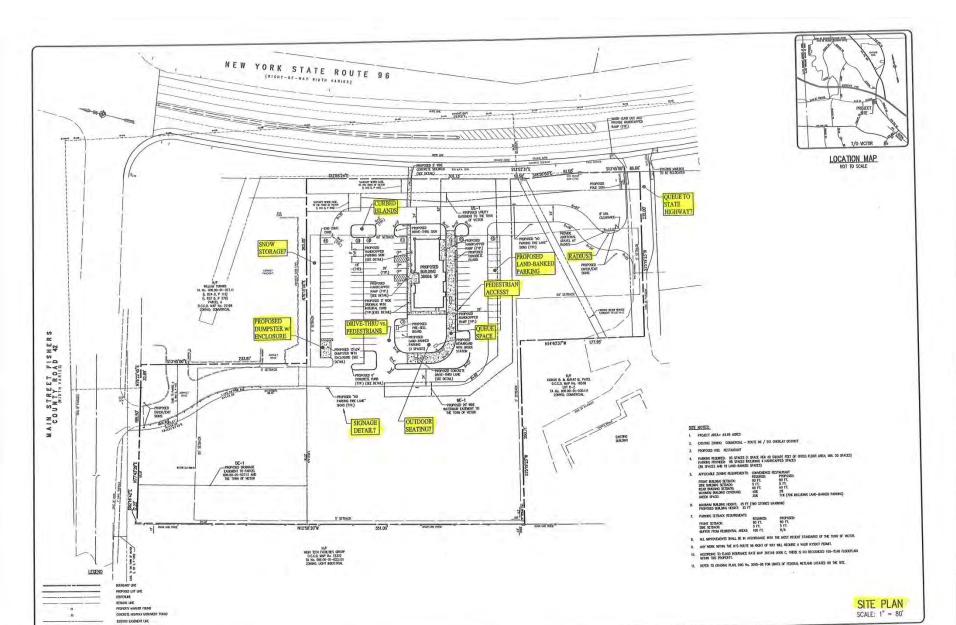
- Typical Checklist Items (cont.)
 - Traffic flow patterns
 - Drive-thru circulation and queues
 - Parking spaces (incl. handicap and ramps)
 - Pedestrian access, including crosswalks
 - Dumpster locations / enclosures
 - Snow storage
 - Land bank parking areas
 - Greenspace calculation



Site Plan



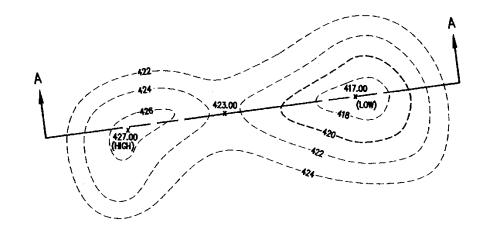
Drive-Thru Site Plan

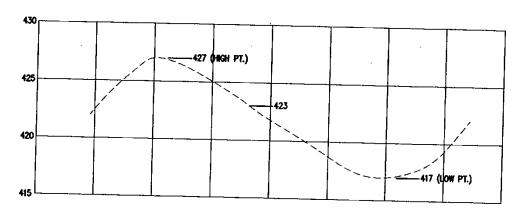


- Existing and Proposed Ground Elevations (Contours)
- Contours: Lines that Connect Points of Equal Elevation
- Contour Intervals (1', 2' & 5')



Contour Examples

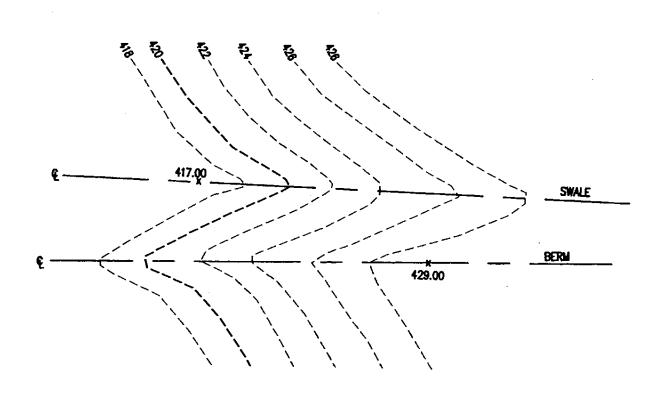








Contour Examples





- Slope: A measurement of steepness. The vertical rise for 100' of horizontal distance (% slope). Closer the contour lines, the steeper the slope.
- Cuts / Fills: The difference between existing and proposed contour elevations



Typical Checklist Items

- Proposed grading
 - Building finish floor elevation
 - Parking lot grades 5% maximum
 - Drainage patterns
 - Stormwater management facilities



