

Site Plan Review - Overview

Potsdam Local Government Conference

October 13, 2026

**Prepared and Presented by the
St. Lawrence County Planning Office**



St. Lawrence County, by the Numbers:

- **28 municipalities in St. Lawrence County have zoning**
- **4 municipalities do NOT have zoning, but DO have Site Plan Review and Subdivision regulations**
- **5 have only Site Plan Review regulations**
- **1 has only Subdivision regulations**
- **5 have no zoning, Site Plan or Subdivision regulations**



What is a Site Plan?

“A drawing, prepared in accordance with local specifications, that shows the arrangement, layout and design of the proposed use of a single parcel of land.”



What is Site Plan Review?

- **Review by a local board of specified elements related to the development of a single parcel of land.**
- **Local boards are authorized by the municipality to adopt and implement site plan regulations; not required by NYS law.**



Why is Site Plan Review Important?

- **Ensures that the development of individual parcels is compatible with adjacent land uses.**
- **Gives a municipality the opportunity to ensure that development is consistent with the goals of its comprehensive plan.**



Who Does Site Plan Review?

The local municipal governing board may delegate authority, in whole or in part, to the Planning Board or retain authority themselves.



Site Plan Review...

- **General City Law § 27-a**
- **Town Law § 274-a**
- **Village Law § 7-725-a**



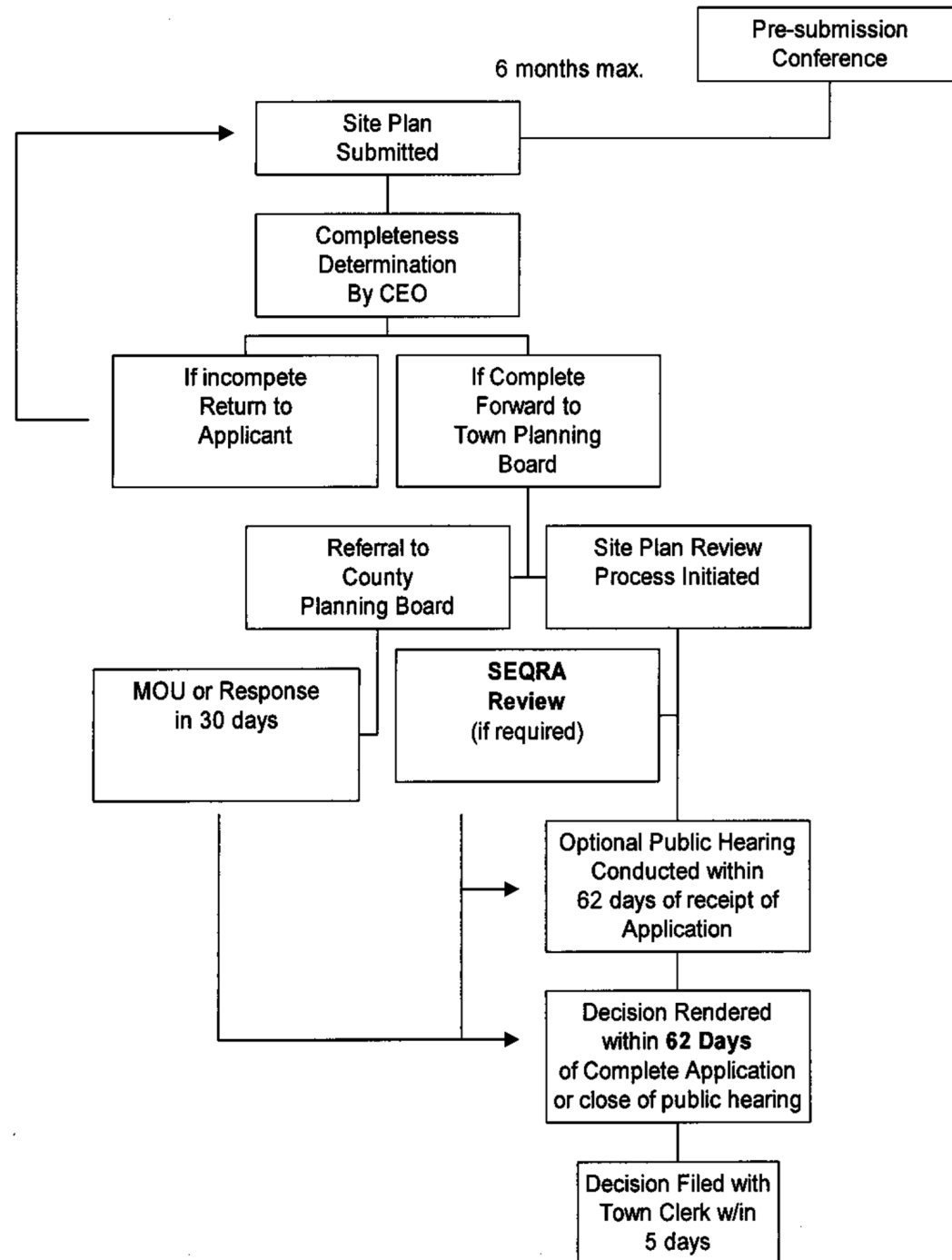
Site Plan Review...

GML Section 239-m indicates Site Plans must be referred for County review if the site is within 500 feet of:

- **Municipal boundaries**
- **County or State park boundaries**
- **County or State road rights-of-way**
- **Rights-of-way of County or State waterways**
- **Boundaries of County-or State-owned land with public buildings**
- **Boundaries of farm(s) within an agricultural district**



Site Plan Review Flowchart



Site Plans...

- **Do not require zoning**
- **Show proposed development of a single piece of property**
- **Include the name of the property owner, and of the applicant**
- **Identify property boundaries and tax ID number**
- **Tax ID numbers of adjacent parcels**
- **Location and dimensions of proposed development**
- **Scale and north arrow**



Site Plans...

- **Location/dimension of existing structures, utilities and infrastructure**
- **Contours of the property and surrounding area**
- **Natural features such as water courses and wetlands**
- **Proposed grading**
- **Drainage and stormwater management**
- **Wastewater management**
- **Parking, access, and traffic flow**



Site Plans...

