

MINOR IMPROVEMENT PLAN CHECKLIST

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) payable to the Town of Greece
- 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 (*7 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 feet of the Applicant's property under consideration
- Project location map referenced above in tiff format on CD or emailed to Planning Board Secretary
- Drawing title block
 - Project title and street address
 - Applicant's name and address
 - Applicant's signature line
 - Seal and signature, address, phone number and e-mail address of licensed design professional
 - Approval signature line for the Building Inspector, Fire Marshal, and Town Engineer
 - Planning Board approval block (3"-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
- Accessible routes showing ADA compliance, if required
- 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 and enclosure

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)