



**Existing Conditions:** The subject parcel (8-18-322.000) is a 0.54-acre lot that abuts the primary Arc of Jefferson – St. Lawrence parcel to the east and south. While 419 Glenn Avenue practically functions as part of the overall Arc campus, it is a distinct parcel under separate ownership. WGS Housing Arsenal Associates, LLC, which owns the Parkstead at Watertown City Center apartment complex which backs up to the opposite side of Glenn Avenue, owns the subject parcel.

Another vacant parcel abuts the subject parcel to the north, and there are several more vacant parcels directly across Glenn Avenue to the east, with the large apartment parcel behind those.

**Vehicular and Pedestrian Circulation:** There are two vehicular entrances from Glenn Avenue. The site is also accessible by vehicle from Gaffney Drive, as an internal drive aisle crosses the primary Arc parcel at 420 Gaffney drive and connects to the parking lot on the subject parcel.

**Parking:** There are 44 parking spaces on the subject parcel, none of which are ADA-accessible spaces. However, the Arc fulfills its ADA parking obligations under the Americans with Disabilities Act by providing sufficient ADA-accessible parking on the primary Arc parcel at 420 Gaffney Drive.

**Zoning:** The proposed use as an Amusement, Recreation or Entertainment (Outdoor) facility is an allowed use by Site Plan Approval in the Planned Campus District. The existing off-street parking lot is an allowed use by Department Review in the Planned Campus District.

The Planned Campus District carries a required minimum 10-foot rear-yard building setback for primary structures. While there is no setback requirement for accessory structures, since the proposed pavilion would be the first structure on the site, the primary structure setback must apply.

There is approximately 22.5 feet from the internal sidewalk abutting the existing parking lot and the property line at the widest point. This distance begins to narrow 24 feet south of the sidewalk confluence and continues to narrow as the line moves south. However, if the applicant places the pavilion at the corner of the two internal sidewalks (as the submitted drawing depicts is the applicant's intention), then it will meet the setback requirement.

**Engineering:** The City Engineering Department notes that there is an existing underground 6-inch ductile iron pipe leading to the primary Arc building. While it appears based on the drawings that the proposed pavilion will be several feet away from this line, the applicant shall still work with the City Water department to verify the location of this line in the field prior to the issuance of a Building Permit. This is necessary to accommodate any potential future repairs to this pipe.

**Lighting:** The applicant did not submit a photometric plan. However, there are existing light packs mounted on the wall of the primary Arc building on 420 Gaffney Drive that illuminate the grassed area where the applicant proposes to place the pavilion .

**Landscaping:** The applicant did not submit a landscaping plan. However, The Arc installed extensive landscaping as part a previous Site Plan for their entire campus that they received approval for in 2020.

While the parcel does not fully conform to the 8-foot landscaped strip requirement for the exterior of parking lots, the nonconforming sections are pre-existing, and it would be impractical to require widening the existing grassed strip along Glenn Avenue as a condition of Sketch Plan Approval.

**SEQR:** This project is considered a Type 2 Action under the State Environmental Quality Review Act (SEQRA) and requires no further environmental review.

**Permits:** The applicant must obtain the following permits and other documentation, minimally, prior to construction: Building Permit and a Zoning Compliance Certificate. The applicant has submitted a ZCC application concurrently with this application.

**Miscellaneous:** Since The Arc does not own the subject parcel, the property owner (WGS Housing Arsenal Associates, LLC) must supply written permission authorizing The Arc to apply for Site Plan Approval on the property owner's behalf. This can take the form of a simple signed letter.

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**Sketch Plan Approval (review and recommendation):** The City's newly adopted Zoning Ordinance contains a provision in Section 310-106: Site Plan Review Submission Procedures that enables the Planning Commission to grant Site Plan Approval based on a Sketch Plan, and without the full requirements of Site Plan Approval. Specifically Section 310-106 (B)(2) of the Zoning Ordinance states:

*"After staff review, upon referral to the Planning Commission, the Commission may determine that the information provided is sufficient to grant approval and may waive further Site Plan review and approve the Sketch Plan as agreed to by the applicant and the Planning and Community Development Department if the Commission determines that such approval is in the interest of the public health, safety, and welfare."*

Following Planning Staff's review of the proposed pavilion reconstruction, Staff recommends that the Planning Commission grant approval based on the Sketch Plan.

This recommendation represents the Planning and Community Development Department's agreement to the submitted Sketch Plan contingent on the Summary Items contained in this memorandum. It does not necessarily represent the final position of the Planning Commission, which must reach its own determination pursuant to the quoted Zoning clause above.

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**Summary:** The following should be included in the motion to recommend approval:

1. The applicant must locate the structure as proposed in the submitted drawing; specifically, such that the support beam at the structure's northeast corner is situated within six inches of both existing internal sidewalks, at the point at which the sidewalks converge, to ensure adherence to the 10-foot rear setback requirement of the Planned Campus District.
2. The applicant must verify the location of the existing underground 6-inch ductile iron pipe with the City Water Department prior to the issuance of a Building Permit to ensure that the proposed pavilion will not be built over the top of the water line.
3. The applicant must submit written authorization from the property owner (WGS Housing Arsenal Associates, LLC) authorizing The Arc to apply for Site Plan Approval on the property owner's behalf.
4. The applicant must obtain, minimally, the following permits prior to construction: Building Permit and a Zoning Compliance Certificate.

cc: City Council Members  
Meredith Griffin, Civil Engineer II  
Bret Robbins, Superintendent of Properties, The Arc of Jefferson – St. Lawrence, 420 Gaffney Dr  
Watertown, NY 13601



**Above:** A satellite view of the subject parcel as it relates to the adjacent parcel owned by The Arc of Jefferson – St. Lawrence.

## Site Photos



**Above:** A view of the proposed pavilion location, looking south, with The Arc's building on the right and the sidewalk confluence in the foreground.

**Below:** A reverse shot of the proposed pavilion location, looking north, with The Arc's building on the left.



September 15, 2023

Geoffrey Urda, Planner  
City of Watertown Planning and Community Development  
245 Washington Street #304  
Watertown, NY 13601

Re: Zoning Compliance Certificate Application Form and Site Plan Approval Application


Dear Geoff,

Please find enclosed our application form for zoning compliance certificate and site plan approval application, as requested. The application is proposing a new shade structure behind our 420 Gaffney Drive day habilitation center at the Arc Jefferson - St Lawrence. For context on the exact shade structure, we have this information; the proposed structure will be set on a concrete pad that is four inches thick and twelve inches at all post positions. The shade structure will have six by six post treated to carry the roof system, which is built with two by eight PT headers, two by four treaded rafters, one by six TG roof decking, and asphalt shingles. It will be fastened from six by six to the concrete pad with steel plates as per drawing provided.

As noted, the property on Glenn Avenue in which the shade structure will be placed, is leased by the Arc Jefferson - St. Lawrence from WGS Housing Associates.

If you should have a questions please don't hesitate to contact Bret Robbins, our Superintendent of Property, at (315) 778-1612.

Thank you,



Katherine O'Donald  
Executive Assistant  
[kaodonald@thearcjslc.org](mailto:kaodonald@thearcjslc.org)  
(315) 836-1230

Enc.

cc: Bret Robbins



City of Watertown Zoning Compliance Certificate
APPLICATION FORM

City of Watertown, Planning and Community Development Dept.
245 Washington Street, Room 305, Watertown, NY 13601
Phone: 315-785-7741 Email: planning@watertown-ny.gov

Application #:

Received:

Please Note: Staff will make every effort to process this application in a timely manner.
However, some applications may require significant site related and zoning ordinance research.
Please allow up to seven (7) business days for review and processing.

PROPERTY INFORMATION (for lookup assistance, visit: https://www.watertown-ny.gov/imo/search.aspx):

PROPERTY ADDRESS: 419 Glenn Ave
TAX PARCEL NUMBER: 8-18-322.000 ZONING DISTRICT: PDD#2

APPLICANT INFORMATION:

APPLICANT NAME: Jefferson Hostels Inc.
APPLICANT MAILING ADDRESS: 380 Gaffney Dr
Watertown New York 13601
PHONE NUMBER: 315-778-1612 E-MAIL: barobbins@thearcjslc.org

PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME: WGS Arsenal, LLC
PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): 300 Jordan Road
Troy New York 12180
PHONE NUMBER: 518-687-7300 E-MAIL: m.uccellini@ugoc.com

PROPOSED USE INFORMATION:

Please check the box that most accurately describes the proposal:

- New Building, Addition, Alteration, Parking Lot, New Use or Occupant, Other

Proposed Use (describe fully):
Building is a shade structure, used for the people we support to get out from the weather, sun, rain, snow, and a gathering to socialize.

