

TOWN OF ITHACA, NY
FINAL SITE PLAN CHECKLIST

PROJECT NAME _____

PROJECT NUMBER _____

STAFF REVIEWER _____

X = **ITEM SUBMITTED**
N/A = **NOT APPLICABLE**
W = **WAIVE**
COND = **CONDITION OF APPROVAL**

1. ____ Completed and signed Development Review Application.
2. ____ Payment of Final Site Plan Application Fees.
3. ____ All of the items set forth for preliminary site plan approval, modified, if necessary, to comply with any conditions imposed as part of the preliminary site plan approval process.
4. ____ One original set of the final site plan drawings on Mylar, vellum, or paper, signed and sealed by the registered land surveyor(s), engineer(s), architect(s) or landscape architect(s) who prepared the site plan materials, and two sets of paper copies of the final site plan drawings, to be retained by the Town.
5. ____ 25 copies of all sheets of the final site plan drawings in reduced format (no larger than 11 inches by 17 inches), and 25 copies of all other items required for final site plan approval, except Development Review Application.
6. ____ Record of application for and approval status of all necessary permits from county, state, and/or federal agencies with copies of all necessary permits or approvals to be provided prior to the issuance of any Certificate of Occupancy.
7. ____ Design development drawings for all buildings and construction details of all other proposed structures, roads, water/sewer facilities, and other improvements, including, but not limited to, specifications for water lines, including locations and descriptions of mains, valves, hydrants, appurtenances, etc, and profiles and specifications for sanitary sewers and storm drainage facilities, including locations and descriptions of pipes, manholes, lift stations, and other facilities.
8. ____ A certificate signed and sealed by the mortgagee(s), if any, to the effect that the mortgagee consents to the site plan, the construction of the project as shown, and the dedications and restrictions, if any, shown on or referred to on the site plan.