

SECTION 8 - Plan Requirements

All developments requiring Planning Board action shall be submitted to the Village Clerk at least twenty one (21) days prior to a scheduled Planning Board meeting. The submittal package shall include the plans, reports, sketches, application fees and exhibits that may be required for review by the Board.

Before plans are submitted to the Planning Board for review they shall be checked by the designer according to the following lists for the various phases of plan development.

Incomplete submittals shall be cause for rejection until the plans comply with these regulations or other such conditions required by the Village of Avon.

8.1 Sketch Plan

The sketch plan shall be a schematic representation of existing conditions and proposed improvements including:

- A. General location plan (1" = 2,000').
- B. Location key map at a scale of one (1) inch equals five hundred (500) feet showing the location of the property with respect to surrounding property and streets which includes all streets, streams and property within fifteen hundred (1, 500) feet of the applicant's property. All property held by the applicant within the area should be identified.
- C. Tax map indicating subject parcel and surrounding uses.
- D. Sketch Plan, scale (no smaller than 1" = 100').
- E. Title ('Sketch') and name of development.
- F. North point, scale, date and date of any revisions.
- G. Name(s) of the record Owner(s), Developer(s) and their addresses.
- H. Name of Design Professional responsible for preparation of plan.
- I. Zoning District and limitations including minimum lot size and setbacks and maximum coverage.
- J. Property boundary dimensions.
- K. Area and tax account number of property(ies) involved .
- L. Location and approximate dimensions of all existing property lines and lots. The map must include the entire area proposed to be subdivided and as well as the remainder of the tract owned by the subdividing owner. The map must show the proposed development on the overall parcel and its effect on future development.
- M. Names of all owners of record of adjacent properties and properties within five hundred (500) feet. Names of developments within five hundred (500) feet.
- N. General topography (5' vertical contour intervals) on U. S. C. and G. S. datum.
- O. Indication of all existing natural features such as waterbodies, streams, wetlands, wooded areas and large trees that may affect the design.
- P. Indication of all existing utilities, poles, roads, sidewalks, paved or improved surfaces, lighting, drainage improvements, culverts, stormwater inlets or discharges, sewer manholes, etc.

- Q. All structures and buildings on adjoining properties (so that setbacks, etc can be properly considered).
- R. Approximate location, dimensions and areas of all proposed or existing lots.
- S. Schematic plan of intended development, utilities, roads, etc.
- T. Schematic indication of boundaries of all areas to be disturbed during development.
- U. Schematic method of water supply and sanitary sewage disposal.
- V. Schematic method of stormwater management, conveyance and discharge.
- W. Schematic location and extent of any property proposed to be set aside for playground or park use
- X. Submittal to Village Engineer

8.2 Preliminary Plan

In addition to the requirements for a sketch plan, the following will be required:

- A. Scale (no smaller than 1" = 50'), title ('Preliminary') and name of development
- B. Property boundaries with bearings and distances.
- C. Acreage of tract to be subdivided to the nearest tenth (1/10) of an acre.
- D. All existing property lines, easements or other encumbrances on the property, certified by a licensed land surveyor per a recent survey and the purpose for which the easements or right-of-way were established. The entire area proposed to be subdivided and as well as remainder of tract owned by the subdividing owner must be included.
- E. Zoning minimum lot area and width requirements, zoning setbacks and restriction lines.
- F. Existing topography on tract proposed for subdivision (2' contour intervals maximum).
- G. Topography datum U.S. C. & G. S.
- H. Bench mark based on U. S. C. & G. S. datum.
- I. All existing natural features: watercourses, tree masses, large trees that may influence the design, wetlands, floodplains, etc.
- J. All existing buildings, culverts, utilities with dimensions, sizes and inverts with other significant man made features.
- K. Percolation and deep test holes and locations with results (if applicable).
- L. Special information as requested by the Planning Board at sketch plan stage.
- M. Sight distances for access to the parcel or proposed streets (required and provided).
- N. Location, dimensions and area (to nearest tenth of acre) of all proposed lots.
- O. Each block shall be numbered and the lots within each block shall be numbered consecutively in accordance with the procedure established by the Village. The total number of residential lots shall be noted on the plans.
- P. Location and width of all proposed streets and bridges and typical sections.
- Q. Location and approximate dimensions and sizes of other development improvements.
- R. Where the Preliminary Plan covers only a part of the applicant's entire holdings, a concept shall be submitted of a prospective street and utility layout for the remainder of the property and for access to adjoining properties.
- S. Boundaries and extent in acres of all areas proposed for disturbance during development.
- T. Proposed topography (2' contour intervals maximum) shall be shown to properly evaluate and plan the development.