**PROPOSED DIMENSIONS** (if built footprint will not change, list existing dimensions):

PARCEL FRONTAGE (FT.): 335 PARCEL AREA (SQ. FT.): 23k BUILDING DIMENSIONS: 12 FT. X 20 FT. = TOTAL (SQ. FT.) 240  
NUMBER OF STORIES: 1 BUILDING HEIGHT (FT.): 14 SETBACKS (FT.) - FRONT: 60 REAR: 10 LEFT: 25 RIGHT: 70

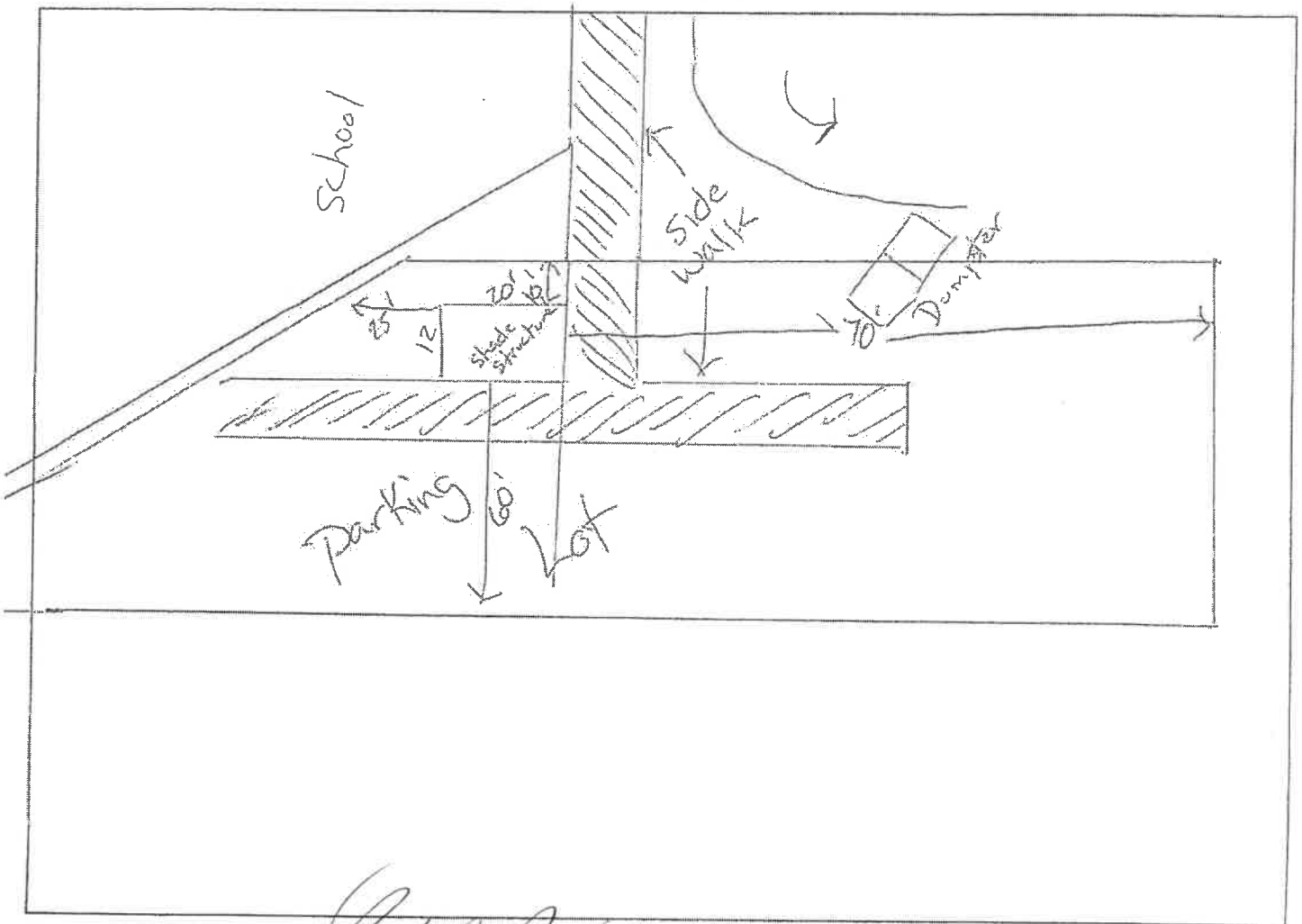
**PARKING:**

EXISTING NUMBER OF SPACES: \_\_\_\_\_ PROPOSED NUMBER OF SPACES: \_\_\_\_\_

Asphalt  Concrete  Gravel  Other \_\_\_\_\_

SQ. FT OF NEW IMPERVIOUS SURFACE 0 500 sq ft

Application must include a proposed site diagram (to scale) that includes measurements (in feet) for all building edges and all setbacks. Surveys and site plans are acceptable as well. Please attach them to this form or use the space below to provide a plan view (aerial view) sketch that includes all measurements and dimensions. Please see attached example for guidance.



Applicant Signature: [Signature] Date: 09/15/2023

Property Owner Signature (if different) [Signature] Date: 9/10/23

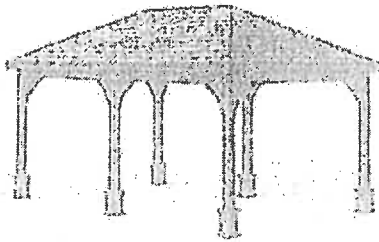


**CONSTRUCTION NOTES**

- ALL LUMBER TO BE PRESSURE TREATED SOUTHERN PINE #1 GRADE, OR AS NOTED
- ATTACH EACH ROOF BOARD TO EACH FRAMING MEMBER w/ (3) 8d NAILS
- ALL HARDWARE TO BE GALVANIZED, POWDER-COATED OR STAINLESS STEEL, OR AS NOTED
- ALL SCREWS #10, LENGTH PER DRAWING OR AS NOTED

**NOTES:**

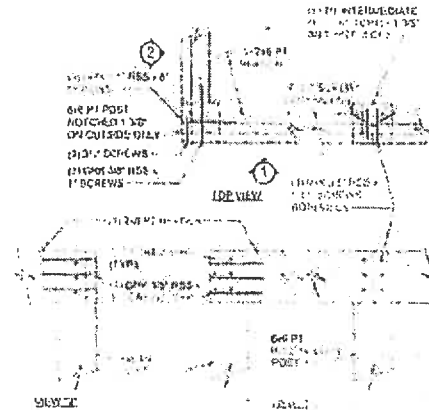
THERE HAS NOT BEEN ANY MECHANICAL, ELECTRICAL OR SITE ENGINEERING PERFORMED FOR THIS PROJECT IT SHALL BE THE RESPONSIBILITY OF OTHERS TO OBTAIN DESIGN DATA FROM A LICENSED ENGINEER FOR THESE SYSTEMS. ENGINEERING SHALL CONFORM WITH ALL APPLICABLE LOCAL AND/OR STATE BUILDING CODES AND REGULATIONS.