Should also include:

- **Lighting**
- **Signage**
- **Screening, landscaping, and other features intended to protect adjacent land uses**
- **Architectural features**
- **Other features, such as emergency access, snow storage, scenic vistas, recreational trails**



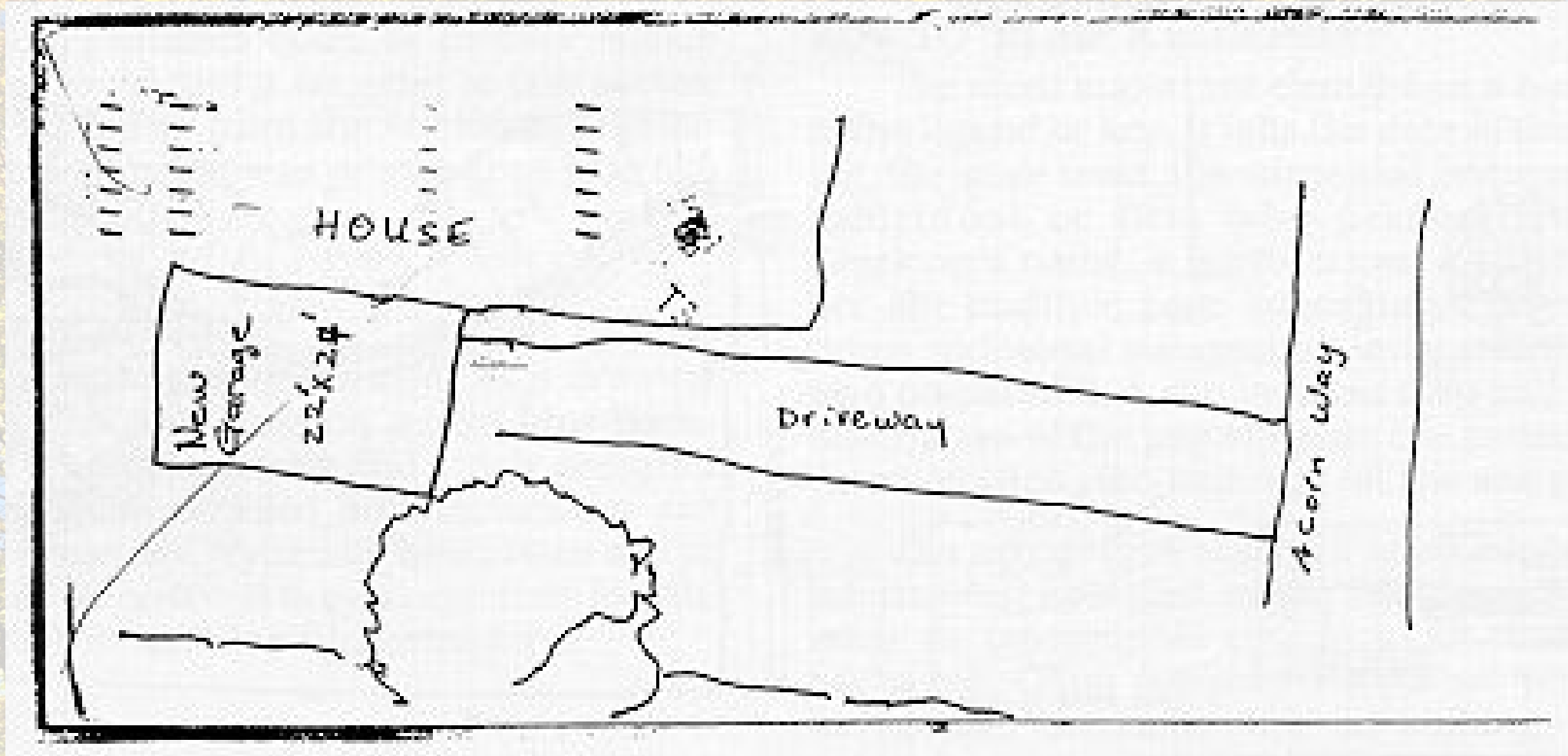
Site Plan Review...

- **Board deliberates the merits of the project based on local zoning and comprehensive plan**
- **Considerations include all elements discussed and adjacent land uses, existing utilities, bulk and height of structures**
- **Public hearing may be held, but is not required**

