

SITE PLAN PRE-APPLICATION REQUIREMENTS

THE FOLLOWING ITEMS ARE REQUIRED:

- Letter of Intent
- If corporation is an LLC, submit a Corporate Resolution listing owners.
- Filing fee of \$250, in the form of check payable to the Town of Huntington or credit card.
- Contact Designation Form – signed and dated by owner
- FOUR (4) maps in proper size and format: 24" x 36" (Conceptual site plan requirements attached)
- All maps / plans must be INDIVIDUALLY FOLDED with the information box in the lower right hand corner.
- FOUR (4) Recent surveys of property (no more than 6 months old)

DO NOT COLLATE OR STAPLE MAPS

For office use only	
<u>SITE PLAN PRE-APPLICATION CHECK SHEET</u>	
Site Plan:	Date:
Location:	
Tax Map #:	
Filing Fee: \$250	Paid by: Receipt#:
Maps Received:	
Present Owner:	
Planning Approval:	
Assigned Planner:	

CONCEPTUALIZED SITE PLAN

CONCEPTUALIZED SITE PLAN is required for:

- a) Non-residential applications.
- b) Residential applications with the intent of applying to the Planning Board for subdivision approval. Large maps must be individually folded with the information box in the lower right-hand corner.

CONCEPTUALIZED SITE PLAN is NOT required for area variances to dwellings in zones legally permitting dwellings or legal non-conforming dwellings. The below list is only the bare necessities for a technical review on behalf of the Zoning Board of Appeals and by no means constitutes a full site plan review. Please note that when an application is submitted to the Planning Board for full site plan review, additional items will be required at that time.

1. Lot area, building lot coverage, names of abutting streets, general boundary lines, bearings, distances, area of parcel, a tie distance to an established street intersection, a north point and notation as to a standard scale (1"=10', 1"=20', 1"=30', 1"=40' or 1"=50').
2. Zoning of the subject and abutting properties must be accurately depicted. All zone district boundary lines, must be shown.
3. Key map at a scale of no less than 1"=600' may be included to indicate approximate location of property that is subject to the application.
4. Existing and proposed curbs, sidewalks, buildings, areas to be landscaped, utilities, fencing, free-standing signs, dumpsters, proposed parking areas, aisles and driveways, buffers and their *exact dimensions must be shown*.
5. Parking calculations based on uses (§198-47). Parking spaces to be standard 9' x 20'. Handicapped spaces to be 8' x 20' with a 8' x 20' transfer area.
6. Existing and proposed building Gross Floor Area to include an area breakdown of the building's existing and proposed uses on all building levels to coincide with #5 above.
7. Loading zones, where applicable, as required pursuant to §198-54.
8. Special use permits, pursuant to §198-110 (C)(3), will also require submission of a yield map.

TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT
CONTACT DESIGNATION FORM

I, _____, hereby authorize the following person to be the contact for
Owners Name

the application listed below, and as such, he/she is hereby designated to receive all correspondence for the
application known as:

_____ **Project Name**

_____ Contact's Name

_____ Company Name

_____ Street Address

_____ City State Zip Code

The contact listed above can be reached as follows:

Office #: _____

Cell #: _____

Fax #: _____

Email: _____

Owners Signature: _____

Date: _____

Please be advised, that by signing this Contact Designation Form, the contact listed above will continue to receive all correspondence from this office until a new form is submitted to the Department of Planning and Environment.