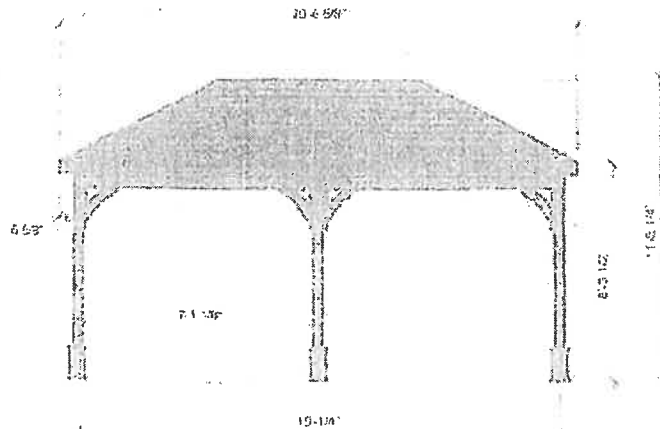
ALL LUMBER TO BE PRESSURE TREATED SOUTHERN PINE #1 GRADE, OR AS NOTED



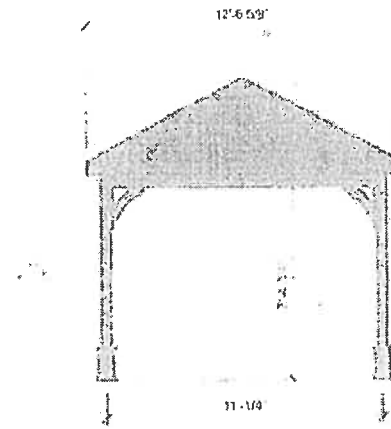
**RAFTER CONNECTION DETAIL**



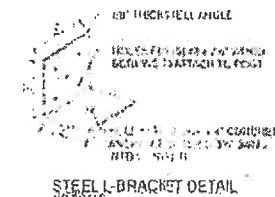
**HEADER TO POST CONNECTION DETAIL**



**FRONT ELEVATION**  
SCALE: 1/4" = 1'-0"



**SIDE ELEVATION**  
SCALE: 1/8" = 1'-0"

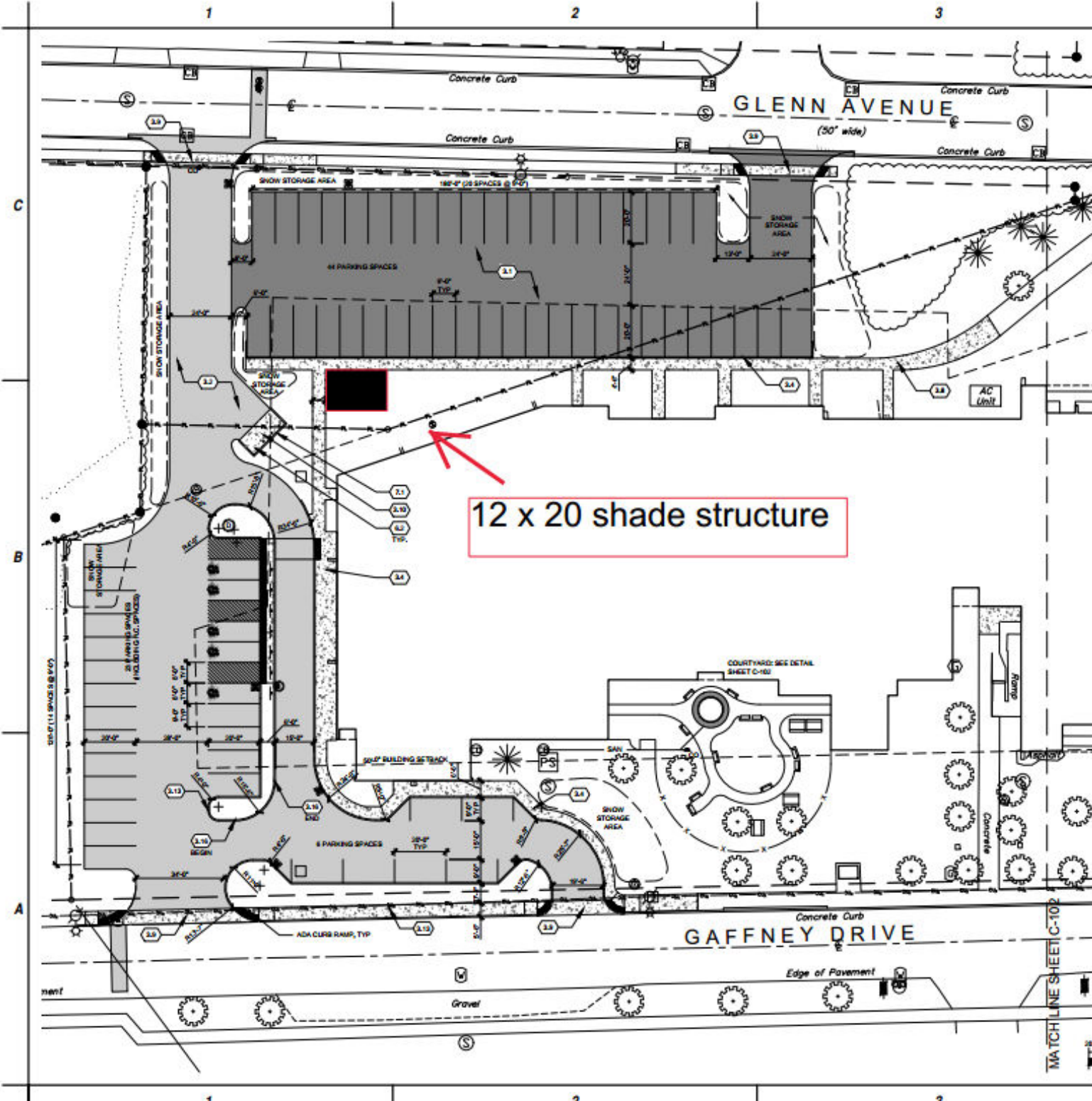


**STEEL L-BRACKET DETAIL**

PHBA

October 1, 2021  
1800 WOOD PAVILION





12 x 20 shade structure

| LEGEND                      |                               |
|-----------------------------|-------------------------------|
| ITEM                        | SYMBOL                        |
| CONTRACT LIMIT LINE         | --- Dashed line with dots --- |
| CENTERLINE                  | --- Dashed line ---           |
| FENCE - CHAIN LINK          | --- Line with 'X' symbols --- |
| FENCE - DECORATIVE          | --- Line with 'X' symbols --- |
| TRAFFIC SIGN                | --- Arrow symbol ---          |
| C-ROAD-CURB_N               | --- Solid line ---            |
| SNOW STORAGE AREA           | --- Stippled area ---         |
| BUILDING SETBACK LINE - 50' | --- Dashed line ---           |
| DETECTABLE WARNING TILE     | --- Dashed line with dots --- |

| LEGEND  |                           |
|---|---------------------------|
| ITEM  | SYMBOL                    |
| ASPHALT PAVEMENT - HEAVY DUTY - 28,497 SF TOTAL           | --- Stippled area ---     |
| CONCRETE PAVEMENT - 7,274 SF TOTAL                        | --- Grid pattern area --- |
| HILL & PAVE TOP COURSE ASPHALT PAVEMENT - 14,822 SF TOTAL | --- Stippled area ---     |
| ASPHALT PAVEMENT - LIGHT DUTY - 14,822 SF TOTAL           | --- Stippled area ---     |
| DONOR INSURBED PAVEMENT - 75 SF TOTAL                     | --- Stippled area ---     |

SITE MATERIALS DETAIL KEYNOTES

| 1    | PAVEMENTS, RAMPS, CURBS                 | DETAIL # | SHEET # | SPEC SECTION |
|------|---|----------|---------|--------------|
| 3.1  | Asphalt Pavement - Light Duty           | 1        | C-601   | 321216       |
| 3.2  | Asphalt Pavement - Heavy Duty           | 2        | C-601   | 321216       |
| 3.3  | Asphalt Pavement Hill & Pave Top Course | 4        | C-601   | 321216       |
| 3.4  | Concrete Pavement Finish                | 8        | C-601   | 321313       |
| 3.5  | Concrete Pavement Contract Joint        | 7        | C-601   | 321313       |
| 3.6  | Concrete Pavement Isolation Joint       | 7        | C-601   | 321313       |
| 3.7  | Concrete Walk Pavement                  | 6        | C-601   | 321313       |
| 3.8  | Concrete Pavement - Driveway Crossing   | 5        | C-601   | 321313       |
| 3.9  | Concrete Pavement - Driveway Crossing   | 5        | C-601   | 321313       |
| 3.10 | Concrete Pavement Dumpster Pad          | 13       | C-601   | 321313       |
| 3.11 | Garden Walkway                          | X        | X-100X  | 321408       |
| 3.12 | Concrete Curb                           | 9        | C-601   | 321813       |
| 3.13 | Concrete Curb - Transition              | 11       | C-601   | 321813       |
| 3.14 | Concrete Curb - Mountable               | 10       | C-601   | 321813       |
| 3.15 | Concrete Curb - Flush                   | 12       | C-601   | 321813       |

| 4   | SITE FURNISHINGS     | DETAIL # | SHEET # | SPEC SECTION |
|-----|----------------------|----------|---------|--------------|
| 6.1 | Bench - Folding      | 5        | C-602   | 129306       |
| 6.2 | Ballard - Steel Pipe | 7        | C-602   | 129306       |

| 7   | RAILING, BARRIERS AND FENCING  | DETAIL # | SHEET # | SPEC SECTION |
|-----|--------------------------------|----------|---------|--------------|
| 7.1 | Fence - Chain Link             | 6        | C-602   | 323113       |
| 7.2 | Fence - Decorative Metal       | 1        | C-602   | 323116       |
| 7.3 | Gate - Decorative Metal Single | 7        | C-602   | 323116       |

NOTE: ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN WILL REQUIRE SIGN-OFF FROM A PROFESSIONAL ENGINEER, LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK, THAT THE WORK WAS BUILT ACCORDING TO THE APPROVED SITE PLAN AND APPLICABLE CITY OF WATERTOWN STANDARDS. COMPACTION TESTING WILL BE REQUIRED FOR ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN AND MUST BE SUBMITTED TO THE CITY OF WATERTOWN CODES DEPARTMENT.

HOURS OF OPERATION: 7:00 AM - 4:00 PM MON-FRI



**C S**  
 C&S Engineers, Inc.  
 499 Col. Eileen Collins Blvd.  
 Syracuse, New York 13212  
 Phone: 315-455-2000  
 Fax: 315-455-9667  
 www.ccsa.com