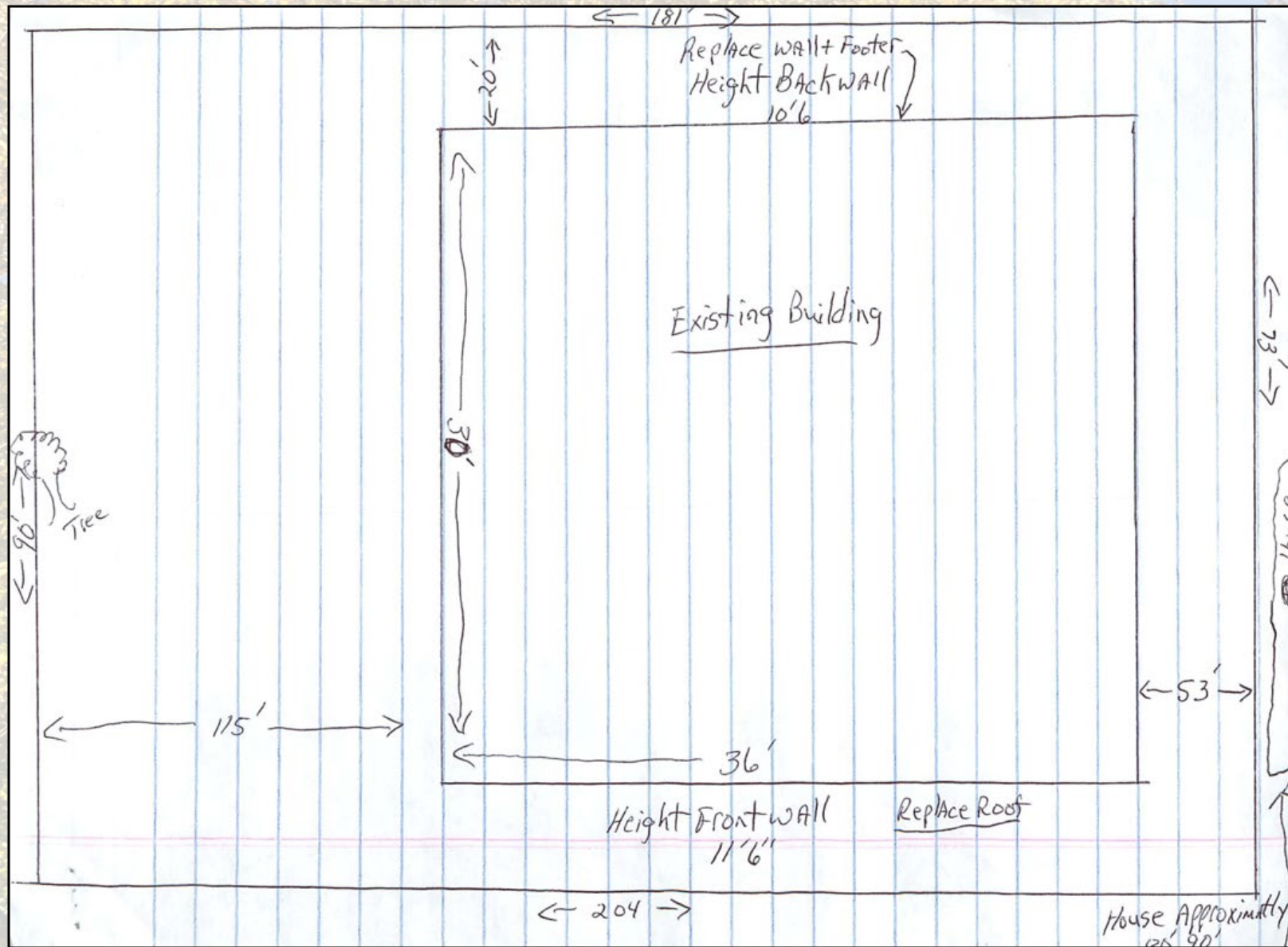


Typical Site Plan

Back-of-the-envelope plans are common:

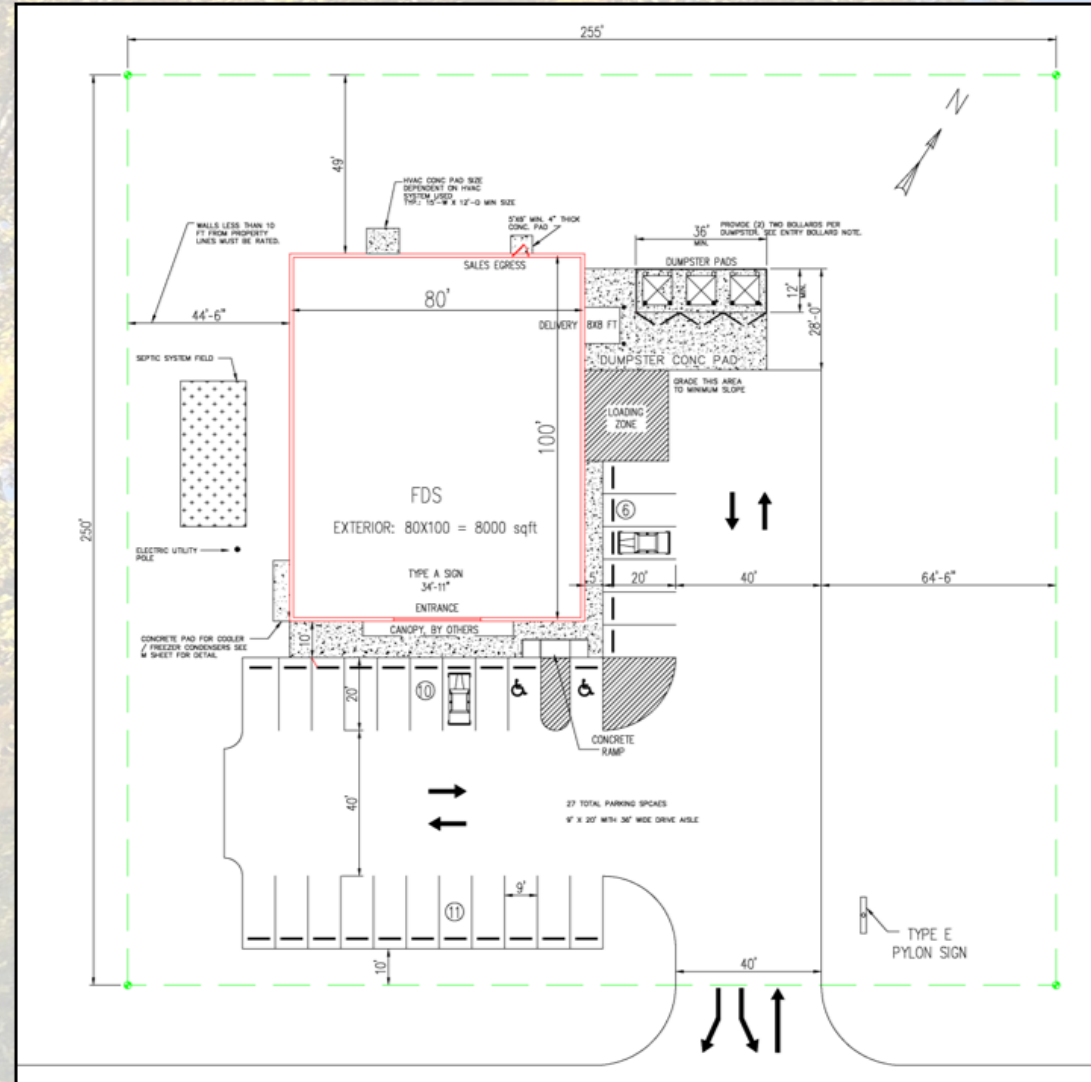
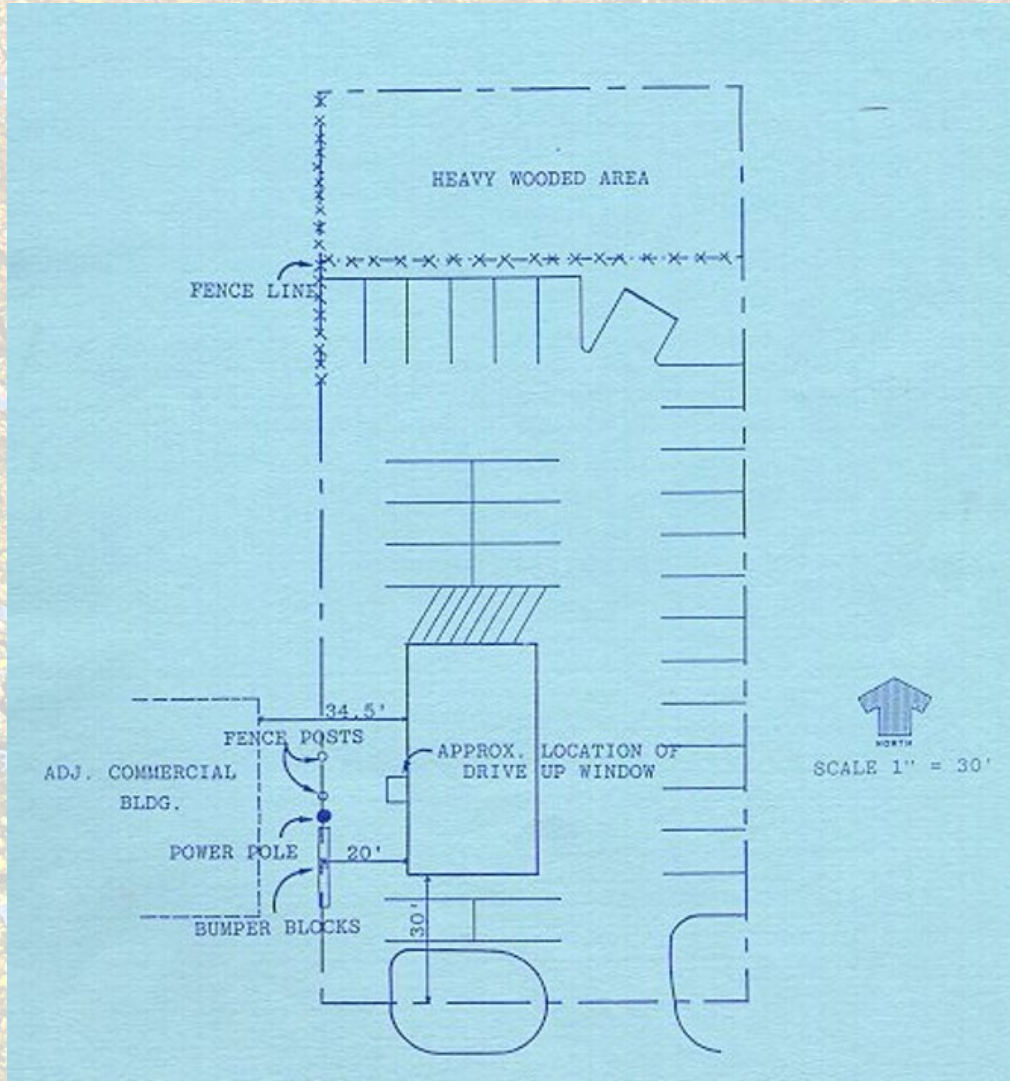