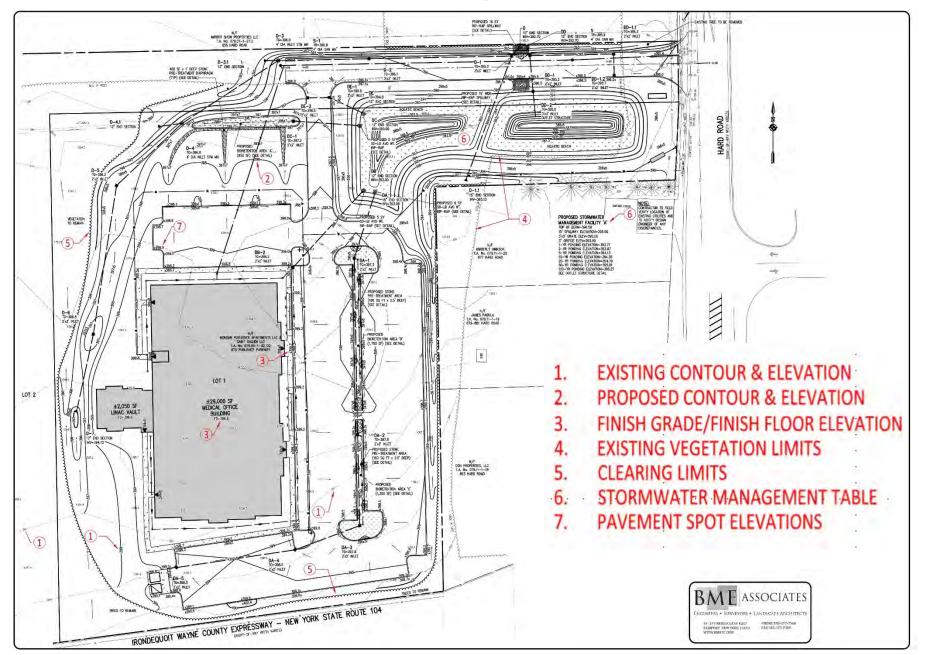
- Illustrates Proposed Cuts and Fills of Topography
- Shows Existing and Proposed Vegetation Limits (Clearing Limits)
- Identify Existing and Proposed Drainage Patterns (Stormwater Flows Perpendicular to Contour Lines)
- Identify Locations for Storm Inlets and Other Drainage Features
- Proposed Building Elevations



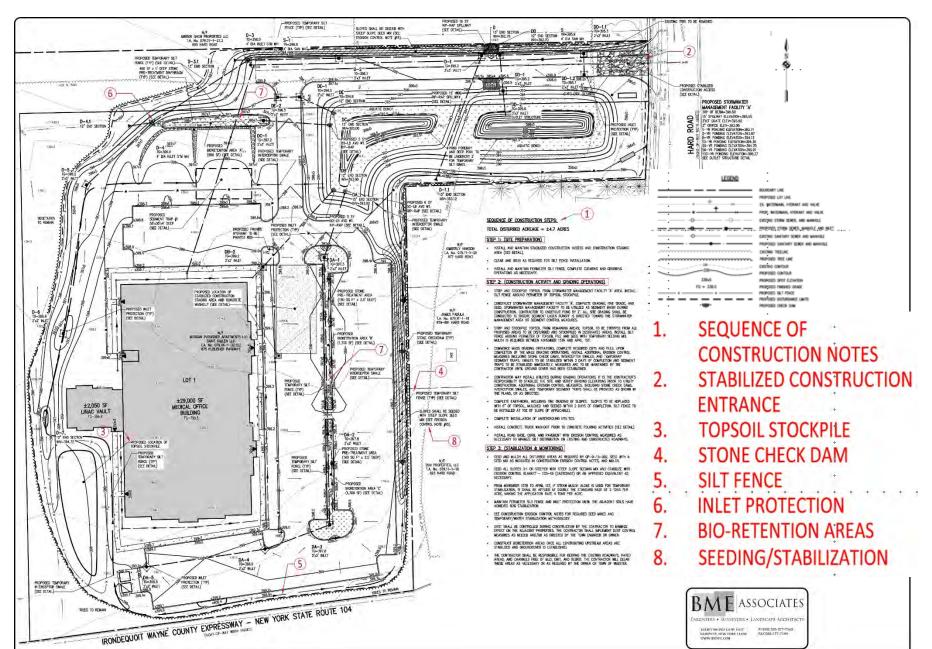
Erosion Control Plan

- Grading Notes
 - Topsoil reclamation
 - Slope stabilization
- Sequence of Construction
- Erosion Control Measures