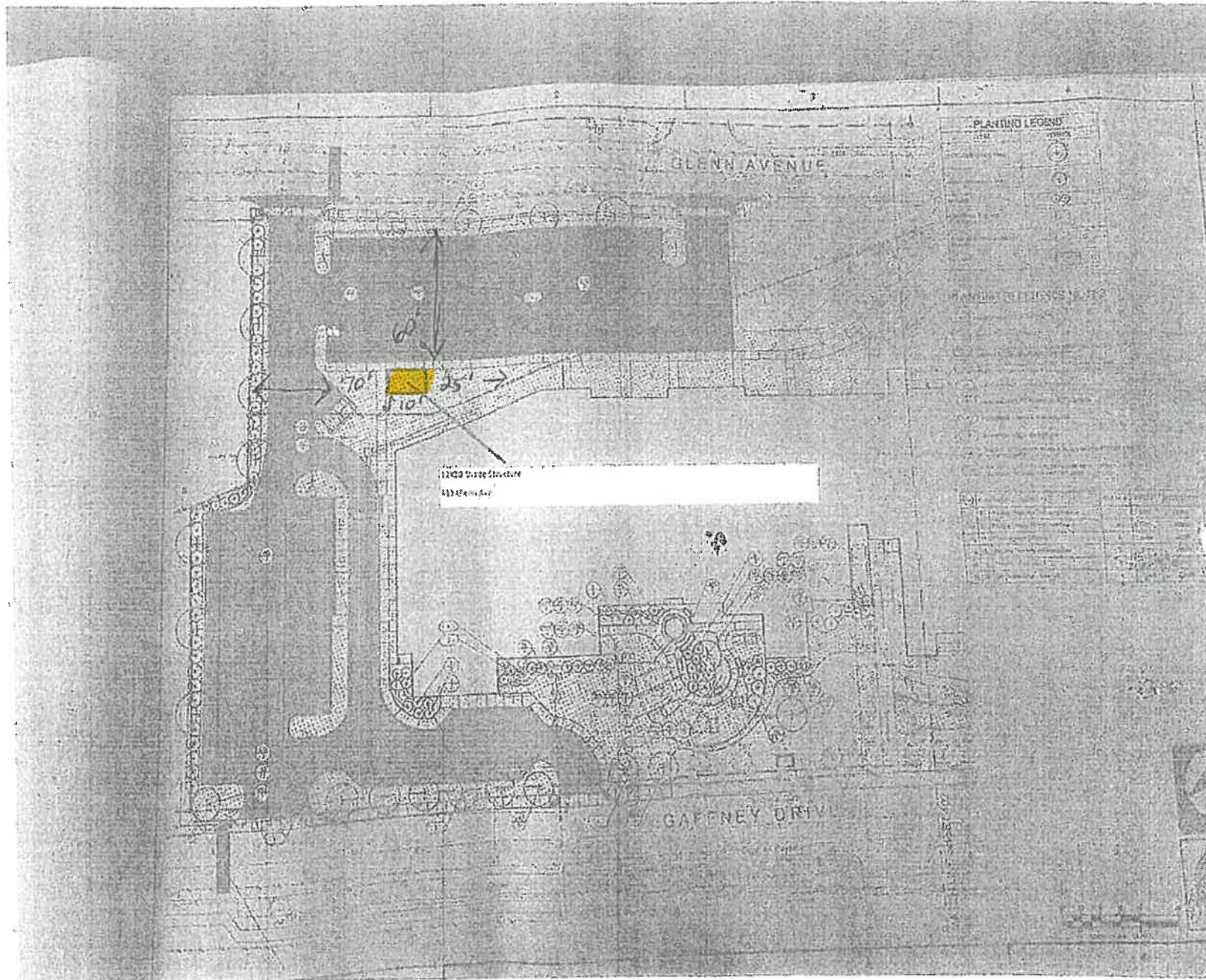


**The Arc.**  
 Jefferson - St. Lawrence  
 New York

| 1   | 10/20       | ADDRESS     | CITY COMMENTS |
|---|-------------|-------------|---------------|
| MARK  | DATE        | DESCRIPTION |               |
| REVISIONS   |             |             |               |
| PROJECT NO:   | 103.001.001 |             |               |
| DATE:   | 03/24/2020  |             |               |
| DRAWN BY:   | SFG         |             |               |
| DESIGNED BY:  | CR          |             |               |
| CHECKED BY:   | DRB         |             |               |
| NO ALTERATION FORMITTED HEREON EXCEPT AS PROVIDED UNDER SECTION 1709 SUBSECTION 2 OF THE NEW YORK EDUCATION LAW |             |             |               |

Site Materials & Layout Plan

C-101



PLANTING LEGEND

| Symbol   | Description   |
|----------|---------------|
| (Symbol) | (Description) |
| (Symbol) | (Description) |
| (Symbol) | (Description) |

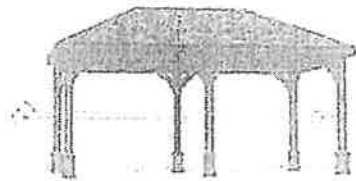
PLANTING SCHEDULE

| Item     | Quantity   | Notes   |
|----------|------------|---------|
| (Symbol) | (Quantity) | (Notes) |
| (Symbol) | (Quantity) | (Notes) |
| (Symbol) | (Quantity) | (Notes) |

12000 Storage Structure  
13326 sq. ft.

GLENN AVENUE

GAFFNEY DRIVE



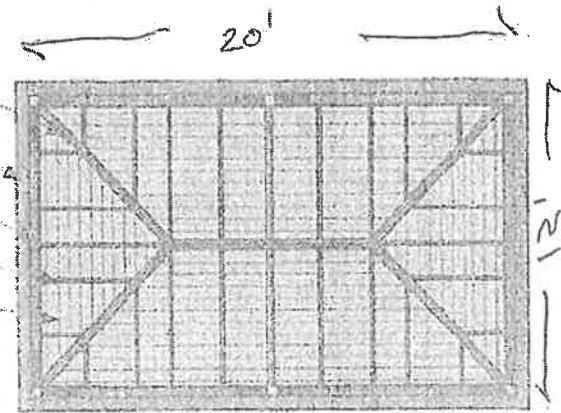
(2) 2x4 RIDGE BEAMS

2x12 TOP PLATE (PLATE)

(1) 2x8 HEADER

2x4 RAFTERS 24" O.C.

1/2" T&G BLDG DECKING



INSTALLED PER MANUFACTURER'S AND CODE REQUIREMENTS

WARRIOR ROOFING ELEPHANT SKIN UNDERLAYMENT

1/2" T&G ROOF DECKING

2x4 RAFTERS @ 24" O.C.

2x12 RAFTER PLATE

5/4 x 6 FASCIA BOARD

(1) 2x8 HEADER

6 x 8 PT WOOD POST

STEEL L-BRACKET TO ATTACH POST TO CONCRETE FOOTING: USE (2) PER POST (SEE L-BRACKET DETAIL)

CONCRETE FOOTING AT ALL POST LOCATION

1/8" THICK STAINLESS STEEL PLATE BETWEEN BOTTOM OF POST AND CONCRETE

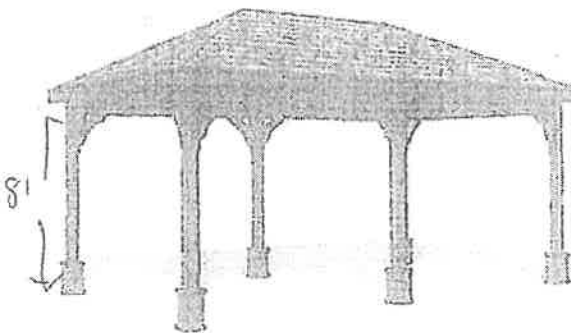
TOP OF FOUNDATION LINE

EXISTING FINISHED GRADE

8'-0" POST HEIGHT

**SECTION**

SCALE: 1/4" = 1'-0"



**CROSS SECTION**

MBB

DATE: October 1, 2021  
 DRAWN BY: [Signature]  
 CHECKED BY: [Signature]

MBB





**City of Watertown**  
**SITE PLAN APPROVAL APPLICATION FORM**

*City of Watertown, Planning and Community Development Dept.*  
*245 Washington Street, Room 305, Watertown, NY 13601*  
*Phone: 315-785-7741 Email: [planning@watertown-ny.gov](mailto:planning@watertown-ny.gov)*

Received:

PLANNING AND COMMUNITY  
DEVELOPMENT DEPARTMENT

SEP 20 2023

RECEIVED

CITY OF WATERTOWN, NY

**Please Note:** The Site Plan Approval Application form is for projects where the building or parking area coverage of the lot will increase by more than 2,500 square feet.

Please provide responses for all sections and submit all required materials as noted on Page 2. Failure to submit all required information by the submittal deadline may result in Staff **not** placing your request on the agenda for the upcoming Planning Board meeting.

**PROPERTY INFORMATION:**

PROPOSED PROJECT NAME: 419 Glenn Ave Shade Structure  
TAX PARCEL NUMBER: 8-18-322.000  
PROPERTY ADDRESS: 419 Glenn Ave  
ZONING DISTRICT: PDD#2

**APPLICANT INFORMATION:**

NAME: Jefferson Hostels  
ADDRESS: 380 Gaffney Drive  
Watertown New York 13601  
PHONE NUMBER: 315-836-16702 or 315-778-1612  
E-MAIL ADDRESS: barobbins@thearcjslc.org

**PROPERTY OWNER INFORMATION (if different from applicant):**

NAME: WGS Arsenal, LLC  
ADDRESS: 300 Jordan Road  
Troy New York  
PHONE NUMBER: 518-687-7300  
E-MAIL ADDRESS: m.uccellini@ugoc.com

**ENGINEER/ARCHITECT/LANDSCAPE ARCHITECT INFORMATION:**

NAME: North Country Storage Barns  
ADDRESS: 32660US-11  
Philadelphia New York 13637  
PHONE NUMBER: 315-642-0209  
E-MAIL ADDRESS: \_\_\_\_\_

## **REQUIRED MATERIALS:**

\*\* The following drawings with the listed information **ARE REQUIRED, NOT OPTIONAL.** If the required information is not included and/or addressed, Planning Staff **will not** process the Site Plan Application.

All of the following drawings **must** be adequately dimensioned, including radii and must use darker line work and text for proposed features than for existing features

- COVER LETTER:** Must clearly and fully explain the proposed project in sufficient detail.
  
- BOUNDARY and TOPOGRAPHIC SURVEY:** Depict existing features as of the date of the Site Plan Application. A Professional Land Surveyor licensed and currently registered to practice in the State of New York must perform the survey and create the map. **At least one copy** must contain the surveyor's original PLS wet stamp and an original signature. The rest may be copies thereof. The survey drawing **must** depict and label all of the following:
  - **All** existing features and utilities on and within 50 feet of the subject property
  - **All** existing property lines (bearings and distances), margins, acreage, zoning, easements, right-of-ways, existing land use, reputed owner, adjacent reputed owners and tax parcel numbers
  - One-foot contours are with appropriate spot elevations
  - North arrow and graphic scale
  - All elevations are North American Vertical Datum of 1988 (NAVD88).
  