Typical Site Plan



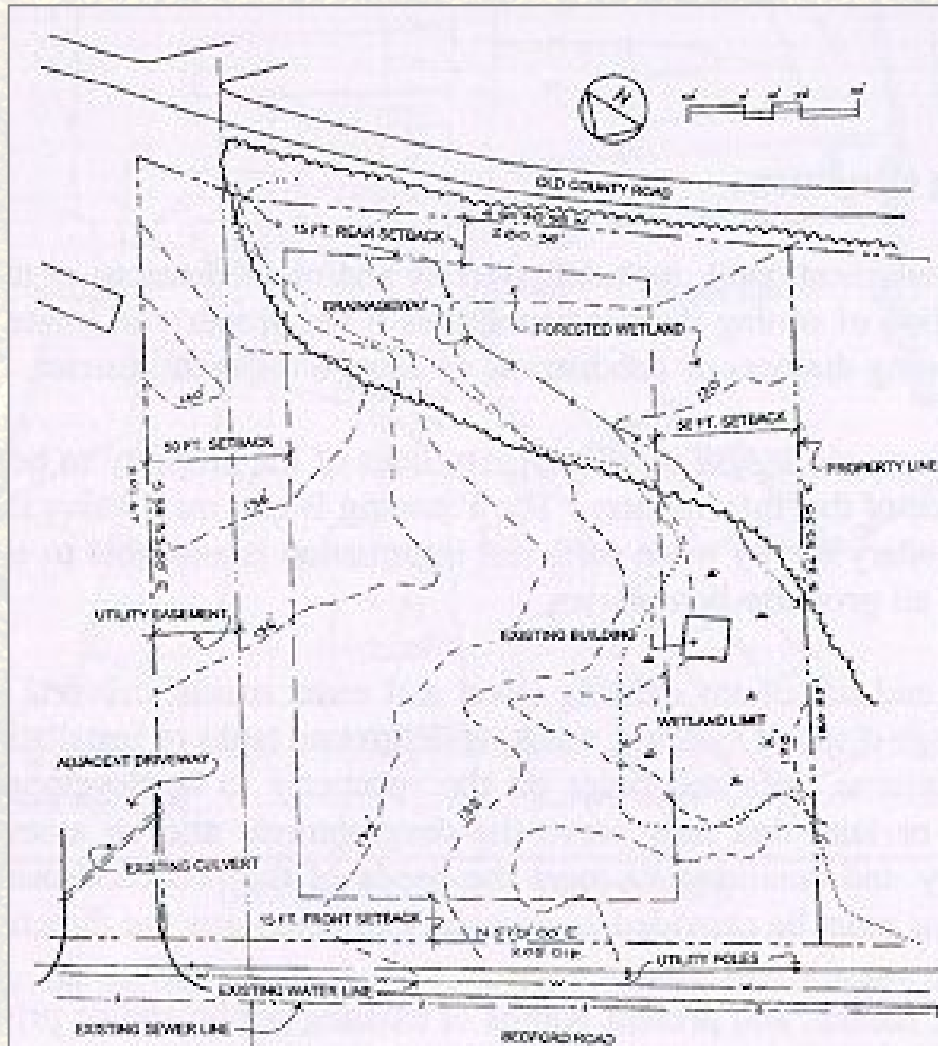
Typical Site Plan

Need not be professionally done to be more informative:



