



Town of Greenfield

PLANNING BOARD

TOWN HALL
 P.O. BOX 10
 GREENFIELD CENTER, NY 12833
 PHONE (518) 893-7432
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[FOR OFFICE USE ONLY]
_____ (Application Number)
_____ (Date Received)

Project Required Submittal Checklist

1. Project Name: _____
2. Checklist Prepared By: _____ Date: _____

Listed below are the minimum submittal requirements as set forth in the Town of Greenfield's Regulations. The Planning Board reserves the right to request additional information, as necessary, to support an application. The Board also reserves the right to reject the application if these minimum requirements are not met. Please complete the checklist below and provide it with your submission.

REQUIRED ITEMS: 10 Hard copies and one digital copy of ALL materials are required.

CHECK ITEM SUBMITTED	HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED	FOR OFFICE USE ONLY DATE RECEIVED
	1. Completed Application, 1 copy with original signature	
	2. SEQRA Assessment Form – long or short form as required	
	3. Set of Plans as required	

Items Required on the Plans

CHECK ITEM SUBMITTED	DESCRIPTION: A preliminary site plan, at a scale of one inch to 50 feet or less as may be required by the official, which shall display:	FOR OFFICE USE ONLY DATE RECEIVED OR WAIVED BY PLANNING BOARD
	a) All property lines, building setback lines, easements and right-of-way lines with dimensions, bearings and distances.	
	b) A North arrow, scale and date of original submission and of each subsequent submission.	
	c) A title block identifying the project name, the name and address of the applicant and/or property owner, and the name, address, license number and seal of a New York State licensed professional empowered to certify all requirements specified in this chapter who prepared the drawing.	
	d) Site Location Map - A key map at a scale of one inch equals 800 feet, showing the location of the proposed project within the Town.	

CHECK ITEM SUBMITTED	DESCRIPTION: A preliminary site plan, at a scale of one inch to 50 feet or less as may be required by the official, which shall display:	FOR OFFICE USE ONLY DATE RECEIVED OR WAIVED BY PLANNING BOARD
	e) Existing structures within 200 feet of the property boundaries and an indication of any water bodies or other sensitive environmental features lying within 200 feet of the site.	
	f) Existing and proposed contour lines and spot grades as required to demonstrate grading and drainage.	
	g) All proposed buildings (with dimensions), parking and loading areas, curbing, sidewalks, access drives and fences.	
	h) The design specifications and construction materials of all proposed site improvements.	
	i) The proposed method of providing potable water and sewage disposal. Proposed locations, design specifications, calculations, and construction materials must be provided to show their adequacy for serving the proposed project.	
	j) A site drainage plan, showing the location and design of proposed stormwater management facilities. Calculations concerning the ability for the existing and proposed drainage system and any existing facilities to accept additional anticipated flows shall be submitted.	
	k) A delineation of the existing and proposed plant materials on site. This plan shall include a planting schedule listing all proposed plants, their size at initial planting and the quantity of each plant material specified.	
	l) Proposed area lighting, indicating the location and type of the proposed fixtures.	
	m) The location of at least one central point for trash removal.	
	n) Vehicular circulation, providing adequate turnaround area for emergency vehicles and accessibility to all required off-street parking, on-site loading and maneuvering space and trash pickup area.	
	o) The location and design for proposed signs.	
	p) The type of materials and exterior treatment of all structures proposed.	
	q) Provisions for the physically impaired.	

CHECK ITEM SUBMITTED	The following additional information shall be required and may be provided on the site plan or on additional drawings, as appropriate:	FOR OFFICE USE ONLY DATE RECEIVED OR WAIVED BY PLANNING BOARD
	a) The location of any water bodies, floodplains, wetlands or other potentially sensitive environmental features at the site.	
	b) Topographic slopes in excess of a grade of 15%.	
	c) Bedrock and other significant geological features.	