



Site Plan Submission Requirements

City of Rye, New York Planning Department

1051 Boston Post Road, Rye, New York 10580

Phone: (914) 967-7167

Fax (914) 967-4641

www.ci.rye.ny.us/planning.htm

Site plans submitted to the Planning Commission shall be drawn to a convenient scale, not more than 30 feet to an inch, and shall include the information listed below. Noncompliance with any of the requirements listed below may result in the delays in the processing of the application. This checklist is intended merely as an aid to expedite the work of the Planning Commission and the developer. It is not intended as a substitute for, nor does it contain all the information and requirements of the Rye City Code.

Check

- | Box | Requirement |
|--------------------------|---|
| <input type="checkbox"/> | Title block showing name of development. |
| <input type="checkbox"/> | The date of drawing, approximate true north point and scale. |
| <input type="checkbox"/> | Name and signature of owner and developer. |
| <input type="checkbox"/> | Signature and seal of registered architect or professional engineer. |
| <input type="checkbox"/> | Small key or locations map showing relevant streets, zoning classifications and district lines. |
| <input type="checkbox"/> | Name of adjacent owners. |
| <input type="checkbox"/> | Survey information including distances with angles or bearings. |
| <input type="checkbox"/> | Limits of any existing and/or proposed easement(s) or right-of-ways. |
| <input type="checkbox"/> | Existing and proposed contours or spot grades at not more than 2-foot intervals. |
| <input type="checkbox"/> | Area of site. |
| <input type="checkbox"/> | Block and lot number assigned by the Rye City Assessor. |
| <input type="checkbox"/> | Existing buildings. |
| <input type="checkbox"/> | Proposed buildings with dimensions, area and number of stories. |
| <input type="checkbox"/> | Corner grades and floor elevations of proposed buildings. |
| <input type="checkbox"/> | Distances on all sides between proposed building and property lines. |
| <input type="checkbox"/> | Sketch elevations of proposed buildings. |
| <input type="checkbox"/> | Building use or uses, including floor area of each use, number of employees or number of dwelling units. |
| <input type="checkbox"/> | Limits of existing and proposed street right-of-ways, cartways, curbs and sidewalks. |
| <input type="checkbox"/> | Existing and proposed curb cut width and radii. |
| <input type="checkbox"/> | Location of fire hydrants, utility (electric and telephone) poles and lines, street signs, etc |
| <input type="checkbox"/> | Location of all proposed electric and telephone utility lines that are required to be underground. |
| <input type="checkbox"/> | Locations, materials and sizes of existing and proposed gas and water lines. |
| <input type="checkbox"/> | Locations, materials and sizes of existing and proposed sanitary sewer lines; location manholes and show invert elevations. |
| <input type="checkbox"/> | Locations, materials and sizes of existing and proposed storm drain pipes; locate existing and proposed manholes (show invert elevations) and catchbasins (show grade and invert elevations); show drainage for all roof, parking lot and driveway areas. |
| <input type="checkbox"/> | Locations, sizes and species of existing trees 8 inches or more in diameter. |
| <input type="checkbox"/> | Indicate prevalent sizes and species of trees, bushes and shrubs in wooded areas, which shall be shown by foliage lines. |
| <input type="checkbox"/> | Existing landmarks, such as streams, ponds, swamps, rock outcroppings, stone walls, etc. |
| <input type="checkbox"/> | Proposed planting and landscaping with specific locations, sizes and species. |



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- Required transient yards or buffer areas and specific landscape treatments.
- Outside storage and refuse area (screened).
- Retaining walls (materials and sizes).
- Proposed pedestrian walkways (materials, widths, etc.)
- Proposed parking areas, including stalls (numbered), curbing (concrete), driveways, lighting and landscaping.
- Parking lot directional arrows.
- Location of loading and unloading area (screen where necessary).
- Sign location (height, area, etc.)
- The plan shall include a table, similar to the one below, showing the relationship indicated for relevant zoning limits and requirements:

	Required	Submitted	Variance Required (if any)
Number of parking spaces	_____	_____	_____
Lot area/dwelling unit	_____	_____	_____
Floor area ratio	_____	_____	_____
Lot size	_____	_____	_____
Buffer strip	_____	_____	_____
Building height	_____	_____	_____
Front yard	_____	_____	_____
Side yard	_____	_____	_____
Etc.	_____	_____	_____

- The site plan submitted to the Planning Commission for its approval shall carry the following endorsement:

Approved by Resolution _____ of the Planning Commission of the City of Rye, New York, on the _____ day of _____, 20____, subject to all requirements and conditions of said Resolution. Any change, erasure, modification or revision of this plan, as approved, shall void this approval.

Signed this _____ day of _____, 20____

Chairman

Secretary