

Village Of Carthage



Department of Code Enforcement
120 S. Mechanic St.
Carthage, NY 13619

Reginald Huber
Code Enforcement Officer

Fax (315) 493-7201
Phone (315) 493-1060

Site Plan Review

- 1) Date: _____
- 2) Name: _____
- 3) Address: _____

- 4) Phone #: _____
- 5) Surveyor Name: _____
- 6) License # _____
- 7) Tax map number of parcel to be subdivided: _____
- 8) Zoning District: _____
- 9) Total Acreage and Dimension of Lot: _____
- 10) Will lots be serviced by Public Utilities? _____
- 11) Is any new infrastructure being proposed such as new roads, central sewer and/or water systems, etc.? _____
- 12) What is the approximate size and cost of the building(s)?

- 13) Are there any existing or proposed restriction on the use of the land including easements and covenants (ie Mobile Home Overlay) _____

You MUST include the following information with the application in order for the application to be reviewed.

1. Site Map to Include the Following:
 - a. Date, North Arrow, Written and Graphic Scale
 - b. Boundaries of the area plotted to scale, including distances, bearings, and areas
 - c. A complete outline of existing or proposed deed restriction or covenants applying to the property.
 - d. Location and ownership of all adjacent lands as shown of the latest tax records.
 - e. Location, name and existing width and right-of-way(s) adjacent roads, including traffic circulation patterns.
 - f. Location, width, and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use adjoining the property.
 - g. Location, size, and design of the following: existing, proposed, and alterations to buildings, driveways, parking and loading areas, outdoor storage areas, sidewalks or pedestrian paths, drainage facilities, sewage facilities, water facilities, signs, outdoor lighting, landscaping or screening, buffer areas, snow storage areas; walls and fences, energy distribution facilities, fire lanes and other emergency zones;
 - h. Plans for controlling soil erosion and sedimentation during development;
 - i. Plans for grading and drainage showing existing and proposed contours of five foot intervals;
 - j. Significant or outstanding natural features of the property (e.g., wetlands, streams, high-water lines, cliffs, dense vegetation, etc.);
 - k. Designation of the amount of gross floor area and gross leasable area proposed for each nonresidential use;
2. A written description of all proposed uses and activities on the site, including the number and distribution by type of all dwelling units.
3. Project construction schedule and staging phases, if applicable;
4. An environmental assessment form (EAF) or draft environmental impact statement (EIS), pursuant to 6 NYCRR Part 617, where required;
5. An agricultural data statement, pursuant to Village Law § 7-739, when applicable
6. A statement with the name, address and the nature and extent of the interest of any state employee, or any officer or employee of the Village in the application pursuant to General Municipal Law § 809, when applicable.