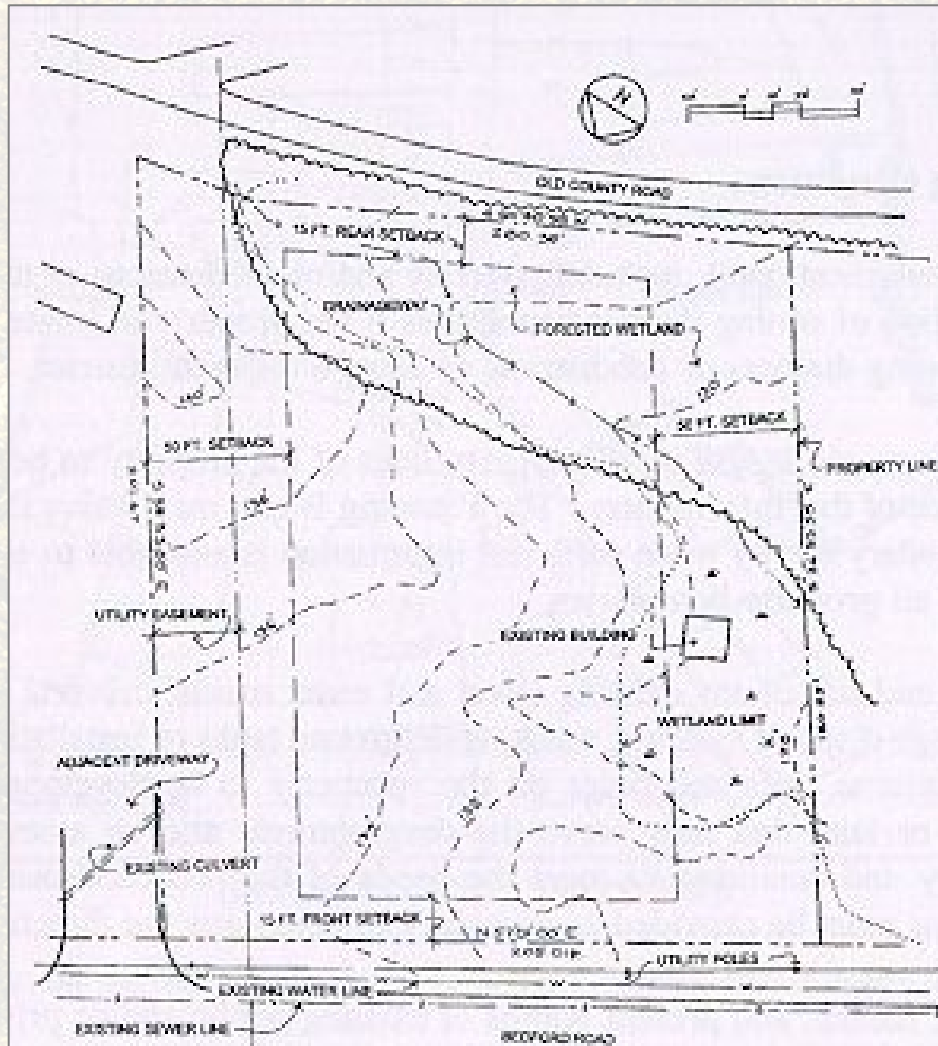
Typical Site Plan

Existing Conditions

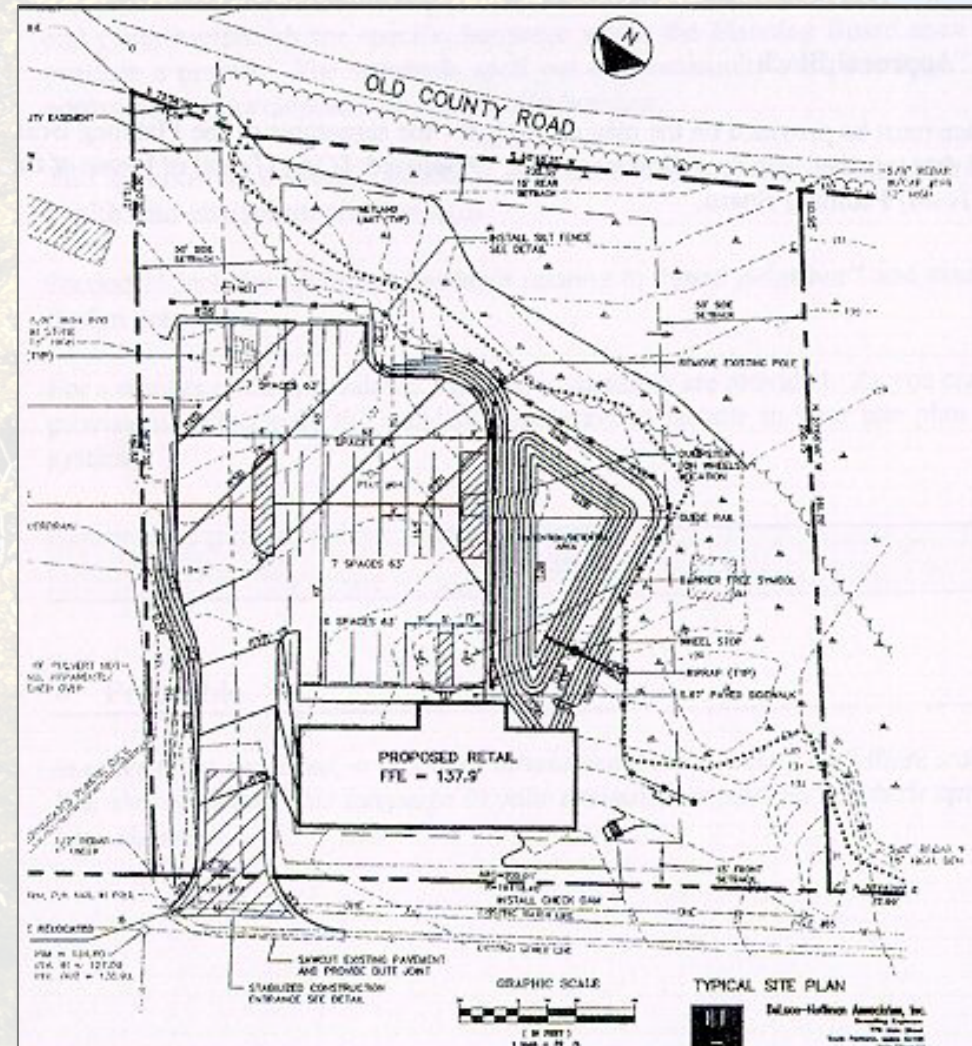


Typical Site Plan

Existing Conditions



Proposed Development



From the Field

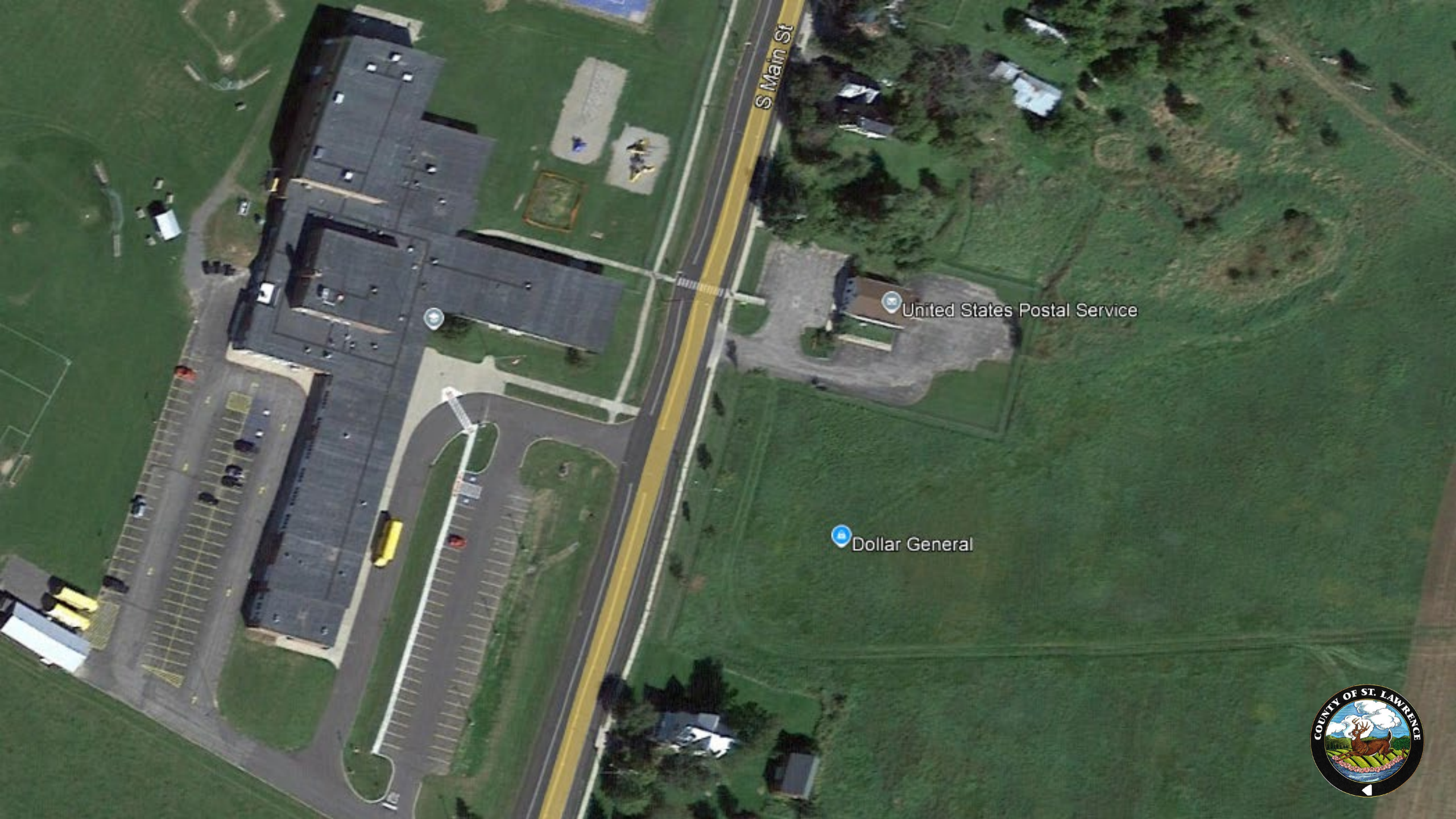
- **Features, situations, considerations, and problems you have encountered**
- **How were these issues addressed or resolved?**



Local Case Study – Dollar General

- **Village of Hammond**
- **9,100 square foot retail store**
- **South Main Street across from Hammond Central School**
- **Sidewalk connecting the front of the store and the sidewalk is shown on the site plan**
- **No zoning**





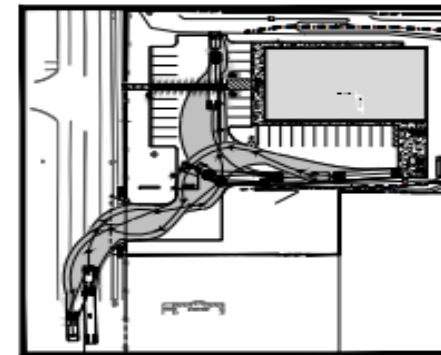
LAND USE / ZONING
INFORMATION & NOTES

1. **APPLICANT**
PINCUS PROPERTIES, LLC
1000 E. MONROE STREET
CHARLOTTE, NC 28202
2. **OWNER**
DAVE MOORE HOMES, LLC
SOUTH MAIN STREET
HAMMOND, NY
3. **PARCELS**
88C 1000S + 84A 11 + PINCUS 54.71
SOUTH MAIN STREET
VILLAGE OF HAMMOND
ST. LAWRENCE COUNTY, NEW YORK

BULK REQUIREMENTS		
	REQUIREMENT	PROPOSED
MINIMUM LOT SIZE	1 ACRE	2.66 ACRES
MINIMUM ROAD FRONTAGE	200'	232'
	PER SECTION 154.1.1. OF THE HAWAIIAN ZONE PLAN AND SUBORDINATE REGULATION "LOCAL ZONES" THAT HAVE ACCESS TO PUBLIC HIGHWAY SHALL HAVE A MINIMUM ROAD FRONTAGE OF 200.	
PARKING	1 SPACE PER 200 SF OF GROSS FLOOR AREA ADDED BY 2.00 SF + 1.00 SF SPACES REQUIRED	31 SPACES(40)

