

Town of Groton Planning Sketch Plan Conference Guide

Goal: To coordinate as much known information, ideas and plans to prepare the applicant for the submission of a preliminary site plan application. The applicant should bring as much of the following written ideas & drawings for; the area, buildings, environment, neighborhood, utilities, and services as possible.

Please supply this completed form as well as all related documents to the Town Clerk's office, 101 Conger Blvd. (Po Box 36) Groton, NY 13073 to be added to the Planning Board schedule.

Applicant Name: _____ Tax Map# _____

Site Address: _____ Phone _____

Email _____ Land Owner (if different) _____

Site Use Plan/Business Proposal: _____

Depict on a drawing (include a compass rose) the, location, arrangement, size, design, the general site compatibility of:

- Buildings
- Parking spaces & Truck loading areas
- Signs (existing and proposed)
- Adequacy, type, and arrangement of trees, shrubs, landscaping, include the maximum retention of existing vegetation (Will a visual and/or noise buffer be created between the applicant's and adjoining lands?)
- Above or below ground utilities, energy distribution facilities
- Pedestrian access/ Include ADA compatibility
- Outdoor Lighting (Will neighboring properties and traffic be protected from glare?)
- Adequacy of fire lanes, emergency zones and provisions for fire control or EMS access

Provide the following professional maps/drawings

	Recent Survey showing all boundary lines depicted to scale, describing easements or rights of way
	Recent Assessment Map including all adjacent streets, highways both public & private and buildings near the subject property. (may be found at) https://property.tompkins-co.org/IMO/search.aspx
	Recent Topographical map with contour lines to 2ft (may be found at) https://geo.tompkins-co.org/sites/mappingtompkins/
	Recent Flood zone https://geo.tompkins-co.org/sites/mappingtompkins/
	Army Corps of Engineers for waterbody information https://www.usace.army.mil/
	Existing Water Courses & Waterbodies, both natural and man-made, DEC Wetland or National Wetland areas (may be found at) https://gisservices.dec.ny.gov/gis/erm/

Describe/ provide a map depicting or provide a copy of the permit for:

	Adequacy of storm water removal and drainage facilities (Attention to the adequacy of structures, roadways, and landscaping in areas with susceptibility to ponding, flooding or erosion.)
	Floodplain Management Permit (if applicable) or placement of fill
	Adequacy of water supply, sewage disposal facilities, garbage or waste disposal. (may be found at) https://tompkinscountyny.gov/health/eh/owts/index
	In the case of multi-family housing, the adequacy of usable open space for recreation areas