



Village of Stamford

84 Main Street, Stamford, NY 12167
Office: 607-652-6671 Fax: 607-652-3567
www.stamfordny.com

SITE PLAN REVIEW FORMS PACKET

- **General Procedure for Site Plan Review**
- **Site Plan Review Checklist**
- **General Procedure for Special Permit Applications**
- **Site Plan Review application form**
- **Special Permit Review application form**

****If you are planning a project that has a strict timetable, please be aware that the Planning Board has time frames for its procedures as well. Please take into account the amount of time it takes for Site Plan approval before you begin a project.****



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General Procedures for Site Plan Review

Step 1

Applications for Site Plan Review must be submitted to the Code Enforcement Officer(CEO) at least fourteen (14) days before a regularly scheduled Planning Board meeting. If all zoning requirements have been met, the CEO will forward the application to the Planning Board at least seven (7) days before a regularly scheduled Planning Board meeting. Any application that has not be signed by the Code Enforcement Officer will not be reviewed by the Planning Board. IN NO CASE SHALL AN APPLICATION BE PROCESSED IF IT IS INCOMPLETE OR DOES NOT COMPLY WITH ZONING REQUIREMENTS.

Step 2

At its next meeting, the Planning Board will review the application to determine if all information necessary for the review is provided. If the application is complete, the Planning Board will determine if a public hearing will be necessary. If required, the public hearing date shall be held within sixty-two (62) days from the date the application was received by the Planning Board. The Planning Board always reserves the right to hold a public hearing on an application.

Step 3

The Planning Board will accept complete applications and determine if a public hearing is necessary. If so, a hearing shall be held within 62 days of acceptance of the completed application. Within 62 days of the public hearing, the Planning Board will render a decision to approve, approve with conditions, or disapprove said site plan. If no hearing is held, the Planning Board will render a decision within 62 days of acceptance of the completed application. The time to render a decision may be extended by mutual consent of the Planning Board and the applicant.

NOTE:

Site Plan Review is a process, not an automatic permit approval.



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Village of Stamford Zoning Law Article 26: Site Plan Review Checklist

S-26-2608 Information to be provided.

Plans submitted to the Code Enforcement Official shall be considered as being ready for review, provided that the following data and information are submitted at the appropriate scale:

1. **Plan checklist for all site plans:**
 - a. **Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;**
 - b. **North arrow, scale and date;**
 - c. **Boundaries of the property plotted to scale;**
 - d. **Existing watercourses and bodies of water;**
 - e. **Location of any slopes of 15% or greater;**
 - f. **Proposed grading and drainage;**
 - g. **Location, design, proposed use and height of all buildings and site improvements including culverts, drains retaining walls and fences;**
 - h. **Location, design and construction materials of all parking and truck loading areas, showing points of entry and exit from site;**
 - i. **Location of outdoor storage, if any;**
 - j. **Description of the method of sewage disposal and location of facilities;**
 - k. **Identification of water sources, if well locate;**
 - l. **Location, size and design and construction materials of proposed signs;**
 - m. **Location and proposed development of all buffer areas including existing vegetative cover;**
 - n. **Location and design of outdoor lighting facilities;**
 - o. **General landscaping plan.**

2. **As necessary, the Planning Board may require the following:**
 - a. **Provision for pedestrian access;**
 - b. **Location of fire lanes and hydrants;**
 - c. **Designation of the amount of building area proposed for retail sales or similar commercial activity;**
 - d. **Other elements integral to the proposed development.**