

**Site Plan Application Form**

*This document is for illustrative purposes only to facilitate the application process. It in no way, supersedes the Land Use Law of the Town of Reading as the legal document governing the approval process. Additional information may be required before a final decision is made*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Tax Map No. \_\_\_\_\_

Physical Address: \_\_\_\_\_

Developer, Engineer, or Landscape Architect \_\_\_\_\_

A licensed professional engineer or land surveyor shall prepare all site plan materials unless otherwise approved by the Planning Board.

**An application for Site Plan review shall include the following materials, as applicable.**

Description or narrative of all proposed uses and structures, including but not limited to hours of operation, number of employees, maximum seat capacity, and proposed number of off-street parking spaces.

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\_\_\_\_\_ A site plan drawn at a scale of forty feet to the inch (1"=40') or such other scale as the Planning Board may deem appropriate, on standard 24'x 36" sheets, with continuation on 8 1/2'x 11" sheets as necessary for written information.

\_\_\_\_\_ A certified land survey showing the boundaries of the applicant's property under consideration in its current state plotted to scale with the north point, scale, and date clearly indicated.

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\_\_\_\_\_ Plans indicating the following with regard to the property in question, where applicable.

1. The location of all properties, their ownership, uses thereon, subdivisions, streets, easements, and adjacent building within five hundred (500) feet of the property in question.
2. The location of all and use of all existing and proposed structures on the property in question, including all dimensions of height or floor area, exterior entrances, and anticipated future additions and alterations.
3. The location of all existing and proposed topography features, including but not limited to, site grading, open spaces, woodlands, watercourses, steep slopes, wetlands, floodplains, and watersheds.
4. The location of existing and proposed landscaping, screening, walls, and fences, including information regarding the size and type of plants and building materials proposed.
5. The location of existing and proposed public and private streets, off-street parking areas, loading areas, driveways, sidewalks, ramps, curbs, and paths. Such plans shall include considerations for vehicular, pedestrian, and bicycle traffic circulation, parking, and access.
6. The location of existing and proposed utility systems including sewage or septic, water supply, telephone, cable, electric, and storm water drainage. Storm water drainage systems shall include existing and proposed drain lines, culverts, catch basins, headwalls, end walls, hydrants, manholes, and drainage swales.
7. The location, height, intensity, and bulb type (sodium, incandescent, etc.) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties and must also be shown.
8. The location, height, size, material, and design of all existing and proposed signs.

\_\_\_\_\_ Plans to prevent the pollution of surface or ground water, erosion of soil both during and after construction, excessive runoff, excessive raising or lowering of the water table, and flooding of other properties, as applicable.

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\_\_\_\_\_ A schedule for completion of each construction phase for buildings, parking, and landscaped areas

\_\_\_\_\_ An agricultural data statement, if required by Section 5.6 of the Local Land Use Law.

\_\_\_\_\_ SEQR documentation as classified by the Planning Board in accordance with Section 7.6 of the Land Use Law.

\_\_\_\_\_ All required fees and reimbursements to cover professional review costs, if required.

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Signature

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Date