- DEMOLITION PLAN** (if applicable)
  - Depict and label **all** existing features on and within 50 feet of the subject property and (using darker text) all items proposed for demolition.
  
- SITE PLAN:** The drawing must clearly label all proposed features as "proposed" and use darker line work and text for all proposed features than for existing features. It must also include a reference to the coordinate system used (NYS NAD83-CF preferred). In addition, the drawing **must** depict and label all of the following:
  - **All** proposed **above** ground features
  - **All** proposed easements and right-of-ways
  - Land use, zoning, and tax parcel number
  - Proposed parking and loading spaces, including all required ADA accessible spaces
  - Proposed snow storage areas
  - Refuse Enclosure Area (Dumpster), if applicable. **Please note:** Section 161-19.1 of the Zoning Ordinance states, "No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property."
  - North arrow and graphic scale

**GRADING PLAN:** This drawing must depict and label **all** of the following:

- **All** proposed **below** ground features, including elevations and inverts
- **All** proposed **above** ground features, including easements and right-of-ways
- One-foot existing contours (shown dashed and labeled with appropriate spot elevations)
- One-foot proposed contours (shown and labeled with appropriate spot elevations)
- Sediment and Erosion control, unless separate drawings are included as part of a Stormwater Pollution Prevention Plan (SWPPP).
- All elevations are North American Vertical Datum of 1988 (NAVD88).

**UTILITY PLAN:** This drawing must include a note stating, "All water main and service work must be coordinated with the City of Watertown Water Department. The Water Department requirements supersede all other plans and specifications provided." It must also depict and label **all** of the following:

- **All** proposed above and below ground features
- **All** existing above and belowground utilities, including water, sanitary water, stormwater, electric, gas, telephone, cable, fiber optic, etc.
- **All** existing and proposed easements and right-of-ways.

**LANDSCAPING PLAN:** This drawing must depict and label **all** of the following:

- **All** proposed **above** ground features
- **All** proposed trees, shrubs, other plantings and other proposed landscaping additions, keyed to a plant schedule that includes the scientific name, common name, size, quantity, etc. **Please note:** For additional landscaping requirements where nonresidential districts and land uses abut land in any residential district, please refer to Section 310-59, Landscaping of the City's Zoning Ordinance.
- **The Site Plan complies with and meets acceptable guidelines set forth in Appendix A - Landscaping and Buffer Zone Guidelines (August 7, 2007).**

**VEHICULAR AND PEDESTRIAN CIRCULATION PLAN**

- Depict all vehicular **and** pedestrian traffic circulation, including a delivery or refuse vehicle and a City fire truck entering and exiting the property.
- Sidewalks within the City Right-of-Way **must** meet Public-Right-of-Way (PROWAG) standards.
- **The Site Plan is consistent with and, wherever possible, incorporates principles set forth in Appendix B – City of Watertown Complete Streets Policy (January 17, 2017).**

**PHOTOMETRIC PLAN** (if applicable): This drawing must depict and label **all** of the following:

- All proposed **above** ground features
- Photometric spot elevations or labeled photometric contours of the property. **Please note:** Light spillage across **all** property lines shall not exceed 0.5 foot-candles.

**CONSTRUCTION DETAILS and NOTES:**

- Provide all details and notes necessary to complete the project including, but not limited to, landscaping, curbing, catch basins, manholes, water line, pavement, sidewalks, trench, lighting, trash enclosure, etc.
- Provide maintenance and protection and traffic plans and notes for all required work within City streets including driveways, water laterals, sanitary laterals, storm connections, etc.
- The drawings must include the following note: "All work to be performed within the City of Watertown margin will require sign-off from a Professional Engineer, licensed and currently registered to practice in the State of New York, that the work was built according to the approved site plan and applicable City of Watertown standards. Compaction testing will be required for all work to be performed within the City of Watertown margin and must be submitted to the City of Watertown Codes Department."

**PRELIMINARY ARCHITECTURAL PLANS** (if applicable): These plans must include **all** of the following for proposed buildings: Floor plan drawings, including finished floor elevations, exterior elevations including exterior materials and colors, as well as roof outlines depicting shape, slope and direction.

**ENGINEERING REPORT**

**\*\* The engineering report at a minimum must include the following:**

- Project location and description
- Existing and proposed sanitary sewer flows and summary
- Water flows and pressure
- Storm Water Pre and Post Construction calculations and summary
- Traffic impacts
- Lighting summary
- Landscaping summary

**COMPLETED SEQR ENVIRONMENTAL ASSESSMENT FORM:** (Contact us if you need help choosing between the Short EAF and the Full EAF). The Complete EAF is available online at: <http://www.dec.ny.gov/permits/6191.html>



**GENERAL INFORMATION**

- All items must include a valid stamp and an original signature by a Professional Engineer, Architect, Landscape Architect, or Surveyor licensed and currently registered to practice in the State of New York.
- If required, submit a copy of the Stormwater Pollution Prevention Plan (SWPPP) to the City of Watertown Engineering Department for review to obtain an MS4 SWPPP Acceptance Form.

***Post Construction SWPPP Requirements to Complete:***

*In accordance with City Code Section 260, provide the following:*

- *Submit a detailed as-built topographic and boundary survey of the site with all stormwater practices.*
- *Perform and submit results of insitu infiltration testing, updated drainage area maps and hydraulic calculations in a comprehensive Engineering Report based on As-Built Conditions.*
- *Submit a detailed post construction Maintenance Plan for all Stormwater Management Practices (SMP's) and provide a Maintenance Agreement with irrevocable letter of credit for approval. Maintenance Agreement shall be filed at the County Clerk's Office as a deed restriction on the property.*
- \*\* If required, a copy of all submittals sent to the New York State Department of Environmental Conservation (NYSDEC) for the sanitary sewer extension permit will also be sent to the City of Watertown Engineering Department.
- \*\* If required, a copy of all submittals sent to the New York State Department of Health (NYSDOH) will also be sent to the City of Watertown Engineering Department.
- \*\* When NYSDEC or NYSDOH permitting is required, the property owner/applicant shall retain a licensed Professional Engineer to perform inspections of the proposed utility work and to certify the completed works were constructed in substantial conformance with the approved plans and specifications.\*\*
- Signage is not approved as part of this submission. It requires a Sign Permit from the City Code Enforcement Bureau. See Section 310-52.2 of the Zoning Ordinance.
- For non-residential uses, the applicant must include the proposed Hours of Operation.

**OPTIONAL MATERIALS:**

- PROVIDE AN ELECTRONIC (.DWG) COPY OF THE SITE PLAN WITH AS-BUILT REVISIONS.** This will assist the City in keeping our GIS mapping up-to-date.

**SUBMITTAL INSTRUCTIONS:**

Submit 15 complete collated sets of all required materials, addressed to:

Michael A. Lumbis, Planning and Community Development Director  
City of Watertown  
245 Washington Street, Room 305  
Watertown, NY 13601

If the application requires Jefferson County Planning Board review, then the applicant must submit 16 "sets." Planning Staff will inform the applicant if this is necessary.

Submissions must be collated and properly folded.

If the applicant is not the property owner, the submission must include a signature authorization form or letter signed by the owner authorizing the applicant to apply on behalf of the owner.

For any item(s) not checked in the Site Plan Approval Checklist, attach an explanation and comments.

Provide an electronic copy of the entire submission in the form of a single, combined PDF file of the entire application, including cover letter, plans, reports, and all submitted material.

Submit the required Application Fee

\$150 for Site Plan Minor

\$250 for Site Plan Major (any proposal to disturb more than 1 acre represents a Site Plan Major)

**SIGNATURE**

I certify that the information provided above is true to the best of my knowledge.

Applicant's name (please print)

