



TOWN OF SMITHTOWN
BOARD OF SITE PLAN REVIEW
APPLICATION CHECKLIST

BSPR

Office Use Only:

Applicant:
Location:
Zoning District:
SCTM #800- Property Size s.f. acres

Project Description:

REQUIRED ITEMS - INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!

Site Plan Fee (Check made payable to Town of Smithtown)
Acres x \$700 = \$
New = \$700/acre + \$0.50 per S.F. of gross floor area
Revised = \$700/acre to be modified + \$0.50 per S.F. of gross floor area + sf x \$0.50 = \$
Non-Profit Org. = \$250 + \$0.50 per S.F of gross floor area
Telecommunication application = \$3,000
Total = \$

\*Structure built prior to receiving Site Plan Approval = 50% additional fee to above

- Erosion and sediment control fee (Separate check payable to Town of Smithtown) \$250
Additional fees to be specified by Engineering Department during review of application.
Four (4) copies of the Site Plan Application, completed and notarized
Samples of all Exterior Building materials (brick, block, shingle, glass, etc.)
Plans - 13 copies of the following: (collated, stapled, and folded into a 9" x 12" format)
1) Site plan, 2) Landscaping plan, 3) Floor plans, 4) Site detail drawings (drainage, paving, plantings, wall and pole lighting, curbs, retaining walls, dumpster enclosures etc.), 5) Building elevation drawings: front, rear and side views.
Submit plans that are applicable to project. \*Number of pages should be kept to a minimum.
Do not use cover sheets!
Color rendering / elevations required for all new construction, additions and facade renovations.
Submit photographs if no changes.
Electronic Copy of Plans (optional) can be submitted via CD, flash drive, email, etc.

Environmental Assessment Fee (Separate check payable to Town of Smithtown)
Questions about this section contact D.E.W. at (631) 360-7514
Modifications < 1,000 sq. ft. to existing facilities = \$1,400
Applications involving up to less than 1 acre = \$1,400
Applications involving 1 to less than 2 acres = \$1,850
Applications involving 2 to less than 5 acres = \$2,300
Applications involving 5 to less than 10 acres = \$3,500
Applications involving 10 to less than 25 acres = \$5,000
Applications involving more than 25 acres = \$8,200
Five (5) Environmental Assessment Forms (EAF- Long Form), completed and notarized with copies of approved Board of Zoning Appeals variances and/or special exceptions.
Five (5) Tree Preservation and Land Clearing plans.

ALL OF THE ABOVE ITEMS AND ANY REVISIONS ARE TO BE SUBMITTED TO THE PLANNING DEPT.

Related Planning Matters:

Did this application require approval from the Board of Zoning Appeals? YES NO
Is the subject property within the Town's Local Waterfront Revitalization Program? YES NO

ADDITIONAL REVIEW AGENCIES

- Village of the Branch
Village of Head of the Harbor
Village of Lake Grove
Village of Nissequoque
Smithtown Historical Advisory Board
Town of Brookhaven
Town of Huntington
Town of Islip
NYS Dept. of Transportation
NYS DEC
NYS Parks Commission
Suffolk Co. Planning Commission
Suffolk Co. Dept. of Public Works

FOR FURTHER INFORMATION:
TOWN OF SMITHTOWN
PLANNING DEPARTMENT
99 W. MAIN ST.
SMITHTOWN, NY 11787

PHONE: (631) 360-7540
FAX: (631) 360-7546
EMAIL: smithtownplanning@smithtownny.gov



Has this proposal been the subject of previous applications:

	Case Number	Decision Date
Town Board	_____	_____
Planning Board	_____	_____
Board of Zoning Appeals	_____	_____
Board of Site Plan Review	_____	_____
Other (specify)	_____	_____

**NO ACTION MAY BE TAKEN BY APPLICANT UNTIL APPROVAL OF SITE PLAN BY THE BOARD OF SITE PLAN REVIEW**

**OWNER'S ENDORSEMENT**

**COUNTY OF SUFFOLK }  
 } SS:  
 STATE OF NEW YORK }**

\_\_\_\_\_ being duly sworn, deposes and says that he resides  
 (Owner's Name)  
 at \_\_\_\_\_ in the County of \_\_\_\_\_  
 and State of \_\_\_\_\_ and that he is (the owner in fee) \_\_\_\_\_ of  
 (Official Title)  
 the Corporation which is the owner in fee of the premises described in the foregoing application and that he has  
 authorized \_\_\_\_\_ to make the foregoing application as described herein.

(Corporate Seal)

Sworn before me this  
 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
 Owner's Signature

\_\_\_\_\_  
**Notary Public**

**APPLICANT'S AFFIDAVIT }  
 } SS:  
 STATE OF NEW YORK }**

\_\_\_\_\_ being duly sworn, deposes and says that he/she  
 resides at \_\_\_\_\_  
 in the State of New York, and that he is the owner of the above property, or that he is the  
 \_\_\_\_\_ of the \_\_\_\_\_  
 (Title) (Specify whether Partnership or Corporation)

which is hereby making application; that the foregoing answers are true, that the owner of his heirs, successors or assigns will, at their own expense, install the required site improvements in accordance with §322-87 of the Code of the Town of Smithtown for the area stated herein; that there are no existing structures or improvements on the land which are not shown on the Site Plan; that title to the entire parcel, including all rights-of-way, have been clearly established and are shown on said Plan; that no part of the Plan infringes upon any duly filed plat which has not been abandoned both as to lots and as to roads; that he has examined all rules and regulations adopted by the Board of Site Plan Review for the filing of Site Plans and will comply with same; that the plans submitted, as approved, will not be altered or changed in any manner without the approval of the Board of Site Plan Review; and that the actual physical improvements will be installed in strict accordance with the plans submitted.

(Corporate Seal)

Sworn to before me this  
 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signed \_\_\_\_\_  
 (Owner)

Signed \_\_\_\_\_  
 (Partner or Corporate Officer & Title)

\_\_\_\_\_  
**Notary Public**