Construction Erosion Control Plan



Utility Plan

- Identifies Existing and Proposed Utility Systems to Serve Development
 - Water supply (watermains)
 - Sanitary and storm sewers
 - Septic systems / wells (if required)
 - Private utility systems (gas, electric, telephone)
- Contains Design Information for Systems
 - Pipe size and material
 - Invert or depth below ground
 - Pipe slope (direction of flow)

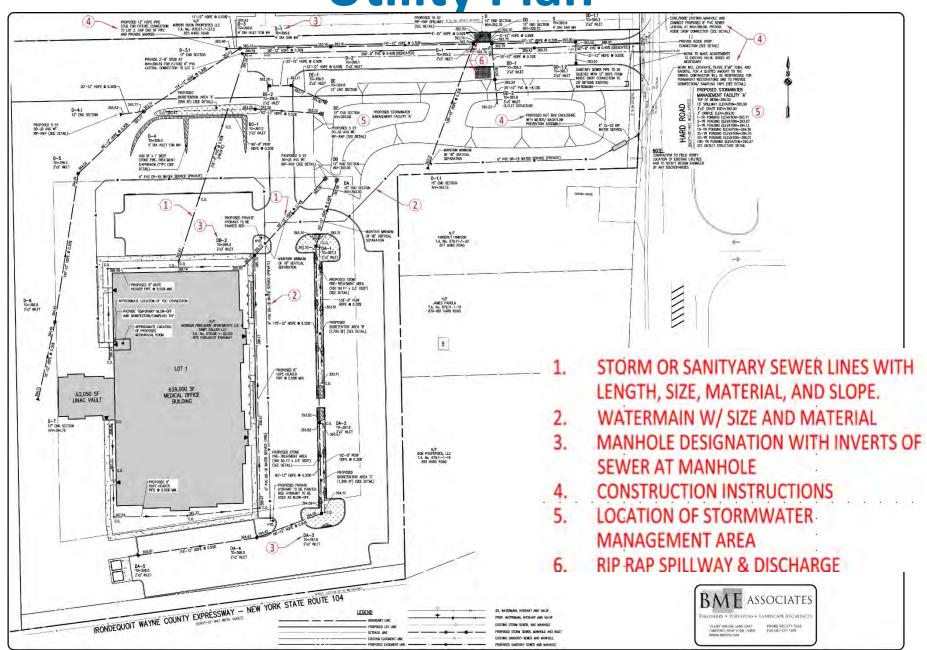


Utility Plan

- Location of Appurtenances
 - Hydrants and water line valves
 - Manholes and inlets
- Additional Easements for Utility Lines (Outside of Road Right-of-Way)
 - Minimum 20' easement width
 - Width equals double the depth
- Contains Construction and Testing Notes of Regulatory Agencies (Water Authority and Health Department)



Utility Plan

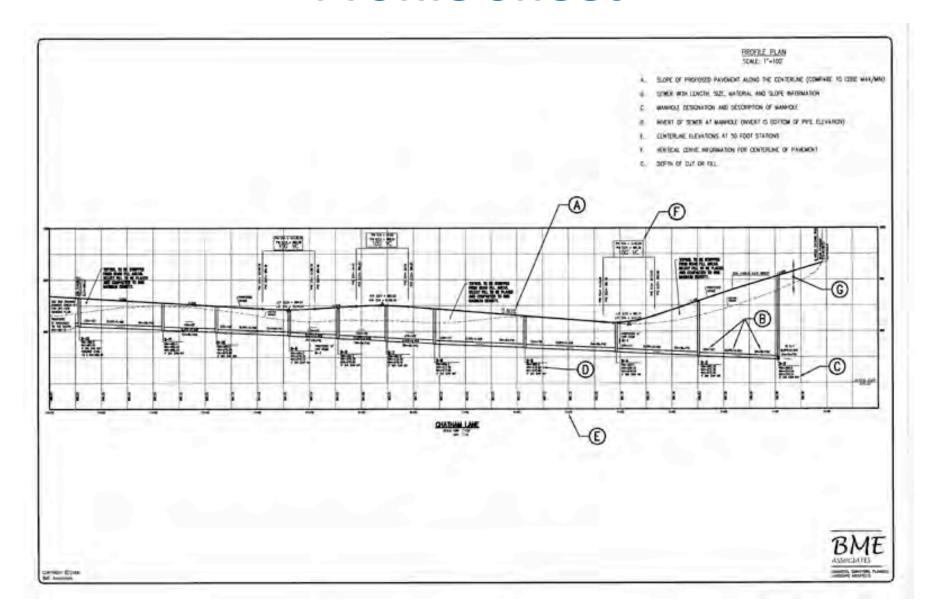


Profile Sheet

- Provides Side View of Proposed Roads and Utilities
 - x. axis = centerline road station
 - y. axis = elevation
- Plan Illustrates how Roads and Sewers Change in Elevation over their Length
 - Road slope (0.50% min. / 8.0% maximum)
 - Pipe slope and depth
 - Potential pipe conflicts
- Very Effective in Identifying Utility Depths and Proposed Change to Existing Topography (Cut or Fill)