Bret Robbins

Applicant's Signature

Bret Robbins

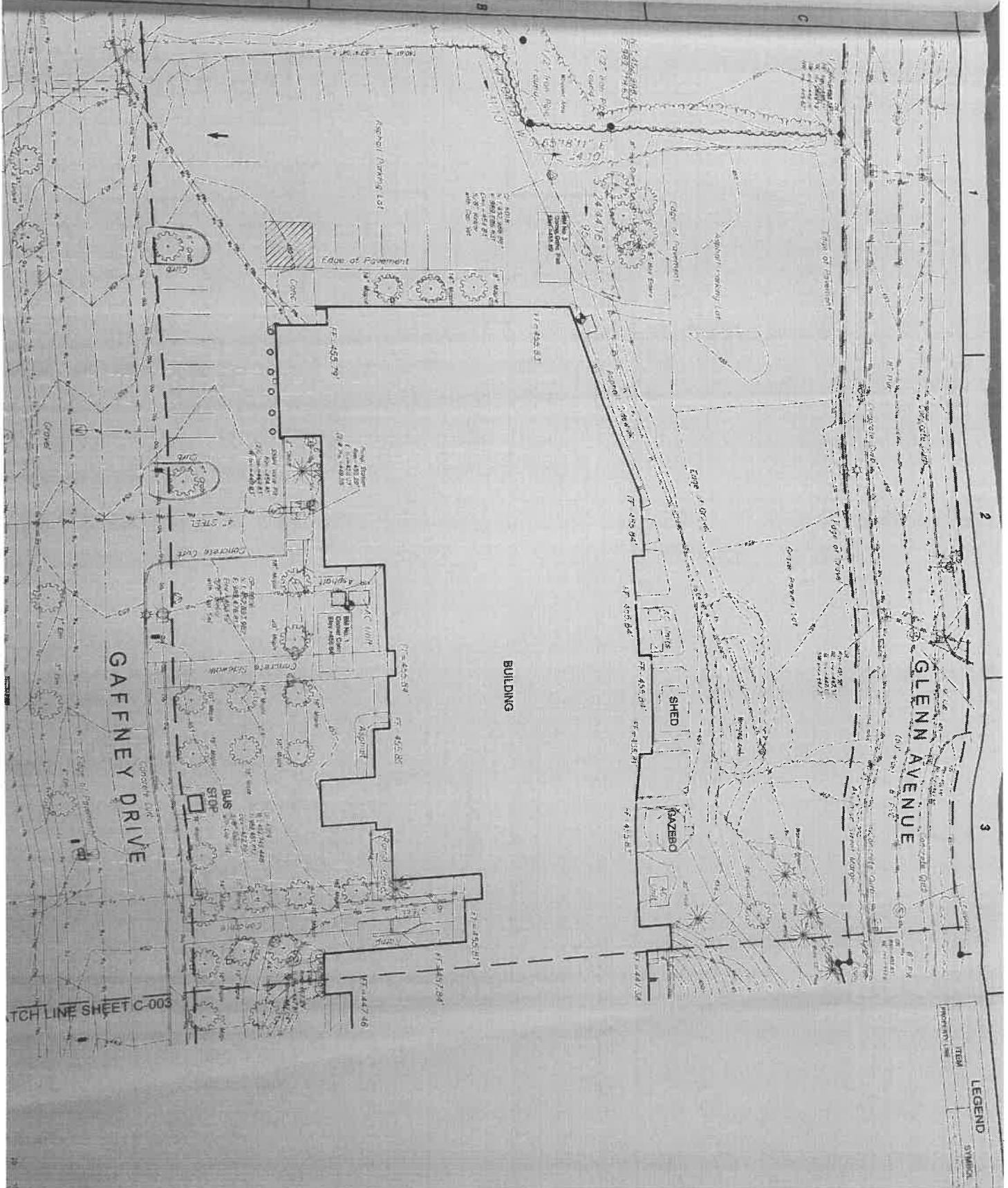
Date: 8/19/2023

**Meeting Information:** The Planning Board normally meets at 3:00 p.m. on the first Tuesday of every month in Council Chambers at City Hall, 245 Washington Street. The application deadline is 14 days prior to the scheduled meeting date. Planning Board action does not represent final approval, as the Planning Board only votes to make a recommendation to City Council, which holds the sole authority to grant Site Plan Approval.

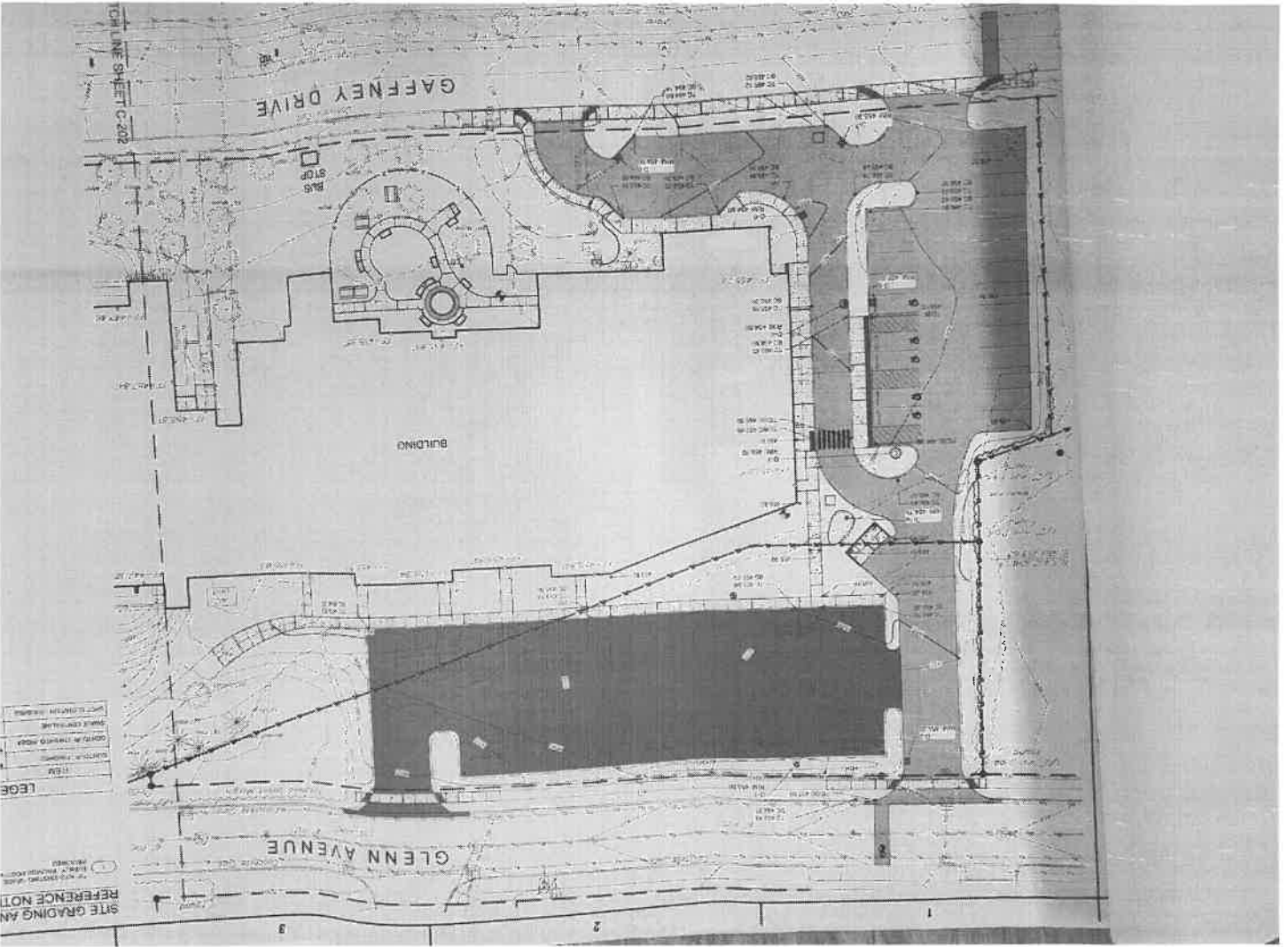
Occasionally, due to holidays or other reasons, meetings may occur on other dates and/or times. The City will announce any changes to meeting dates in advance on its website at [www.watertown-ny.gov](http://www.watertown-ny.gov). Planning Staff *strongly* recommends scheduling a pre-application meeting prior to submitting a Site Plan Application. The entire site plan application process typically takes four-to-six weeks, depending on whether the application requires Jefferson County Planning Board review.

