

**SITE PLAN/PLAN OF OPERATION CHECKLIST**

**Site Plan/Plat of Survey, drawn to scale**

- Use is permitted in, and conforms with, Zoning District requirements and complies with Town and County CDPs
- Show location and use of all existing *and* proposed buildings and structures
- Show location and width of all streets, easements, etc.
- Delineate dumpster location, including screening
- Delineate existing *and* proposed outdoor storage areas; provide a list of items to be stored outdoors
- Delineate *all* other existing *and* proposed outside uses (including exterior table and bar seating)
- Delineate existing *and* proposed Fencing/Screening (include type and height)
- Delineate existing drainage or retention facilities
- Show Wetland/100 Year Floodplain/Ordinary High Water Mark/Environmental Corridor/INRA locations
- Delineate well and septic locations (unless served by public sewer and water)
- Delineate location and length of all existing and proposed piers, mooring spaces, etc.

**Building Plans/Interior Floor Plan, drawn to scale**

- Delineate *all* bldgs. and the existing *and* proposed uses of all interior spaces (incl. indoor storage, table seating and bar seating, number of bedrooms, and square footage of all uses, etc.)
- Completed Zoning Permit Application, if applicable
- State Approved Bldg Plans, if applicable, including interior floor plan(s) and scaled elevation renderings

**Expansion of/Change in Use**

- New operator information and signature
- New owner information and signature

**Signage Plan (or show on Site Plan)**

- Zoning Permit Application, if applicable
- Describe the types and numbers of existing *and* proposed signage (e.g., attached, free standing/pole, ground, mobile, projecting, window, electronic message, banners, flags, sandwich boards, single/double sided, etc.)
- Delineate existing *and* proposed sign locations, provide size and height
- Scaled rendering of the existing *and* proposed sign(s), elevation rendering of wall sign(s)
- Existing *and* proposed light fixtures (catalog cut sheets), unless internally illuminated
- Describe all temporary signage, location, and dates of use for special events (see special events section below)

**Lighting Plan (or show on Site Plan)**

- Delineate existing *and* proposed lighting location(s)
- Elevation renderings for wall mounted lighting, catalog cut sheets, photometric plan for existing *and* proposed lighting

**Parking/Loading Plan (or show on Site Plan)**

- Conforming number of existing *and* proposed parking/loading spaces for employees, customers, tenants, business vehicles, ADA, etc. w/conforming dimensions, access aisles and area for maneuvering and snow storage, as well as conforming offsets/setbacks, conforming number and size of ADA stalls, screening, lighting, surfacing/stripping, ADA signage, etc. Note on-street parking/public parking availability, if applicable.

**Outdoor Storage/Use Plan (or show on Site Plan)**

- Delineate area to be used for existing *and* proposed outdoor storage and/or other use(s)
- Screening type for existing *and* proposed outdoor storage and/or other uses (list size and material)

**Special Events (Inside/Outside)**

- Delineate location of existing *and* proposed outside events, including sports leagues, on Site Plan
- Delineate location of existing *and* proposed inside events on Interior Floor Plan
- Describe all temporary signage, locations, and dates of use for special events (see signage section above)
- List and provide the dates of all events requested and other details as applicable (e.g., type of events, parking, sanitary facilities, number of persons, days/hours, music, security, food/alcohol, fencing, signage, etc.)

**Food Service/Bar Service**

- Delineate the location of existing *and* proposed exterior table seating and bar seating on Site Plan
- Provide a list of proposed food items/provide copy of menu
- Restaurant License
- Liquor License from the Town Board
- Delineate existing *and* proposed table locations, # of chairs, # of bar stools, etc. on Interior Floor Plan

**Landscape Plan (or show on Site Plan)**

- Show all existing *and* proposed landscaping (type, size/height at installation and maturity), screening and fencing

**Other (list separately if not noted below)**

- Town Planner Letter of Compliance/Town Plan Commission approval – date of approval \_\_\_\_\_
- Fee Paid
- Misc. required local, state, federal licenses/permits/registrations (i.e., business, liquor, restaurant, sellers, etc.)
- Sanitary Permit or PSE approval (unless served by public sewer) – date of approval \_\_\_\_\_
- Local Fire Dept. approval – date of approval \_\_\_\_\_
- Chemical Storage and Disposal Plan (chemicals, toxic/hazardous waste/solvents, flammable materials)
- Building Inspection/Occupancy Permit
- Provide a detailed description of the business
- Existing *and* proposed days/hours of operation
- Existing *and* proposed number of employees
- Music/Entertainment (provide detail on types, location, days/hours, etc.)/Gaming Machines
- Grading Plan; Stormwater Plan/Permit – date of approval \_\_\_\_\_
- County Highway Access Permit – date of approval \_\_\_\_\_
- Manure Management Plan/Approval by LRD – date of approval \_\_\_\_\_