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NOV 20 2020
Village of Dobbs Ferry
Building Department

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.		X
New York State Department Environmental Conservation Stormwater SPDES.		X
New York City Department Environmental Protection Joint Septic.		X
New York City Department of Environmental Protection SWPPP.		X

VILLAGE PERMITS/APPROVALS			
Zoning Board of Appeals.	X		
Blasting and Explosives Permit.		X	
Fill Permit.	X		
Freshwater Wetlands Permit.		X	
Site Plan to comply with Subdivision Plat approval requirements			NA
Stormwater Pollution Prevention Plan (SWPPP)	X		
Architectural Review	X		
Building Permit	X		
Excavation/Grading Pernit	X		
Demolition Permit	X		
Electrical Permit		X	

SITE PLAN INFORMATION			
1.	24" x 36" maximum drawing size.	X	
2.	Minimum scale: (1" = 30').	X	
3.	Project Name.	X	
4.	Name and address of engineer and surveyor.	X	
5.	Name and address of owner of record and applicant.	X	
6.	Drawings signed and sealed by P.E. or R.A.	X	
7.	Original drawing date & revision dates.	X	
8.	Tax map section and lot numbers.	X	

9.	Location plan with existing and adjacent zoning district.	X		
10.	Scale, north arrow, date of survey, property acreage, drawings numbered (i.e., 1 of 3, 2 of 3, etc.) & identify adjoining property owners.	X		
11.	Minimum yard setbacks.	X		
12.	Provide bulk zoning table with all existing, proposed and required conditions.		X	

AGENCY APPROVALS

12.	Estimated quantity of cut or fill to be imported or removed from site or provide note stating that ANo material is to be imported or removed from this site.@	X		
13.	Topography at two feet maximum intervals.	X		
14.	Topography along streets adjacent to property.	X		
15.	Existing buildings, retaining walls, fences, rock outcrops, wooded areas, watercourses, water bodies, wetlands and wetland controlled areas, etc.	X		
16.	Total amount of site area disturbed	X		

DRAINAGE

1.	Collect and convey driveway runoff. Mitigate increases in site runoff due to site development.			NA
2.	Roof drains to discharge to existing or proposed drainage system. Mitigate increases from roof runoff.	X		
3.	Surface inlets provided where low points cannot be graded to drain .	X		
4.	Swale provided between buildings and embankment which slopes toward building.	X		
5.	Culverts provided where roads or driveways cross watercourses.	X		
6.	Catch basin spacing adequate.	X		
7.	All rim and invert elevations provided.	X		
8.	Two feet minimum cover of storm drains in roads, driveways and parking areas. 18" minimum elsewhere.	X		
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.	X		
10.	Minimum storm drain pipe size 15" diameter.	X		

11.	Headwalls or end sections provided at pipe inlets and outlets.			NA
12.	Rip-rap provided at headwalls and end sections.			NA
13.	Provide cross section for pond or detention facility.	X		

SITE INGRESS/EGRESS

1.	Adequate sight distance at driveway intersection with road.	X		
2.	Site accessible to fire trucks, emergency vehicles, tractor trailers for fill deliveries, moving vans, oil trucks, etc.	X		
3.	Backup space for parking area.	X		
4.	Driveways intersecting existing road at 90E.	X		

SITE GRADING

1.	All proposed grading on property for house, driveway and septic. Show limit line of disturbance.	X		
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.	X		
3.	Driveway slope 14% maximum.	X		
4.	Parking area 5% maximum.	X		
5.	Paved areas 1% minimum grade at curb line.	X		
6.	Lawn area 2% minimum.	X		
7.	Top and bottom of retaining wall elevations provided.	X		
8.	Outside grade pitched away from residence.	X		
9.	Guide rail provided at steep drop offs.			
10.	Spot elevations at corners of residence and parking area where necessary to ensure positive drainage.	X		
11.	Finished floor elevations provided including basement.	X		
12.	Plans and calculations for walls ≥ 4 feet Signed & Sealed by P.E., R.A.	X		
13.	Provide profiles of proposed roads with vertical geometry.			NA
14.	Provide horizontal geometry.			NA

GENRAL

1.	Show existing and proposed utilities(water, sewer,etc.)	X		
2.	Show snow piling areas.	X		

3.	Show refuse areas with enclosures.	___	___	NA
4.	Show zoning map with districts(school,fire,etc).	___	___	NA
5.	Show signage.	___	___	NA
6.	Show landscaping.	X	___	
7.	Provide sections and details of wall.	X	___	
8.	Provide phasing plan for areas over 5ac.	___	___	NA
9.	Provide lighting plan.			NA
10.	Maintain low noise level at property line.	X	___	
11.	ADA compliance	X	___	
12.	–Village Construction Standard Compliance	X	___	

SITE PLAN NOTES

1.	General construction notes.	X	___
2.	Construction Sequence shown on plans.	X	___
3.	The following notes shall be provided on the plans:		
	AShould 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 be noted on the plans as follows:	X	___
	AThe Village Engineer may require additional erosion control measures if deemed appropriate to mitigate unforeseen siltation and erosion of disturbed soils.@	X	___
	AAs-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.@	X	___
	AFill 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.@	X	___

"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". X ___

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	X	___
2)	Installation of sediment and erosion control measures.	X	___
3)	Completion of site clearing.	X	___
4)	Completion of rough grading.	X	___
5)	Installation of SMP's.	X	___
6)	Completion of final grading and stabilization of distured areas.	X	___
7)	Closure of construction.	X	___
8)	Completion of final landscaping; and	X	___
9)	Successful establishment of landscaping in public areas.	X	___

"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". X ___

SITE CONSTRUCTION DETAILS

Driveway Profile	___	___	NA

Driveway and shoulder section			NA
Roadway replacement			NA
Pavement section			NA
Sidewalk Details			NA
Rip-rap slopes, embankments and aprons			NA
Paved, rip-rapped, grass gutters			NA
NYSDOT material item numbers			NA
Detention basin			NA
Catch basin			NA
Surface inlet —			NA
Drain manhole			NA
Headwall			NA
Curb			NA
Drywell	X		
Underdrain			NA
Retaining wall	X		
Silt fence	X		
Haybales			NA
Inlet protection			NA
Anti-tracking strip			NA
Guiderail			NA
Energy dissipater			NA
Sediment traps or basins		X	

EROSION CONTROL PLAN

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

MISCELLANEOUS ITEMS

1.	Proposed easements			
	a) Temporary construction			NA
	b) Drainage			NA
	c) Sight			NA
	d) Slope			NA
	e) Driveway access			NA
2.	Existing sanitary disposal system in the vicinity of construction activity protected with temporary fencing.			NA