

MINOR IMPROVEMENT PLAN CHECKLIST

for Planning Board Application

To be completed by the applicant and submitted with the application. Applications not accompanied by a completed checklist, or missing materials specified in the checklist, may be considered incomplete.

Project name and location _____

Applicant Name _____

- Completed, signed and notarized application form
- Check in correct amount (see fee schedule)
- Permission from property owner if not same as applicant (letter or signed sale contract)
- Letter of intent (describing proposed development and intended use)
- Correct number of drawing sets, stamped by the appropriate licensed design professional (*8 folded prints*).
- SEQRA short form
- Project location map showing subject property and Applicant's entire adjacent holdings, and properties, subdivisions, streets and easements within 500' of the Applicant's property under consideration
- Drawing title block
 - Project title and street address
 - Applicant's name and address
 - Seal and signature, address, phone number and e-mail address of licensed design professional
 - Approval signature line for the Building Inspector
 - Planning Board approval block (2"-wide by 3"-tall empty block)
 - North arrow and plan scale
 - Original date and revision block
- Zoning data
 - Zoning district of subject property and all adjoining properties
 - Zoning table including existing and proposed setbacks, lot area, lot coverage, parking requirements, etc, as applicable
 - Use variances, area variances, special use permits, etc., granted in association with the proposal, including the date approved
 - Setback limits shown
 - Total gross floor area of all buildings
- Site data
 - Owner names, addresses, and tax account numbers for subject property and adjoining properties
 - Land area in square-feet and acres

- Existing and proposed impervious area percentage
- Site features
 - Property boundaries plotted to scale with bearings and distances shown
 - Existing and proposed buildings with number of floors and gross square-footage labeled
 - Watercourses, wetlands, flood zones, coastal erosion hazard areas
 - Parking areas with striping shown
 - Street names, right-of-way width, and roadway jurisdiction shown
 - Sidewalks, roadway signage, street lights, utility poles
 - Retaining walls (location and details shown)
 - Adjoining structures and land uses
 - Monumentation and stationing
 - Existing and proposed grades certified by a licensed land surveyor
 - Existing and proposed utilities
 - Existing and proposed landscaping
 - Architectural elevations
 - Walkways, benches, trash cans, bike racks, and other pedestrian amenities
 - Fences, guardrails, walls
 - Freestanding signs
 - Dumpster location and enclosure
 - HVAC equipment
- Easements (public and private)
 - Dimensions shown
 - Name of easement holder
 - Labeled “existing” or “proposed”
 - Liber and page of existing easements labeled
- Details
 - Standard construction details described in Town of Greece Specifications for Construction of Roadways and Utilities.
 - Dumpster enclosure details including dimensions, materials, and colors.
 - Fence details including height and materials
 - Signage details (ADA signage, fire lane signage)