

VILLAGE OF HUNTINGTON BAY
Planning Board
Site Plan Application Checklist:

1. **Title Survey of Property**, which includes all structures (any object constructed, installed or placed on, above or below a parcel of land for use, occupancy or ornamentation, including but not limited to buildings, sheds, decks, dwellings, mobile homes, trailers (whether movable or stationary), stadiums, tents, reviewing stands, satellite antennas, solar hearing devices, tennis courts, platforms, porches, staging, observation towers, radio and television towers and antennas, gasoline pumps, standpipes, outside bins, fences, trellises, pergolas, gates, gateposts, poles, signs, tanks and any fixtures, additions and alterations) building offsets, retaining walls, driveways, drainage, bulkheads, sanitary facilities, storm facilities, water service, location of mean high water, FEMA Flood Zone information, easements and ROW information

2. **Proposed Site Plan which includes:**
 - a) Existing/proposed topographic information depicted in two (2) foot intervals, spot grades at building corners, driveway and drainage inlets, location of mean high water

 - b) Existing/proposed structures (refer to item #1) including but not limited to: driveways, patios, buildings, well, water service, retaining walls, pool, stormwater drainage, and sanitary drainage. Stormwater drainage information must include volume computations based on a 6 inch rainfall event.

 - c) Abutting owners' information, tax lot data, landuse, zoning and locations of abutting structures within 50 ft of the property line shall be shown on the plan

 - d) All dimensional offsets for proposed building

 - e) Landuse Table:
 - Property area square foot and acres
 - Zoning of Property
 - Suffolk County Tax Lot Identification
 - Existing & Proposed Building Areas
 - Existing & Proposed Building Floor Area
 - Landscape Area
 - Driveway Area
 - Patio/Walkway Area
 - Pool

 - f) Erosion Control Information

3. Landscape Plan:

- a) Existing Trees within development/clearing area twelve (12) inch caliber at three (3) feet above ground level and larger
- b) Proposed trees & shrubs (species size, location, number)

4. NYSDEC Freshwater or Tidal Wetlands Permit or Jurisdictional Determination

- a) If the subject property falls within three hundred (300) feet of the survey located high tide elevation the applicant must submit a NYSDEC Tidal Wetland Jurisdictional determination.
- b) If the subject property contains or abuts an open freshwater surface, wetland or stream the applicant must submit a NYSDEC Freshwater Wetland Jurisdictional determination.

5. Photographs depicting visual setting of the property and all existing structures on the property and surrounding area from each of the corners of the property and abutting streets. All existing abutting structures on the east/west/north/south sides of the property shall be photographed.

Notes: Site plans must be prepared and submitted by a NYS licensed Architect or Engineer. Landscape plans may be prepared by a Landscape Architect, Architect or Engineer

Title survey must be dated within one (1) year of the application date.

A single plan may be prepared combining site plan and landscape requirements

Site plan must include a certification that no steep slopes as defined by Village Code Chapter 73 will be impacted by the proposed construction. If steep slopes will be impacted by the proposed development a separate steep slope application will be required.

Applicant should contact the Village Engineer regarding NYSDEC tidal and freshwater wetland jurisdictional determinations. Contact the Village Administrator for the hearing schedule.