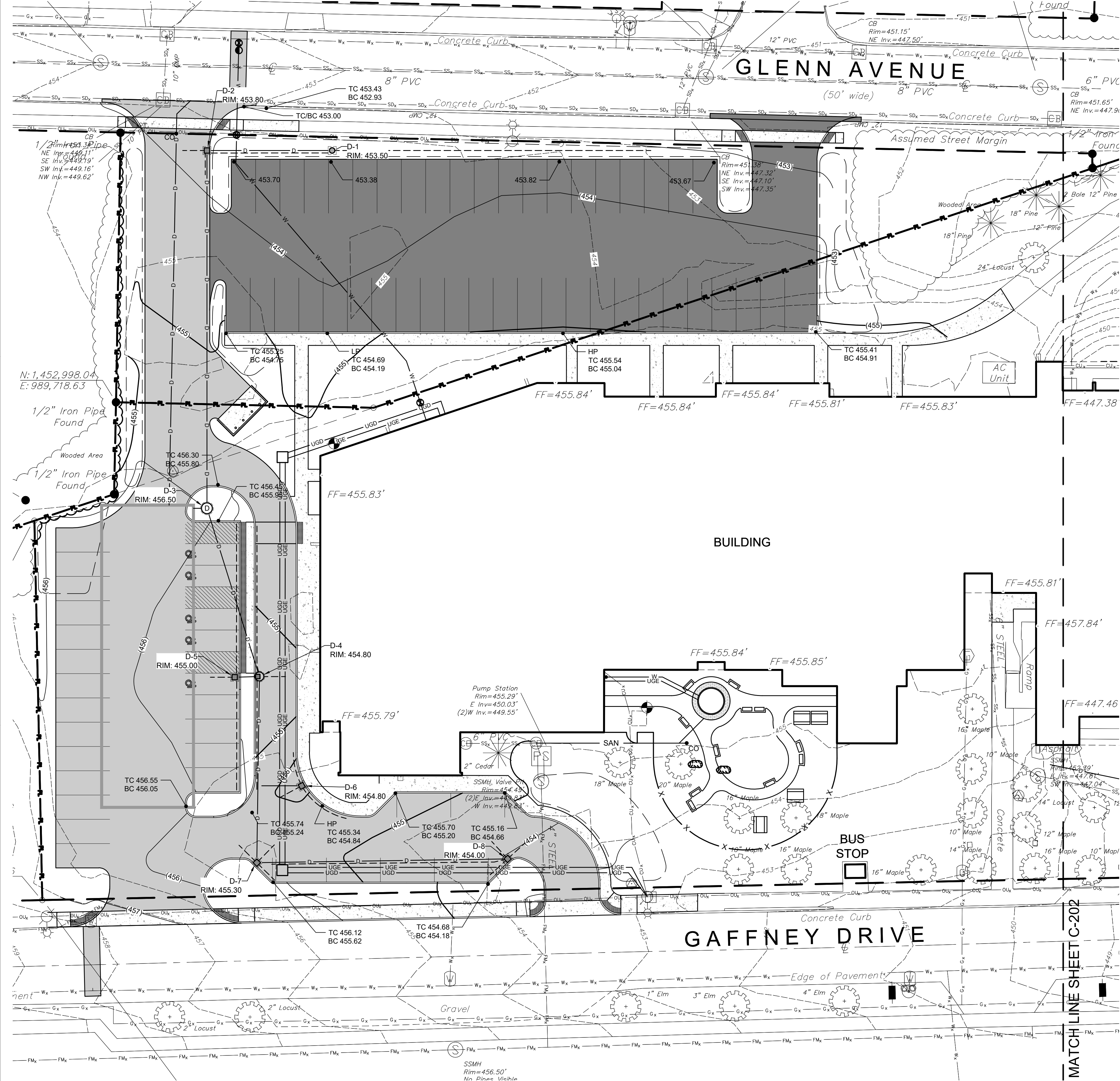
Grading

before



after



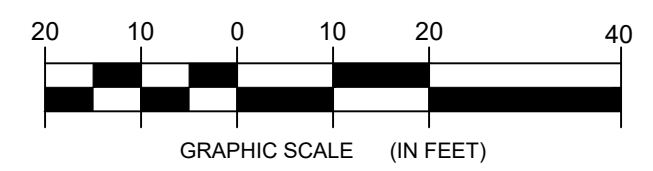
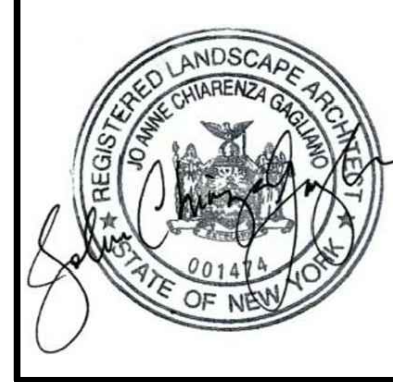
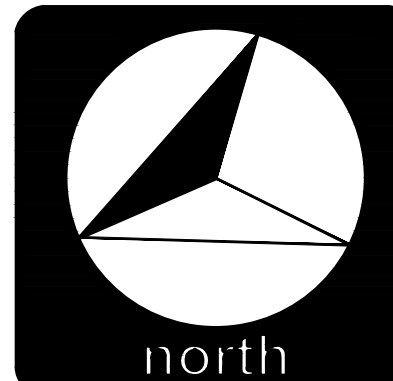


**SITE GRADING AND DRAINAGE  
REFERENCE NOTES**

- 1 TIE INTO EXISTING GRADE. MEET SMOOTHLY AND EVENLY. PROVIDE POSITIVE PITCH TO DRAINS AS REQUIRED

**LEGEND**

| ITEM                       | SYMBOL   |
|----------------------------|----------|
| CONTOUR - FINISHED         | (497)    |
| CONTOUR - FINISHED - INDEX | (490)    |
| SWALE CENTERLINE           | (123.45) |
| SPOT ELEVATION - FINISHED  | (123.45) |



**C&S  
COMPANIES**

C&S Engineers, Inc.  
499 Col. Eileen Collins Blvd.  
Syracuse, New York 13212  
Phone: 315-455-2010  
Fax: 315-455-9667  
www.cscos.com

**edr**

Environmental  
Design & Research,  
Landscape Architecture, Engineering  
& Environmental Services, D.P.C.  
217 Montgomery Street, Suite 1000  
Syracuse, New York 13202  
P. 315.471.0688

**The Arc**

Jefferson - St. Lawrence  
New York

| MARK  | DATE    | ADDRESS CITY COMMENTS |
|---|---------|-----------------------|
| 1   | 4/22/20 | DESCRIPTION           |
| REVISIONS   |         |                       |
| PROJECT NO: W29.001.001   |         |                       |
| DATE: 03/24/2020  |         |                       |
| DRAWN BY: SFG   |         |                       |
| DESIGNED BY: CR   |         |                       |
| CHECKED BY: DRB   |         |                       |
| NO ALTERATION PERMITTED HEREON<br>EXCEPT AS PROVIDED UNDER SECTION<br>7209 SUBDIVISION 2 OF THE NEW YORK<br>EDUCATION LAW |         |                       |

**Grading Plan**

**C-201**



LOCATION MAP  
NOT TO SCALE

**STANDARD NOTES:**

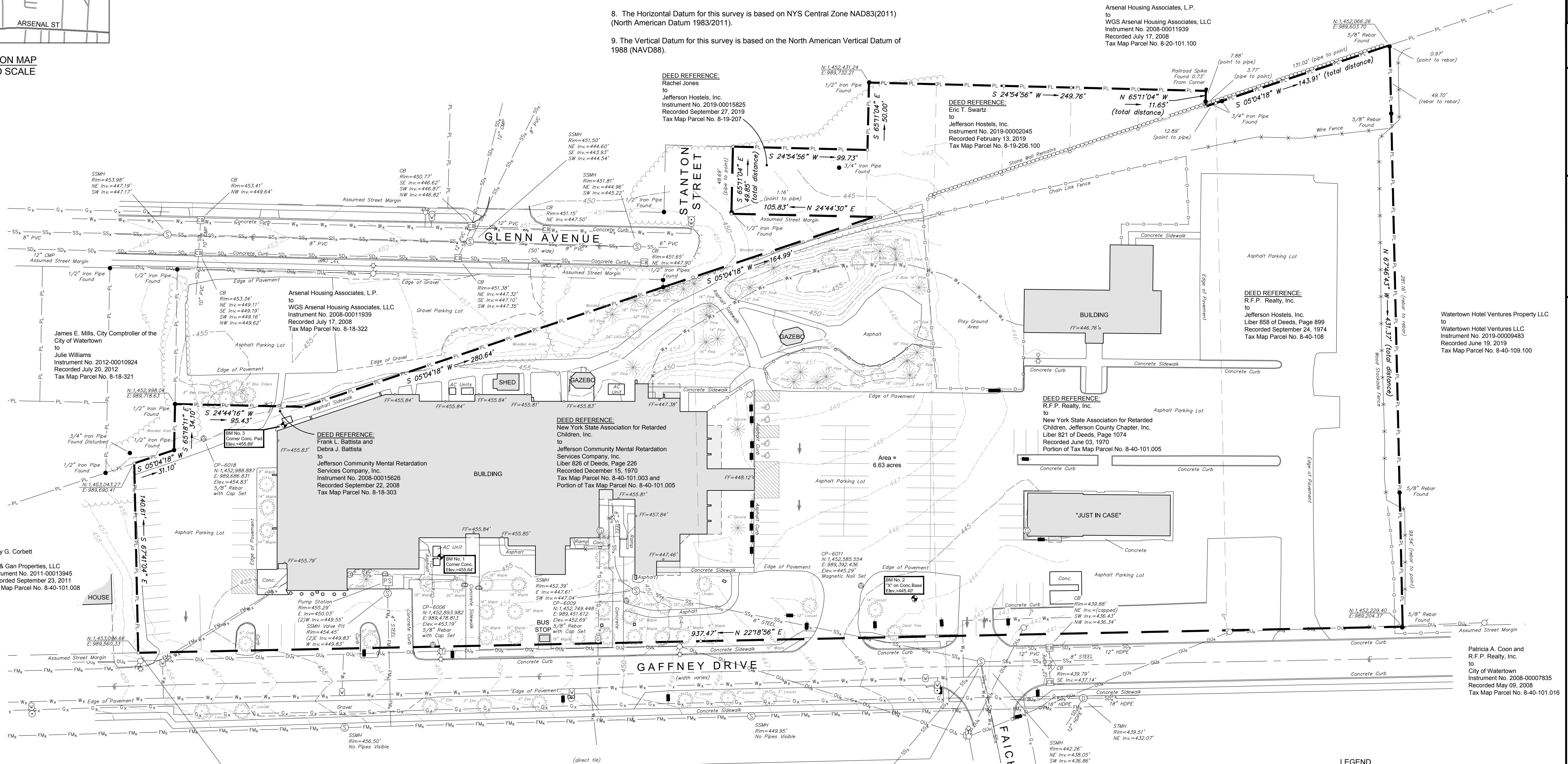
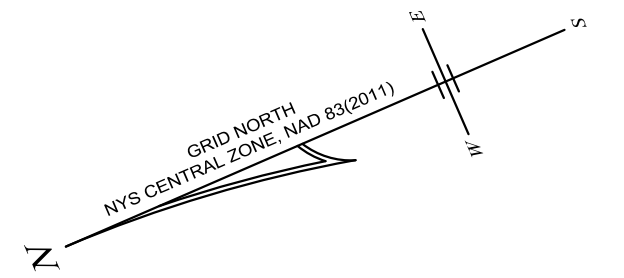
1. Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of section 7209, sub-division 2, of the New York State Education Law.
2. Only boundary survey maps with the surveyor's embossed seal or red ink seal are genuine true and correct copies of the surveyor's original work and opinion.
3. Certifications on this boundary survey map signify that the map was prepared in accordance with the current existing Code of Practice for Land Surveys adopted by the New York State Association of Professional Land Surveyors, Inc. The certification is limited to persons for whom the boundary survey map is prepared, to the title company, to the governmental agency, and to the lending institution listed on this boundary survey map.
4. The certifications hereon are not transferable.
5. The location of underground improvements or encroachments are not always known and often must be estimated. If any underground improvements or encroachments exist or are shown, the improvements or encroachments are not covered by this certificate.

