



VILLAGE of SCOTIA
BUILDING & CODE DEPARTMENT
 VILLAGE HALL
 4 NORTH TEN BROECK ST.
 SCOTIA, N.Y. 12302

Office
 (518) 377-8741

Building Inspector Luis Aguero

APPLICATION FOR: _____ SITE PLAN REVIEW
 _____ ARCHITECTURAL REVIEW

I. TO BE COMPLETED BY THE APPLICANT:
 (Answer all questions)

Name of Proposal _____

Location of Proposal _____

Tax Map ID# _____

Zone and/or OVL _____

Property Owner: (applicant)

Developer: (if different than applicant)

MUST

Name _____

Name _____

Address _____

Address _____

Phone # _____

Phone # _____

Contractor/PE/AIA:

**Contact Person: (to whom all correspondence
 will be directed)**

Name _____

Name _____

Address _____

Address _____

Phone # _____

Phone # _____

Proposed use of the site? (type of business) _____

Will Construction work be staged? _____ Anticipated Construc. time line START _____ FINISH _____

Anticipated increase in number of residents, shoppers, employees, etc.? (as applicable) _____

Current Use of site? (agriculture, commercial, undeveloped, etc.) _____

Current condition of site? (buildings, brush, etc.) _____

Other agency permits required for this site? (list type & appropriate agency) _____

List all chemicals used and/or to be stored on the site and how they will be disposed of? (provide MDS sheets if necessary) _____

Project Cost – Planning, Engineering, labor, etc. \$ _____

Applicant Signature: _____ **Date:** _____

OFFICIAL USE ONLY

II. TO BE COMPLETED BY THE VILLAGE:

**Plan Review-\$200.00
Architecture Review-\$0.**

Application Fee \$ 200.00

SEQRA Fee \$ _____

Date received _____ by _____

III. TO BE COMPLETED BY THE PLANNING BOARD:

The Planning Board met on the _____ day of _____, 20____ to consider this application.

The application is hereby:

Approved _____

Approved w/ modifications _____ (see below)

Disapproved _____

Modification and comments:

1. _____
2. _____
3. _____
4. _____

Chairman, Village Planning Board

NOTICE TO APPLICANTS FOR SITE PLAN REVIEW AND/OR ARCHITECTURAL REVIEW

1. Site Plan Approval Section 250-59.4 calls for 10 copies of plans & materials, please disregard the number of copies and

INSTEAD submit as follows:

Type of review	Application(s)	Other Materials
For Site Plan Review	1 ea	16 Copies
For Architectural Review	1 ea	16 Copies
For BOTH Site Plan Review and Architectural Review	1 ea	16 Copies

2. SIGN INFORMATION

When undergoing Site Plan Review or Architectural Review, the Planning Board needs the following information for all existing and proposed new/altered signs on the property. The Planning Board will review all signs on the property to determine conformity with Sign Code per Sign Code Section: 205-10.B. which states:

“After eight months of the effective date of this local law, any property undergoing site plan review or architectural review shall have all existing and proposed signs reviewed by the Planning Board during such review to determine if each and all signs on a property are in compliance with this chapter. Each and all signs found not to be in compliance shall be brought into compliance or removed within a time period specified by the Planning Board. Plans for bringing signs into compliance shall be approved by the Planning Board.”

The following information is required:

- A) A Plot/Site Plan to scale with dimensions (including property lines, sign setbacks and any projections into public right-of-way) showing all buildings & structures with their setbacks & perimeter dimensions, driveways and parking lots, all signs on the property, and distances between freestanding signs. (Use one Plot/Site plan for all the sign locations. Place numbers on the Plot/Site plan to represent signs and then use a separate sheet with a corresponding number for the each labeled sign photo/elevation drawings described in “a” below.)

For each Proposed New Sign & Existing Sign to be Altered also submit an “**APPLICATION FOR PERMIT TO ERECT A NEW SIGN OR ALTER AN EXISTING SIGN**”. Use one application for each sign and follow the application instructions.

For Existing Signs (no alterations) or (to be removed) also submit the following:

- a) Elevation drawings to scale or photos of EACH sign.
 - Label each drawing or photo as “Existing Sign (no alterations)” or “Existing Sign to be removed”.
 - Show front and side views with all dimensions, distances, lighting source
Drawings or photos of existing signs on buildings must show the building also.
 - Also put the following information with each sign drawing or photo

-The sign type: Pick one:

- Freestanding Low Rise height 0 – 5'
- Freestanding Medium Rise height >5'– 8'
- Freestanding High Rise height >8'– 16'
- Building mounted Wall Sign
- Building mounted Projecting Sign
- Building mounted Awning Sign
- Building mounted Canopy Sign

-Sign Area per Face (square feet)

-Flap area (square feet) only for Building mounted Awning Signs

-Number of Sign Faces

-Height to Top of Sign (feet)

-Largest Horizontal Dimension of sign structure (feet) only for Freestanding & Building mounted Projecting Signs.

