

VILLAGE OF DOBBS FERRY

SITE PLAN CHECK LIST

The items listed below should be reviewed by the applicant's design professional to aid in providing a complete submission.

AGENCY APPROVALS

YES

NO

Westchester County Department of Health
Septic and Water.

New York State Department Environmental
Conservation Stormwater SPDES.

New York City Department Environmental
Protection Joint Septic.

New York City Department of Environmental
Protection SWPPP.

VILLAGE PERMITS/APPROVALS

Zoning Board of Appeals.

Blasting and Explosives Permit.

Fill Permit.

Freshwater Wetlands Permit.

Site Plan to comply with Subdivision
Plat approval requirements

Stormwater Pollution Prevention Plan (SWPPP)

Architectural Review

Building Permit

Excavation / Grading

Permit

Demolition Permit

Electrical Permit

SITE PLAN INFORMATION

1.

24" x 36" maximum drawing
size.

2. Minimum scale: (1" = 30').

3. Project Name.

4. Name and address of engineer and surveyor. _____
5. Name and address of owner of record and applicant. _____
6. Drawings signed and sealed by P.E. or R.A. _____
7. Original drawing date & revision dates. _____
8. Tax map section and lot numbers. _____
9. Location plan with existing and adjacent zoning district. _____
10. Scale, north arrow, date of survey, property
acreage, drawings numbered (i.e., 1 of 3, 2 of 3, etc.)
& identify adjoining property owners. _____
11. Minimum yard setbacks. _____
12. Provide bulk zoning table with all existing, proposed
and required conditions. _____

AGENCY APPROVALS

- 12. Estimated quantity of cut or fill to be imported or removed from site or provide note stating that no material is to be imported or removed from this site. _____
- 13. Topography at two feet maximum intervals. _____
- 14. Topography along streets adjacent to property. _____
- 15. Existing buildings, retaining walls, fences, rock outcrops, wooded areas, watercourses, water bodies, wetlands and wetland controlled areas, etc. _____
- 16. Total amount of site area disturbed _____

DRAINAGE

- 1. Collect and convey driveway runoff. Mitigate increases in site runoff due to site development. _____
- 2. Roof drains to discharge to existing or proposed drainage system. Mitigate increases from roof runoff. _____
- 3. Surface inlets provided where low points cannot be graded to drain. _____
- 4. Swale provided between buildings and embankment which slopes toward building. _____
- 5. Culverts provided where roads or driveways cross watercourses. _____
- 6. Catch basin spacing adequate. _____
- 7. All rim and invert elevations provided. _____
- 8. Two feet minimum cover of storm drains in roads, driveways and parking areas. 18" minimum elsewhere. _____
- 9. Drywells provided with emergency overflow outlet pipes to grade. Multiple drywell systems should be connected by equalization pipes with rim and invert elevations posted. _____
- 10. Minimum storm drain pipe size 15" diameter. _____
- 11. Headwalls or end sections provided at pipe inlets and outlets. _____

- 12. Rip-rap provided at headwalls and end sections. _____
- 13. Provide cross section for pond or detention facility. _____

SITE INGRESS/EGRESS

- 1. Adequate sight distance at driveway intersection
with road. _____

- 2. _____ Site accessible
to fire trucks,
emergency

vehicles, tractor trailers for fill deliveries,
moving vans, oil trucks,
etc. _____

- 3. Backup space for parking area. _____
- 4. Driveways intersecting existing road at 90E. _____

SITE GRADING

- 1. All proposed grading on property for house, driveway
and septic. Show limit line of disturbance. _____
- 2. Driveway platform sloped at 4% maximum within
25 feet of centerline of street or within 35 feet from
the Right-of-Way, whichever is the greater distance. _____

- 3. _____
Driveway
slope 14%
maximum.