**GENERAL NOTES:**

1. The subject parcels are City of Watertown Real Property Tax Parcel Nos. 8-18-303, 8-18-322, 8-19-206.100, 8-19-207, 8-40-101.003, 8-40-101.005, and 8-40-108
2. All adjoiners are per the City of Watertown Real Property Office.
3. Adjoining property lines should be considered approximate and are shown for reference only.
4. This survey was prepared without the benefit of an abstract of title and is subject to any modifications which may occur as a result of a complete title search.
5. The underground utilities and features shown hereon have been located from above ground visible features and other available records and therefore their location should be considered approximate only. Other underground utilities and features may exist, either in service or abandoned, that are not indicated on this survey. Dig Safely New York (UFPO) should be contacted prior to performing any excavation activities.
6. The field survey was performed from October 29, 2019 through November 25, 2019.
7. Gaffney Drive is a public road of varying width. Glenn Avenue is a public road with a reputed width of 50 feet.
8. The Horizontal Datum for this survey is based on NYS Central Zone NAD83(2011) (North American Datum 1983/2011).
9. The Vertical Datum for this survey is based on the North American Vertical Datum of 1988 (NAVD88).

**MAP REFERENCE:**

1. "Property & Topography Survey, Jefferson Hostels, Inc., City of Watertown, Jefferson County, New York" dated April 25, 1975, prepared by Lafave, Huntley, Jeffrey & McGivern.
2. "Map of Land Surveyed for New York State Association for Retarded Children, City of Watertown, Jefferson County, New York" dated August 12, 1993, prepared by Lafave, White & McGivern, L.S., P.C.
3. "Map of Land Surveyed for Augustine A. Romeo, Final Subdivision Plat" dated November 08, 2008, prepared by Michael W. Battista, and recorded in the Jefferson County Clerk's Office as Map File No. 4732 on April 27, 2009.
4. "Final Plat Jefferson Hostels, Inc. Subdivision" dated April 23, 2009, prepared by CNY Land Surveying, and recorded in the Jefferson County Clerk's Office as Map File No. 4836 on September 02, 2009.



James E. Mills, City Comptroller of the City of Watertown to Julie Williams Instrument No. 2012-00010924 Recorded July 20, 2012 Tax Map Parcel No. 8-18-321

Betty G. Corbett to Shi & Gan Properties, LLC Instrument No. 2011-00019945 Recorded September 23, 2011 Tax Map Parcel No. 8-40-101.008

Arsenal Housing Associates, L.P. to WGS Arsenal Housing Associates, LLC Instrument No. 2008-00011939 Recorded July 17, 2008 Tax Map Parcel No. 8-18-322

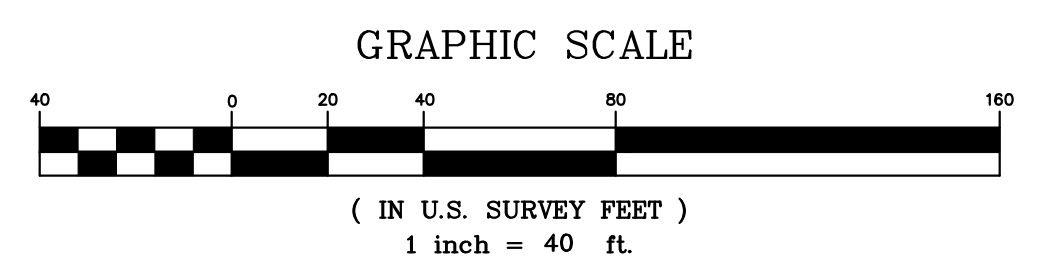
DEED REFERENCE: Frank L. Battista and Debra J. Battista to Jefferson Community Mental Retardation Services Company, Inc. Instrument No. 2008-00015626 Recorded September 22, 2008 Tax Map Parcel No. 8-18-303

DEED REFERENCE: New York State Association for Retarded Children, Inc. to Jefferson Community Mental Retardation Services Company, Inc. Liber 826 of Deeds, Page 226 Recorded December 15, 1970 Tax Map Parcel No. 8-40-101.003 and Portion of Tax Map Parcel No. 8-40-101.005

DEED REFERENCE: R.F.P. Realty, Inc. to New York State Association for Retarded Children, Jefferson County Chapter, Inc. Liber 821 of Deeds, Page 1074 Recorded June 03, 1970 Portion of Tax Map Parcel No. 8-40-101.005

Watertown Hotel Ventures Property LLC to Watertown Hotel Ventures LLC Instrument No. 2019-00009483 Recorded June 19, 2019 Tax Map Parcel No. 8-40-109.100

Patricia A. Coon and R.F.P. Realty, Inc. to City of Watertown Instrument No. 2008-00007835 Recorded May 09, 2008 Tax Map Parcel No. 8-40-101.016



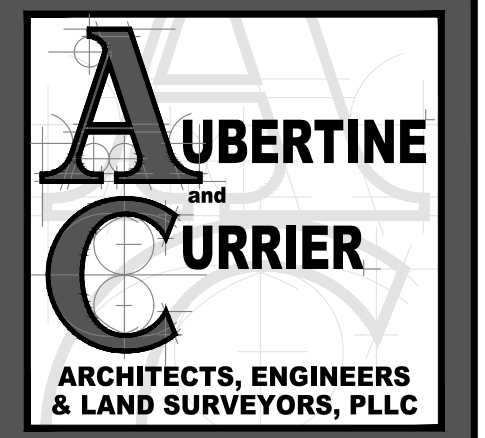
| LEGEND |                              |
|--------|------------------------------|
|        | MAJOR CONTOUR                |
|        | MINOR CONTOUR                |
|        | PROPERTY LINE                |
|        | ASSUMED STREET MARGIN        |
|        | EDGE OF PAVEMENT             |
|        | EDGE OF GRAVEL               |
|        | CENTERLINE OF ROAD           |
|        | CURB LINE                    |
|        | TREELINE                     |
|        | CHAIN LINK FENCE LINE        |
|        | WIRE FENCE LINE              |
|        | STONEWALL FENCE LINE         |
|        | WATER LINE                   |
|        | SANITARY SEWER LINE          |
|        | STORM SEWER LINE             |
|        | NATURAL GAS LINE             |
|        | OVERHEAD UTILITY LINE        |
|        | UNDERGROUND COMM LINE        |
|        | TREES                        |
|        | CONTROL POINT                |
|        | BENCHMARK                    |
|        | IRON PIN/PIPE (As Noted)     |
|        | 5/8" IRON REBAR with CAP SET |
|        | LEGAL POINT                  |
|        | FIRE HYDRANT                 |
|        | WATER VALVE                  |
|        | SANITARY SEWER MANHOLE       |
|        | PUMP STATION                 |
|        | CLEANOUT                     |
|        | STORM DRAINAGE MANHOLE       |
|        | CATCHBASIN                   |
|        | UTILITY POLE                 |
|        | LIGHT POLE                   |
|        | TELEPHONE PEDESTAL           |
|        | NATURAL GAS VALVE            |
|        | NATURAL GAS METER            |
|        | SIGN POST                    |
|        | BOLLARD                      |
|        | LANDSCAPE BOULDER            |
|        | BUILDING OVERHANG            |

PRELIMINARY

TOPOGRAPHIC and BOUNDARY SURVEY OF THE ARC JEFFERSON - ST. LAWRENCE 420 GAFFNEY DRIVE CITY OF WATERTOWN JEFFERSON COUNTY, NEW YORK

|              |                   |
|--------------|-------------------|
| PROJECT NO.: | 2019-169          |
| SCALE:       | 1"=40'            |
| DRAWN BY:    | J.D.B.            |
| CHECKED BY:  | G.D.L.            |
| ISSUE DATE:  | December 05, 2019 |
|              | January 14, 2020  |

2019-169 ARC-VF-SB001.DWG  
**VF-101**



522 Bradley Street  
Watertown, New York 13601

aubertinecurrier.com

Phone: (315)782-2005  
Fax: (315)782-1472

The above Architect, Engineer or Land Surveyor states that to the best of his or her knowledge, information and belief, the plans and specifications are in accordance with applicable requirements of New York State. It is a violation of New York State Law for any person, unless acting under the direct supervision of a Registered Architect, Licensed Professional Engineer or Licensed Land Surveyor to alter this document in any way. If altered, such license shall affirm his or her seal and the notification "altered by" followed by his or signature, date and a specific description of the alteration.  
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AUBERTINE and CURRIER ARCHITECTS, ENGINEERS & LAND SURVEYORS, PLLC











Bright Beginnings  
Preschool

Gael  
Temporarily closed

Gaffney Dr

Gaffney Dr

Glen Ave

Glen Ave

Stanton St

Vista Ave

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