- U. Preliminary designs of water supply, including location, points of connection, mains, laterals, services and hydrants.
- V. Preliminary designs of sanitary sewer, including locations, inverts and elevations of points of connection, manholes, mains, laterals, pump stations and force mains.
- W. Preliminary designs of stormwater facilities, sewers, swales, culverts, ponds, control structures and discharges including locations, sizes, grades and inverts.
- X. Preliminary designs of Erosion and Sedimentation Control Plan.
- Y. Location, dimensions, quantities, sections, intensities, seeding and details concerning proposed sidewalks, street, site, building or signage lighting, street trees, landscaped areas and other development improvements
- Z. Location and extent of any property proposed to be set aside for playground or park use.
- AA. Proposed location, size and width of easements, parks, right-of-way, public areas or parcels of land to be dedicated or reserved for public use.
- BB. Water service calculations to justify service size.
- CC. Design reports for sanitary utilities and stormwater facilities. Drainage Reports and calculations.
- DD. Status of SWPPP and Notice of Intent Filings if necessary
- EE. Status of Phase 2 stormwater regulations compliance
- FF. SEQR EAF Forms and Documentation
- GG. Status of jurisdictional and regulatory approvals (NYSDOT, NYSDEC, DOH, etc.)
- HH. Preliminary traffic study or reports if required
- II. Status of Village Engineer review
- JJ. New York State Office of Parks, Recreation, and Historic Preservation (SHPO) review status
- KK. Livingston County Planning Board review status
- LL. Submittal and review by Village Supt. of Public Works

8.3 Final Plan

In addition to the requirements for the Preliminary Plan, the following will be required:

- A. Size of the plan shall be acceptable for filing in the County Clerk's Office.
- B. Scale (no smaller than 1" = 50'), title ('Final') and name of development.
- C. Name, seal and signature of the registered professional(s) responsible for the plan.
- D. An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified to by a licensed land surveyor.
- E. The corners of the tract shall also be located on the ground and marked by monuments as approved by the Village Engineer and shall be referenced and shown on the plat.
- F. Location, material and approximate size of all monuments.
- G. Street lines, lot lines, right-of-way, easements and areas dedicated or proposed to be dedicated for public use.
- H. Sufficient data to determine readily the location, bearing and length of every street, lot and boundary line shown on the plan.
- I. The length of all straight lines, radii of all curves, lengths of arcs and tangent bearings for each street.
- J. All dimensions shall be shown in feet and in hundredths of a foot.

- K. The proposed setback line from each street or property line.
- L. Names of streets within and adjacent to development as approved by County 911, County Highway Department, Postal Service, and others designated by the Village Board.
- M. Lot numbers and area of each lot to the right-of-way.
- N. Proposed finished garage floor, basement, and first floor elevations.
- O. Lowest architectural opening elevations in designated flood zone areas.
- P. Spot elevations within swales, paved parking lots, etc.
- Q. Final designs of water supply, including location, points of connection, mains, laterals, services and hydrants. Location, sizes and types of pipe for all water mains, location of all valves, hydrants, blowoffs, etc shall be included.
- R. Final designs of sanitary sewer, including locations, inverts and elevations of points of connection, manholes, mains, laterals, pump stations and force mains. Location, size, invert elevations, type and class of pipe on all sanitary sewer systems shall be included.
- S. Final designs of stormwater facilities, sewers, swales, culverts, ponds, control structures and discharges including locations, sizes, grades and inverts. Location, size, invert elevations, type and class of pipe on all storm sewer systems shall be included.
- T. Final designs of all temporary or permanent measures to control Erosion and Sedimentation, to control stormwater discharge quantity or to preserve stormwater discharge quality.
- U. Profiles with detailed information of all streets, storm sewers, sanitary sewers and water main crossings.
- V. Design and plan details of all special construction (culverts, bridges, headwalls, etc.).
- W. Engineering calculations are required to substantiate proposed designs.
- X. All on-site sanitation and water supply facilities shall be designed to meet the applicable minimum specifications of the County Health Dept., State Department of Health, and State Department of Environmental Conservation, and a note to this effect shall be stated on the plat and signed by a licensed engineer.
- Y. Note on all final plans: "Placement and arrangement of building, waste disposal system, driveway, utilities and drainage will not be changed without prior approval of the Village".
- Z. Landscaping plan with planting schedule if required by the Planning Board.
- AA. Details required to specify special conditions, materials or methods of construction.
- BB. Other necessary details, as required by Municipal Code Section 31.61.
- CC. Indication of approval from all jurisdictional and regulatory agencies (NYSDEC, NYSDOT, DOH, etc.).
- DD. On all subdivisions, signature lines must appear for project approval by the Village Planning Board Chairman, Village Code Enforcement Officer, and Village Engineer. On all site plans (or site plans and subdivisions combined) signature lines must appear for project approval by the Village Mayor, Village Planning Board Chairman, Village Code Enforcement Officer, and Village Engineer.
- EE. Easements, Easement Maps and Descriptions, Legal Covenants, etc. as well as a copy of such covenants or deed restrictions as are intended to cover all or parts of the tract.
- FF. The final map shall contain on its face a certification that the developer will comply with all Federal and State laws, rules and regulations for the development of the subject property.
- GG. Final drainage reports and calculations.

- HH. Final SWPPP and Notice of Intent Filings if necessary
- II. Phase 2 stormwater regulations compliance – DEC approved
- JJ. SEQR EAF forms and documentation
- KK. Final traffic study or reports if required
- LL. Village Engineer sign off/approval
- MM. New York State Office of Parks, Recreation, and Historic Preservation (SHPO) sign off/approval
- NN. Livingston County Planning Board approval
- OO. Village Supt. of Public Works final approval