Profile Sheet



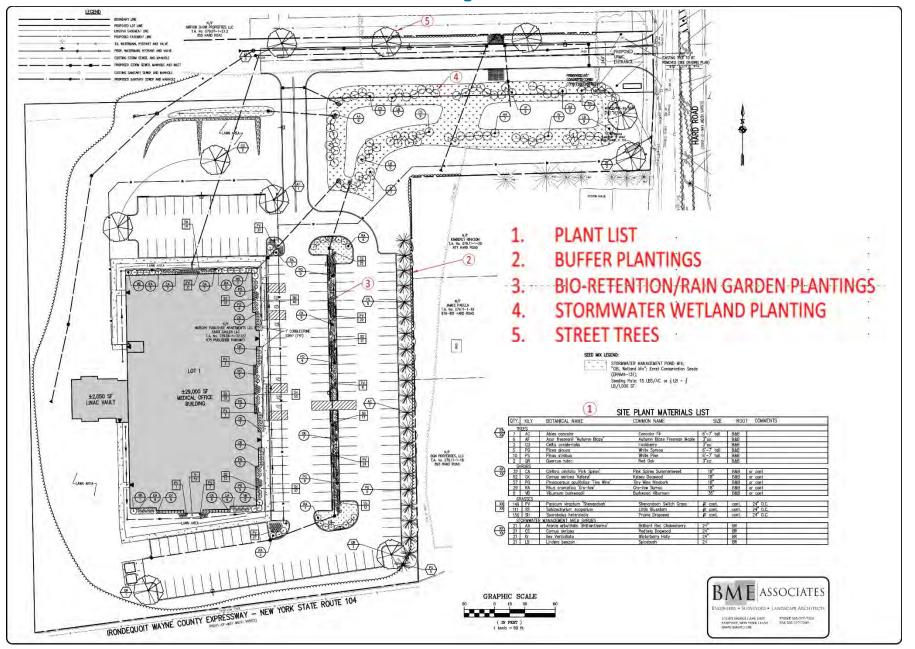
Landscape Plan

Landscaping

- Proposed plant materials
- SWMA plantings
- Building foundation plantings
- Seeding plan
- Buffering & screening
- Native plants/Salt tolerant plants



Landscape Plan



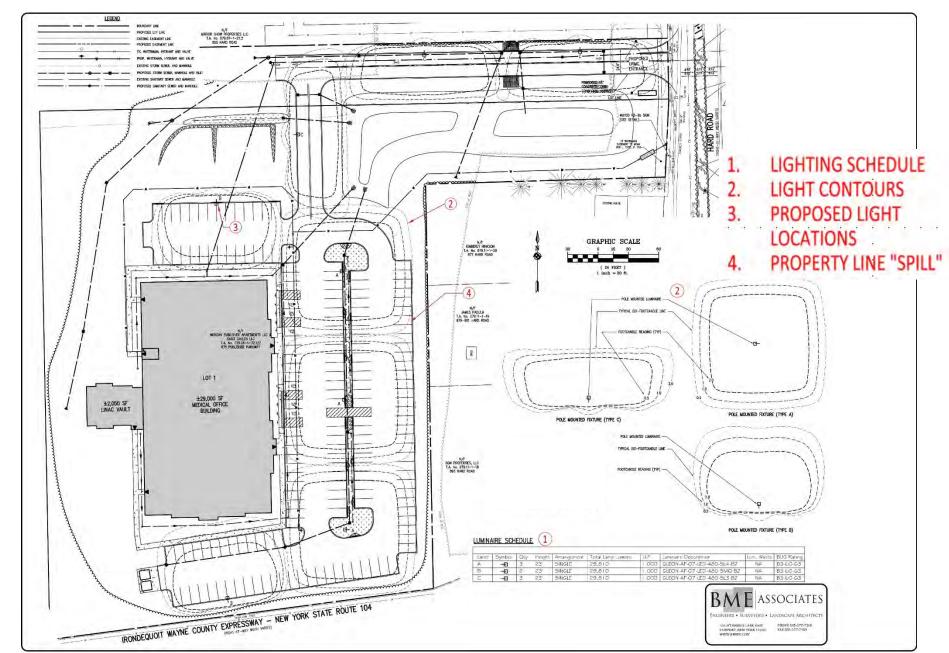
Lighting Plan

Lighting

- Type of Lighting (LED)
- Pole height
- # of fixtures
- Dark sky compliant
- Lighting contours / foot candles
- Building mounted lighting



Lighting Plan



Contact Information

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