THE UNIVERSITY OF CHICAGO

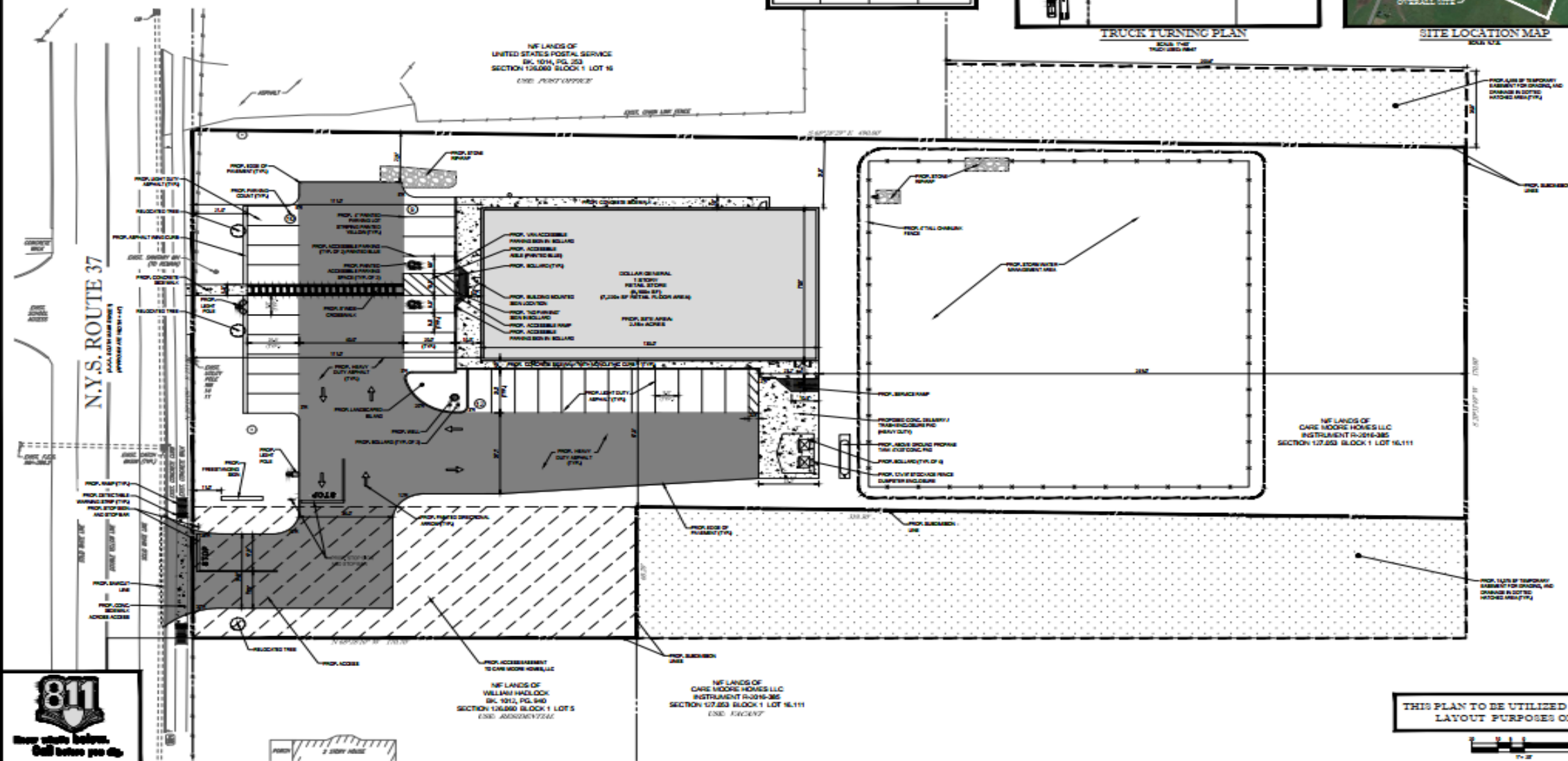
PROPOSED SIGN TABLE			
SIGN	QUANTITY	DATE	HEIGHT
PROPOSED SIGNAGE	1	SIDE OF	21 FT
EXISTING SIGNAGE	1	SIDE OF	N/A



TRUCK TURNING PLAN



SITE LOCATION MAP



REVISIONS		
REV	DATE	COMMENT
1	10/1/17	REVISED LAY- OUT
2	10/1/17	REVISED LAY- OUT
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

PRELIMINARY

PROJECT No.	100
DRAWN BY	W.M.
CHECKED BY	
DATE	10/10/10
SCALE	AS SHOWN
CALCULATED BY	W.M.

**PROJECT SITE
DEVELOPMENT
PLANS
FOR
PRIMAX
PROPERTIES
LLC**

LOCATION OF SITE
SOUTH MAIN STREET
(U.S. ROUTE 37)
VILLAGE OF HAMMOND
ST. LAWRENCE COUNTY
STATE OF NEW YORK



W.D. GOEBE
PROFESSIONAL ENGINEER
101 W. 10th St., Suite 100, St. Paul, MN 55102
Tel: 612/222-1111
Fax: 612/222-1111
E-mail: wdg@wdgoebe.com
Web: www.wdgoebe.com

SITE PLAN

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OF 12

Staff Analysis

Surrounding Land Uses: residential uses to the south, Hammond Central School to west, Post Office to north

Off-Site Impacts: concerns about vehicle lights shining into an adjacent residence

On-Site Circulation: no need for an on-site stop sign

Lighting: the applicant should provide a lighting diagram

Other: (31) van accessible parking spaces, free standing sign, propane storage tank, fenced stormwater management area, municipal sewer, well water



Staff Recommendation

APPROVAL WITH CONDITIONS:

- **Construct a privacy fence to prevent light spillage and noise from impacting adjacent residence**
- **Submit a detailed lighting plan to show light spillage**
- **Complete an Agricultural Data Statement**
- **The Planning Board should consider the necessity for the interior stop sign**
- **The Planning Board should consider adding a water trough and hitching post for Amish clientele**



