



COUNTY OF NASSAU
DEPARTMENT OF PUBLIC WORKS
1194 PROSPECT AVENUE
WESTBURY, NEW YORK 11590-2723

Submission Checklist for review under GML 239F.

To be used for all commercial, Educational, religious institution and Municipal projects. To be used on all Residential projects on property larger than 1 acre or where the disturbed area is greater than 25% of the overall site.

The below checklist should be used to create a site plan which contains all the information and details required by Nassau County. A check should be made next to each individual item on the below list, once complete this form must be signed and sealed by a licensed professional. Should you be unable to check any one of the below requirements, please contact the permits counter at 516-571-6840 prior to submission to discuss. Applications will not be accepted unless a check can be provided next to each item or a meeting has been held to discuss why you are unable to provide the required item. Any item or detail that is not applicable to the application please indicate so.

Site plans are to be formatted in the following manner and bound into 5 individual sets. Each individual set must be folded. Rolled drawing will not be accepted. Plans are to be Drawn on 24 "x 36" sheets and to be shown in an appropriate scale for the scope of the project.

Page 1 Title Page: *A clear space of approximately 8"x8" should be provided in the top right corner dedicated for departmental use*

- Project title Including property type and use
- Address
- SBL
- General notes/Nassau County general notes (attached)
- Key map
- Legend
- Drawing list
- Owner/operator contact info
- Eng. Arch. Firm contact info
- Indicate if site borders New York State, provide documentation of NYS review

Page 2: Existing site plan:

- Title, Page number, Scale (architect or Engineers), North Arrow, Legend
- Survey - Showing meets and bounds w/ distance to nearest intersection, including the entire County and town Right of way, property line to property line on which the property has frontage
- Structures – all buildings, Kiosks/booths, garages, sheds, Decks/patios, pools
(Gas Stations- Pump Islands, Tanks, Tank pads, Canopies, Vents)
(Restaurants/fast food, Order line isles, Menu boards, Order station, Pick up location, Post pick up queue.
- Hardscape- Existing Driveways, Curbs, Curb aprons, Curb returns, sidewalks, walkways, handicap Ramps, mow strips
- Utilities- Water, Gas and Sewer connections and infrastructure, On site Sanitary systems, Oil or gas tanks if not enclosed in a structure, Utility poles, Fire hydrants
- Traffic/ROW- Signals, Control box, Signal Conduit, Detection, Ped. buttons and signals, Signs, Bus stops, Label County/Town/Village/city roads, Pavement markings including Lane lines, Arrows, Crosswalks, Hatching (pavement marking and traffic signal as built drawings available)

Parking, Show stalls, lane lines, arrows stop bars, crosswalks, handicap spots

Page 3: Proposed Site Plan:

- Proposed changes to the above shown in Bold over existing (gray).
- Show Parking:
 - Must be 3' between property line and curb to perpendicular or angular parking to a Nassau County Road
 - Must be 1' between property line and curb for parallel parking to a Nassau County Road
 - When parking is along property line a permanent physical barrier must be installed no part of car can encroach into ROW/Sidewalk including bumpers and doors,
 - If more than two curb cut-cuts exist (typically corner property), 20' shall be provide from the property line to the edge of the parking space(s) so that a vehicle may not back out into the roadway to access another curb-cut
- Traffic control box covers must be replaced with HD when used in driveway ramps
- Show proposed driveways, Curb Cuts / Curb Returns: Indicate if any existing are to be closed
 - Driveway distance to PL (new Const 5'. Existing const 3')
 - Driveway Apron Distance to UP, Signs, Hydrants, etc' -3' not to include the splay
 - Driveway Curb Return Distance to UP, Signs, Hydrants etc. – 3' from beginning of radius not to include the radius (handicap ramps may need to be added)
 - Commercial for Two-Way Traffic: 30' – 40' excluding splays
 - Commercial for One-Way Traffic: 20' excluding splays

Note: If curb-returns are proposed (used for shopping centers, higher traffic volume locations) maintain above widths and provide a 20' corner radii requirement and for signalized intersection(s) 30' radii
- If corner property, handicap ramps must be made ADA compliant

Page 4: Grading and drainage: - overlaid on proposed site plan

- Show 1ft contour lines (sites exceeding_____sqft. Show 2 ft contour)
- Existing topo survey in gray
- existing drainage infrastructure in gray
- Proposed topo in Bold
- Top of Curb and Bottom Of curb elevations along Curb Line in ROW and on site.
- Spot elevations shown at property line both sides of Driveways and walks and center of driveways.
- Proposed drainage infrastructure in bold including, Wells, catch basins, inlets, infiltration chambers, connections, swales, Drainage reserve areas.
- Estimated existing storage volume calculations
- Proposed storage volume calculations
- Identify the recipient of all overflow

Page 5: Sediment and erosion control plan – NYS standard

Page 6: Traffic Signal and pavement marking – if needed, overlaid on proposed site plan

Page 7: Parking/on site traffic – If needed, overlaid on proposed site plan

- Show parking requirements / provided
- Stalls Numbered
- Parking Traffic Flow
- Delivery traffic flow (include auto turn for larges vehicle anticipated)
- For restaurants/fast food, Drive through Isle, Menu and order boards, Pick up windows (include auto turn)
- Queue for 5 to 7 vehicles on the site before the order board
- AutoTurn may be required to show adequate ingress and egress of curb-cut(s), and site circulation
- Sight distance footage and if footage is AASHTO compliant may be required to be provided for ingress and egress

Page 8: Utility Plan- Overlaid on Proposed Site plan

- Show all utilities, Sewer, Gas, Water, Electric
- Show locations of Disconnect /Connect
- Show limits of restoration
- Show all existing and proposed Traffic Signal equipment
 - Indicate if any interconnect cable or Loop detectors are to be broken during construction or restoration

Page 9: Landscaping - Overlaid on proposed site plan

- Proposed landscaping
- List/key of species and common names showing mature height and width
- Commercial Signs and billboards
- Show Site distance exiting the property based on mature plantings
- Designate landscaping responsibility
- No plantings within the County ROW
- Show removal of any plantings or trees with on the County ROW if applicable

Page 8: Details: - If details are not able to be shown on plan pages provide separate sheet

- Nassau County standard details or, Curbs, Aprons, Sidewalks, Driveways, Pavement restoration
- Town Standard details with appropriate jurisdiction labeled and location to be used.
- On site standard details
- Drainage structure details
- Sanitary details

I hereby certify that the plans provided have been created using the above format and include each individual item and detail listed.

Signed _____
(Print Name)

(Signature)

^ STAMP/SEAL ^

Sworn to before me this _____ day of _____ 20_____

Notary Public