-Letter Height (inches) only for Building mounted Awning Signs & Canopy Signs

-Distance From Any Other Freestanding Sign (feet) only for Freestanding signs.

-Any Projection in Public Right-of-Way (feet) if none write "No Projection in Public Right-of-Way".

-Distance from Carriage Way (Curb or edge of pavement) (feet)

-Ground Clearance in Public Right-of-Way (feet) only for signs that Project into Public Right-of-Way.

-Sign lighting: Write "NO LIGHTING or INTERNAL BACKLIT or EXTERNAL LIGHT".

-Distance of external light source to sign structure (feet).

b) Any other information the Building Inspector and / or Planning Board shall require, showing full compliance with this and all other laws and requirements of the Village of Scotia.

(Source: APPLICATIONS & HANDOUTS FOLDER "Site review & Arch review"

Attachment Updated 1/11

(1/11)

ARCHITECTURAL REVIEW CODE

§ 250-58.2. Architectural review. [Added 10-11-2000 by L.L. No. 8-2000]

A. Intent and purpose. The Board of Trustees of the Village of Scotia finds that inappropriate or poor quality of design in the exterior appearance of buildings adversely affects the desirability of the immediate and neighboring areas for business, residential or other use. This may further impair the benefits of occupancy of existing property, prevent the most appropriate development and produce degeneration of property thereby causing attendant deterioration of conditions affecting the public health, safety, comfort and general welfare. Further, the proper relationship between the taxable value of real property in such areas and the cost of municipal services may be destroyed. It is the purpose of this section to prevent these and other harmful effects and thus to promote the health, safety, comfort and general welfare of the community, to promote the public convenience and prosperity and to conserve the value of buildings.

B. Delegation to Planning Board. The Village Planning Board is hereby charged with the responsibilities of administering and carrying out the intent established by this section.

C. Architectural review districts. The following areas shall be subject to the architectural review law and the adopted design guidelines:

(1) Central Business District: The two Retail Commercial Districts, the General Business District and the Waterfront District that run along Route 5, as shown on the Zoning Map of the Village of Scotia.

D. Application procedures. It shall be the duty of the Building Inspector to refer to the Planning Board plans for any identified actions listed below and which require such reference in conformity with the purposes set forth above. The Planning Board shall review all applications for the following actions that lie within the districts set forth in this section:

- (1) Any action requiring site plan approval.
- (2) Any application for a sign or sign structure.
- (3) Any demolition of a structure under nonemergency conditions.

E. Actions of Planning Board.

(1) The Planning Board may approve, conditionally approve subject to specified modifications or disapprove any application referred to it by the Building Inspector, provided that such disapproval shall be by the majority vote of said Planning Board and provided that the Planning Board finds that the application would, if approved, be so detrimental to the desirability, property value or development of the surrounding area as to provoke one or more harmful effects set forth above.

(2) The Planning Board may impose appropriate conditions and safeguards in connection with its approval, including but not limited to building design, building materials and landscaping elements of the site.

(3) Applications which have been approved by action of the Planning Board shall be signed and dated by the Chairman of the Planning Board and filed with the Clerk of the village.

(4) The Planning Board must act on all complete applications within 62 days of their receipt, unless an extension has been mutually agreed to by the Planning Board and applicant.

See pg. 2

F. Effect of Planning Board action.

(1) The Building Inspector shall refuse any permit application disapproved by the Planning Board. The Building Inspector may approve any application conditionally approved by the Planning Board as soon as the conditions specified in such conditional approval have been fulfilled, either by taking remedial or corrective action as required by the conditional approval, if appropriate, or submitting revised plans, drawings and specifications to incorporate the conditions required. If the Planning Board shall have approved any application and such application is otherwise in conformance with all codes and ordinances of the Village of Scotia, then the Building Inspector shall forthwith issue the permit applied for. The Building Inspector shall likewise issue the permit as applied for in the case of any application referred to such Planning Board and on which said Planning Board has failed to act within 62 days of such referral to the Planning Board, unless an extension has been mutually agreed to by the Planning Board and applicant.

(2) A certificate of occupancy shall not be issued until a field inspection is made by the Building Inspector to ascertain that site improvements and construction have been made in compliance with the approval granted by the Planning Board pursuant to this section.

G. Standards to guide the Planning Board. The Planning Board shall be guided by the standards established in the Design Guidelines for the Village of Scotia adopted by the Village Board of Trustees and by the Village Master Plan.

H. Expiration. Unless otherwise specified or extended by the Planning Board, decisions on all applications granted after the effective date of this section shall expire if the applicant fails to obtain the necessary permit to conduct any project and begin actual construction or to comply with the conditions of said authorization within one year from the filing date of such decision. Unless otherwise specified or extended by the Planning Board, all approvals on applications granted prior to the effective date of this chapter shall expire if the applicant fails to obtain the necessary permit and begin actual construction or comply with the conditions of said authorization within one year from the effective date of this section.