

A site plan map is required with each application. The site plan can be the most useful tool in locating a suitable building site and in communicating what you plan to do on your land. The more information shown on the site plan, the easier it is to review your proposal. A good site plan shows existing features and the locations of the proposed development. It should show at a minimum:

- scale of the map, arrow showing north direction, date and name of preparer;
- property boundary and, if a subdivision, lot lines with acreage of each lot;
- all bodies of water, wetlands (the boundaries will be determined by staff if necessary), permanent or intermittent streams, and mean high water mark for large waterbodies;
- all existing structures (locations, sizes and uses) and existing roads and driveways;
- the location of the proposed single family dwelling or at least one proposed building location on each vacant lot with well, and on-site sewage disposal system locations (plan must show all components of each proposed on-site sewage disposal system and a 100% replacement area);
- the proposed limits of vegetative clearing (comply with minimum shoreline cutting restrictions) and proposed tree planting;
- all other proposed structures with locations, sizes and uses (e.g., garages, woodsheds, docks, decks, boathouses, etc.);
- proposed driveway and, if needed, culverts.

MAP MAKING TIPS

1. Use an existing survey map as a base map for your site plan if one is available. If a survey map of the site is not available, it may be acceptable to use a tax map if the tax map is of a large enough scale to clearly show the proposed development locations (usually 1" = 400' is too small but a scale of 1" = 200' may be acceptable if the lot is 2 or more acres in size). Another option is drawing the map yourself based on a tax map or deed plots to a scale large enough to clearly show the proposed development. See sample site plan on the back of this page.
2. Make the map as large as possible. Recommended scales are 1" = 20', 1" = 50' or 1" = 100'. If the project site is so large that a site plan at these scales would be larger than 2 ft. by 3 ft., provide two maps; one map showing the entire project site at a smaller scale (e.g., 1" = 400') and the other showing the area(s) where the building sites are proposed using one of the recommended scales of 1" = 20', 1" = 50' or 1" = 100'. It is very important that all the items on the site plan are drawn to scale. Scale shows distance and establishes a relationship between the actual site and the map. For example, using a scale 1" = 100' (one inch on paper equals 100 feet on the actual ground) - a structure located 200 ft. from a pond, would be shown on the map as being 2 inches from the pond. Scale allows you to show the Project Review Officer (PRO) and the builder accurately where structures, roads, on-site sewage disposal system, etc., will be located. It also helps you determine whether or not there is enough room in the available development space for everything you propose.

A survey prepared by a licensed surveyor may be required if site conditions warrant. This is decided on a case-by-case basis by review staff and depends on the presence and location of features which make development more difficult such as wetlands, bedrock, shallow soils, streams, etc.
3. Refer to "Design Guidelines for Minor Projects" flyer when preparing your map. It will assist you in determining the best locations for development.

Contact Agency staff at any time with questions regarding locating good development sites and creating a site plan map at:

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