CPB Decision

DECISION:

- **Approval with conditions and non-binding recommendations**
- **First 3 conditions the same, last two changed to recommendations**

ADDITIONAL RECOMMENDATIONS ADDED:

- **Consider creating a paper street to show dedicated access to the parcel behind the site**
- **If a drainage swale exists, it should be redirected with no negative impacts on surrounding properties**

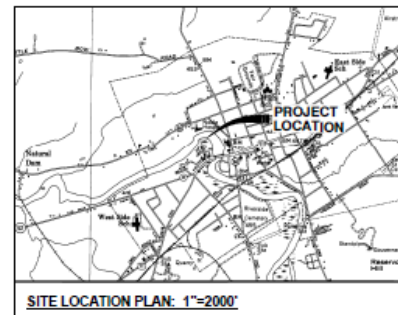
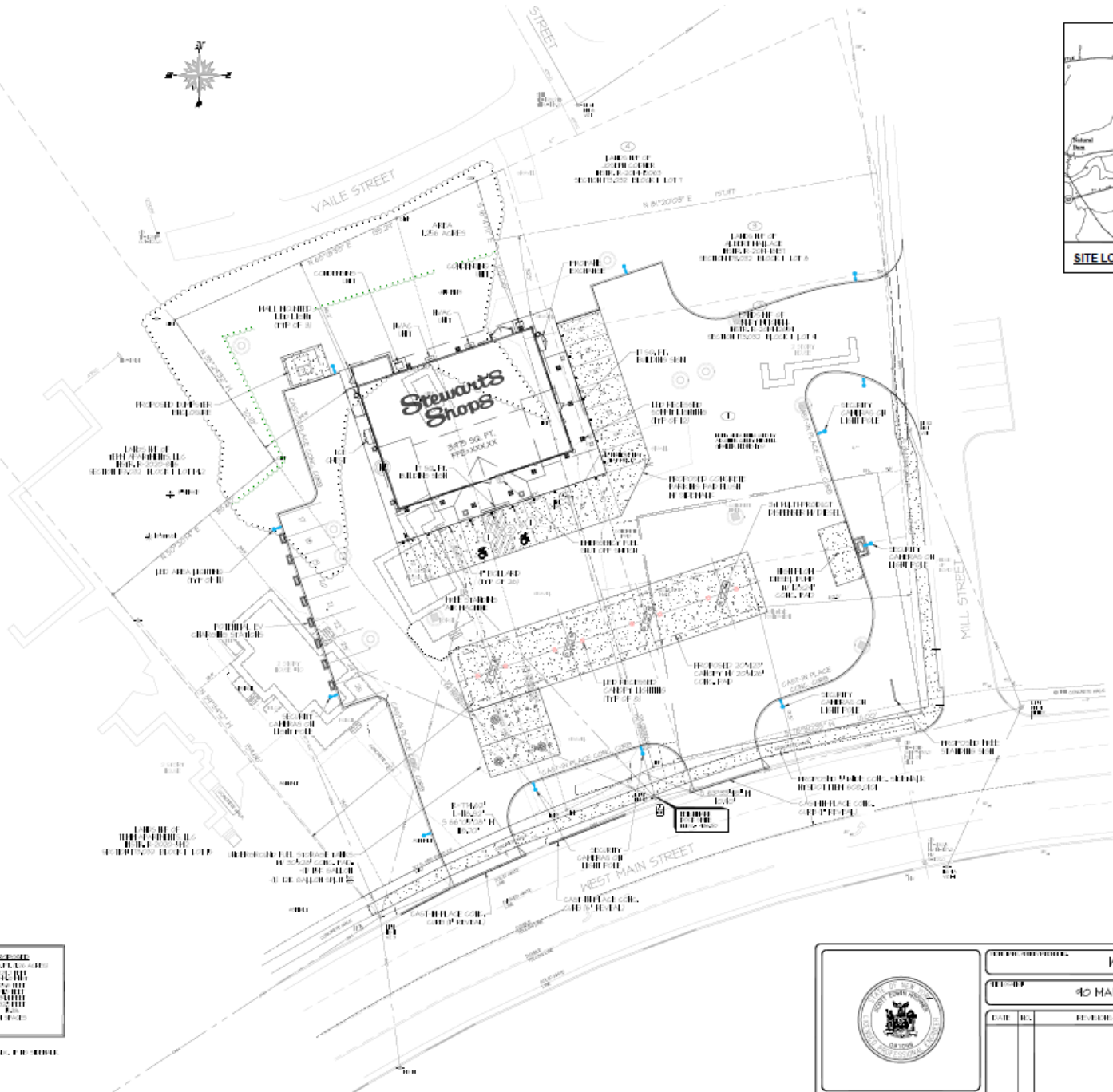




Local Case Study – Stewart's Shop

- **Stewart's Shop in the Village of Gouverneur**
- **Village has a site plan checklist with 22 considerations**
- **Applicant included every provision relevant to the project**
- **The applicant also provided other site plans to the board depicting lighting, grading, demolition, existing conditions, etc.**



[illegible]

ALL SELLS ARE TO COLLECTOR HILLIER, SELLER SHALL BE RESPONSIBLE.

3) Signs shall be painted to say "VALENTINE'S DAY" in the locations indicated on the plans.

RESERVED PARKING
Public Car Share
800-672-9272

RT-5A D¹₂
8-0-100000
RIGHT TAIL SEE
PLAN FOR LOCATION



NO PARKING SIGN
RT-112-40'
6'-0" MOUNTING
HEIGHT FOR SEE
PLATE FOR LOCATION

[illegible]

1. **REPAIRS** SHALL BE REQUIRED TO THE SATISFACTION OF THE OWNER. THE OWNER SHALL BE RESPONSIBLE FOR THE COST OF THE REPAIRS. THE REPAIRS SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME. THE REPAIRS SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.



RECEIVED BY MAILING SERVICE ON 08/09/06

WEST GOUVERNEUR - 237

90 MAIN STREET - GOVERNOR, NY 13642



GRADE	11
SCAFF	18 = 20
DATE	4-8-22

5-2

PROPOSED SITE PLAN

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St. Lawrence County Planning Office

Telephone: 315-379-2292

Email: Planning@stlawco.gov