- 4. Parking area 5% maximum. _____

- | | | | |
|-----|--|-------|---|
| 5. | Paved areas 1% minimum grade at curb line. | _____ | _____ |
| 6. | Lawn area 2% minimum. | _____ | _____ |
| 7. | | | Top and
bottom of
retaining wall
elevations
provided. |
| | | | - - - - |
| 8. | Outside grade pitched away from residence. | _____ | _____ |
| 9. | Guide rail provided at steep drop offs. | _____ | _____ |
| 10. | Spot elevations at corners of residence and parking area
where necessary to ensure positive drainage. | _____ | _____ |
| 11. | | | Finished floor
elevations
provided
including
basement. |
| | | | - - - - |
| 12. | | | Plans and
calculations
for walls \geq 4
feet Signed &
Sealed
by P.E.,
R . A . |
| | | | - - - - |
| 13. | Provide profiles of proposed roads with vertical
geometry. | _____ | _____ |
| 14. | Provide horizontal geometry. | _____ | _____ |

GENERAL

- | | | | |
|----|---|-------|-------|
| 1. | Show existing and proposed utilities(water, sewer,etc.) | _____ | _____ |
| 2. | Show snow piling areas. | _____ | _____ |
| 3. | Show refuse areas with enclosures. | _____ | _____ |
| 4. | Show zoning map with districts(school,fire,etc). | _____ | _____ |
| 5. | Show signage. | _____ | _____ |

- 6. Show landscaping. _____
- 7. Provide sections and details of wall. _____
- 8. Provide phasing plan for areas over 5ac. _____
- 9. Provide lighting plan. _____
- 10. Maintain low noise level at property line. _____
- 11. ADA compliance _____
- 12. Village Construction Standard Compliance _____

S I T E

P L A N

N O T E S

- 1. General construction notes. _____
- 2. Construction Sequence shown on plans. _____
- 3. The following notes shall be provided on the plans:

Should rock blasting be required, a permit application in accordance with Chapter 125 - Blasting and Explosives of the Village of Dobbs Ferry Code must be submitted to the Village by the applicant for review/approval. This should

b e n o t e d o n t h e p l a n s a s f o l l o w s :

The Village Engineer may require additional erosion control measures if deemed appropriate to mitigate unforeseen siltation and erosion of d i s t u r b e d

s o i l s .

As-Built plans of the proposed driveway and drainage improvements shall be submitted to the Village Engineer for review prior to issuance

of Certificate of Occupancy.

Fill material imported to the site shall be certified in writing by a New York Licensed Professional Engineer as clean, non-contaminated fill suitable for

the intended use.

“Before the site plan is signed by the Chairman of the Planning Board, the applicant shall be required to post a performance bond or other type of acceptable monetary guaranty which shall be in an amount determined by the Planning Board and the Village Engineer and in a form satisfactory to the Village Attorney”.

4. The following notes shall be provided on plans that involve SWPPP's:

The applicant shall notify the Building Department or Village's Consulting Engineer in writing at least 48 hours before any of the following so that any inspection may be performed.

- 1) Start of construction _____
- 2) Installation of sediment and erosion control measures. _____
- 3) Completion of site clearing. _____
- 4) Completion of rough grading. _____
- 5) Installation of SMP's. _____

6) Completion of final grading and stabilization of disturbed areas.

7) Closure of construction. _____

8) Completion of final landscaping; and _____

9) Successful establishment of landscaping in public areas. _____

“The owner or operator shall have a qualified inspector inspect and document the effectiveness of all erosion and sedimentation control practices and prepare inspection reports at least once a month. These reports must be kept on site and available for review”. _____

SITE CONSTRUCTION DETAILS

Driveway Profile _____
Driveway and shoulder section _____
R o a d w a y _____ replacement

P a v e m e n t section

S i d e w a l k Details

Rip-rap slopes, embankments and aprons _____
Paved, rip-rapped, grass gutters _____
NYSDOT material item numbers _____
D e t e n t i o n

basin

Catch basin	_____	_____
Surface inlet	_____	_____
Drain manhole	_____	_____
Headwall	_____	_____
Curb	_____	_____
Drywell	_____	_____
Underdrain	_____	_____
Retaining wall	_____	_____
Silt fence	_____	_____
Haybales	_____	_____
Inlet protection	_____	_____
Anti-tracking strip	_____	_____
Guiderail	_____	_____
Energy dissipater	_____	_____
Sediment traps or basins	_____	_____

EROSION CONTROL PLAN

Erosion control measures implemented as per New York Guidelines for Urban Erosion and Sediment Control.

MISCELLANEOUS ITEMS

1. Proposed easements
 - a) Temporary construction _____
 - b) Drainage _____
 - c) Sight _____
 - d) Slope _____
 - e) Driveway access _____

2. Existing sanitary disposal system in the vicinity of construction activity protected with temporary fencing. _____

Site Plan Checklist