



FORM: PB01

Land Development Application – Site Plan

City of Newburgh, New York, Planning
 Board 123 Grand Street, Newburgh, New York
 12550

Phone: (845) 569-7400

Fax: (845) 569-0096

www.cityofnewburgh-ny.gov

SITE PLAN APPLICATION

A site plan application must include sufficient plans and descriptive information. Site plans must be prepared by a licensed professional engineer, architect, or landscape architect as permitted by the New York State Law, and must include at a minimum, information from the following checklist:

Applicants must sign the Acknowledgements on page 3

SUBMISSION REQUIREMENTS: All of the Following are REQUIRED on ALL Site Plans.

1. Zoning Table: Plan shall include a table, similar to the one below, showing the relationship indicated for relevant zoning limits and requirements:

Zoning Limit	Variance Required?	Variance Submitted?	Variance Type Required? (If Any)
Number of Parking Spaces	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lot Area/Dwelling	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lot Size	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Buffer Strip	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Height	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Front Yard	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Side Yard	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Endorsement: The site plan submitted to the Planning Board for its approval shall carry the following endorsements and acknowledgements. AutoCAD formatted blocks are available for download from <http://www.cityofnewburgh-ny.gov/engineering/pages/autocad-standards>:



FORM: PB01

Land Development Application – Site Plan

City of Newburgh, New York, Planning Board
123 Grand Street, Newburgh, New York
12550

Phone: (845) 569-7400

Fax: (845) 569-0096

www.cityofnewburgh-ny.gov

Approved by resolution of the Planning Board of the City of Newburgh, New York, on the _____ day of _____, 20__, subject to all requirements and conditions of said resolution. Any change, erasure, modification or revision of this plat, as approved, shall void this approval.
Signed this _____ day of _____, 20__, by:

Lisa C. Daily, Planning Board Chairwoman

Signed this _____ day of _____, 20__, by:

Jason C. Morris, P.E., City Engineer

Owner/Applicant Consent Note:

The undersigned owner for the property shown herein certifies that she/he/it are familiar with this plan set, including its notes and its contents as stated hereon, and all conditions of approval. The Applicant and the Owner understand their obligation to the City to keep the premises as per plan approval until a new or revised plan for development or use of the site is approved by the Planning Board. Additionally, Owner and Applicant also acknowledge that further compliance with the City of Newburgh Zoning Ordinance is our responsibility. Planning Board approval is not the equivalent of a building permit or certificate of occupancy, both of which can only be secured through the City of Newburgh Building Department.

Owner, sign and date.

Applicant, sign and date if different from Owner.

3. Details. All of the following **MUST** be included in the Plan Set, in accordance with §330-87 *Required application information.* of the City Code. If you believe they do not apply, you may request, in writing, that the Planning Board waive that specific requirement. If given approval, the detail of that waiver should appear as a general note on the Plan.

- VICINITY MAP (≥ 1,000 feet to the inch)
 - EXISTING CONDITIONS MAP/FIELD SURVEY OF BOUNDARY LINES (certified by licensed surveyor)
- SITE PLAN (drawn to scale on appropriate-sized sheet of paper; include the following information on the site plan and all sheets submitted in site plan application):



FORM: PB01

Land Development Application – Site Plan

City of Newburgh, New York, Planning
Board 123 Grand Street, Newburgh, New York
12550

Phone: (845) 569-7400

Fax: (845) 569-0096

www.cityofnewburgh-ny.gov

- Project name
- Section, block, lot number
- Street names
- Project site boundaries
- Fire lanes
- Date of plan
- North arrow
- Scale of plan
- Owner's name and address
- Developer's name and address
- Seal of engineer/architect/landscape architect
- Owner's letter of authorization (if applicant is not the owner)
- Names of all adjacent property owners within 500 ft of property boundary
- Zoning/school/overlay/special district boundaries within 500 ft of property boundary
- Property boundaries
- Building/setback boundaries if different from zoning requirements
- Existing street and lot lines from city's official/tax map
- Easements
- Areas dedicated to public use
- Location, use & dimensions of existing and proposed structures
- Location, height, size, materials & design of all proposed signs
- Traffic flow patterns, entrances, exits, loading/unloading areas curb cuts on and within 100 ft of site
- Location, size, dimensions, access, egress, circulation patterns, design, handicapped access & signs for off street parking areas
- Location of present/proposed sewage lines, septic systems
- Location of present & proposed water supply system
- Location of present & proposed telephone, cable, electrical systems
- Location of present & proposed storm drainage system
- Location of all other present & proposed overhead/underground utility systems
- Erosion and sedimentation control plan
- Existing & proposed topography
- FEMA floodplain boundary locations (including additional information if parcel is within one-hundred-year floodplain)
- Lighting plan
- Landscaping/planting/gardening plan
- New construction/structure alterations table (containing the following information):
 - Uses intended for structure (give estimated structure area for each use)
 - Estimated number of employees
 - Maximum seating capacity
 - Number of parking spaces existing and required for use



FORM: PB01

Land Development Application – Site Plan

City of Newburgh, New York, Planning
Board 123 Grand Street, Newburgh, New York
12550

Phone: (845) 569-7400

Fax: (845) 569-0096

www.cityofnewburgh-ny.gov

- o Elevations (scale: 1/4 inch = 1 ft) & design features of proposed/alterd/
expanded exterior façades
- o Soil logs/percolation test results/stormwater runoff calculations (if
requested)
- o Disposition plans for construction/demo water
- o Cultural resource survey (if appropriate)
- o Complete proposed development (if applicant wished to develop in
stages)
- o Hazardous materials associated with proposed industrial use
- o Use, storage, treatment & disposal of hazardous materials
- o Viewshed analyses (only for WG, PWD, and part of DN Districts, as
well as additional locations the Planning Board identifies during site plan
review process)

SITE PLAN PREPARER’S ACKNOWLEDGEMENT:

**This site plan has been prepared in accordance with this checklist and the City of
Newburgh Laws, to the best of my knowledge.**

By: _____ (Licensed Professional)

Date: _____

**ALL FOLDED PLANS SHALL BE FOLDED WITH THE TITLE BLOCK AND STAMP
OF APPROVAL EXPOSED**