



**TOWN OF SHELBY**

4062 Salt Works Rd., P.O. Box 348, Medina, NY 14103

Phone 585-798-3120

**SITE PLAN REVIEW BY THE TOWN PLANNING BOARD IS REQUIRED FOR ALL SPECIAL USE PERMIT APPLICATIONS FEE: \$50.00**

**DATE:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Property Owner's Name if Different.**

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

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**INFORMATION REGARDING THE SITE:**

**Tax ID#** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

**Nearest intersecting road:** \_\_\_\_\_

**Present Zoning District:** \_\_\_\_\_

**Relevant Section(s) of Zoning Ordinance:** \_\_\_\_\_

Description of Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**SITE MAP TO SCALE ON GRAPH PAPER MUST BE ATTACHED TO THIS REQUEST AND INCLUDE:**

1. Title of drawing including applicant's name
2. North arrow, scale and date
3. Boundaries of the property plotted to scale
4. Existing Buildings with dimensions and square footage
5. Proposed building and additions with dimensions and square footage noted.
6. Existing watercourse and bodies of water
7. Location of any slopes of 5% or greater
8. Proposed grading and drainage
9. Location, proposed use and height of all buildings and site improvements including culverts, drains, retaining walls and fences
10. Location, design and construction materials of all parking and truck loading, showing points of entry and exit from the site.
11. Location of outdoor storage, if any.
12. Description of the method of sewage disposal and location of the facilities
13. Identification of water source; if well, locate
14. Location, size and design and construction materials of all proposed signs.
15. Location and proposed development if all buffer areas, including existing vegetation cover
16. Location and design of outdoor lighting facilities.
17. General landscaping plan

**THIS APPLICATION MUST BE SUBMITTED TO THE TOWN CODE ENFORCEMENT OFFICER IN PERSON WITH \$50.00 FEE.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_