


# MEMORANDUM

CITY OF WATERTOWN, NEW YORK  
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT  
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601  
PHONE: 315-785-7740 – FAX: 315-785-7829

TO: Planning Board Members  
FROM: Jennifer L. Voss, Senior Planner   
SUBJECT: Preliminary Site Plan Review – 111 Clinton Street  
DATE: July 22, 2021

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**Request:** Preliminary Site Plan Review for the demolition of the existing building and construction of a new 2-story 14,000 square foot Lending Center 145 Clinton Street, Parcel Number 10-07-110.000

**Applicant:** Lundy Construction, LLC

**Proposed Use:** Watertown Savings Bank Lending Center

**Property Owners:** Watertown Savings Bank

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**Application Status:** The applicant has submitted the Site Plan to the Planning Board for preliminary review and comment before an official submission for the September 7, 2021 meeting.

As part of this project, the applicant has submitted a Zone Change request for 145 Clinton Street and 111 Clinton Street to be changed from Limited Business to Downtown. The primary reason for this request is to allow for the front yard parking depicted in the preliminary site plans.

At the time of submission, the applicant is doing further calculations in order to determine whether or not a SWPP will be required for the project. If it is determined that an acre or more will be disturbed during the project, a SWPP will be prepared and submitted with the site plan package for the September 7, 2021 Planning Board meeting.

Furthermore, after initial review of the preliminary plans, staff has the following comments:

1. The applicant shall submit an updated survey, stamped by a licensed surveyor along with a description for the new parcel that will be created when 111 and 145 Clinton Street are combined.
2. The applicant shall submit a Vehicle and Pedestrian Circulation Plan that shows the movements of a delivery or refuse vehicle as well as a City fire truck.
3. The applicant shall submit a grading and drainage plan. If the site disturbance will exceed one acre, a SWPP will be required to be submitted as well.
4. The applicant shall submit a photometric plan for the site to ensure that lighting will not affect adjacent parcels.

5. Construction notes and details were not included in the submitted plans as required by the Site Plan Review submitted requirements.

cc: Michael Delaney, City Engineer  
Michael E. Lundy, Lundy Development & Property Management, 18841 US Route 11, Watertown, NY  
13601



## LUNDY CONSTRUCTION, LLC

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*A Lundy Group Company*

18841 US Route 11  
Watertown, NY 13601  
PH: 315-493-2493  
Fax: 315-493-2004

July 20, 2021

Mr. Mike Lumbis  
Planning & Community Development Director  
City of Watertown  
245 Washington Street  
Watertown, NY 13601

RE: Preliminary Site Plan Approval – Watertown Savings Bank - Lending Center Project

Dear Mr. Lumbis:

Attached is a preliminary submittal package for the Watertown Savings Bank's proposed Lending Center Expansion.

Lundy Construction, LLC will be the Design-Builder for the project. We have retained GYMO Engineering for the preliminary site plan and survey work.

Watertown Savings Bank will be dismantling the 145 Clinton Street building and constructing a new 2-story, 14,000 s.f. Lending Center. The Lending Center will be connected to the existing main bank building with a 50' second floor skybridge.

The existing storage garage will also be dismantled and a 4200 s.f. storage facility, including second floor mezzanine, will be constructed to accommodate all the various bank branches' storage requirements.

The front parking lot at 145 Clinton Street will be reconfigured to accommodate the expansion, and additional parking will be created at the southern end of the site adjacent to the new storage facility.

It is anticipated that construction of the storage building will start this fall, upon approval of all permits.

The tenants at 145 Clinton Street will vacate the building by year end. We will start dismantling the existing building over the winter. Construction of the new Lending Center will begin Spring of 2022, with completion of the project and all site improvements by Spring 2023.

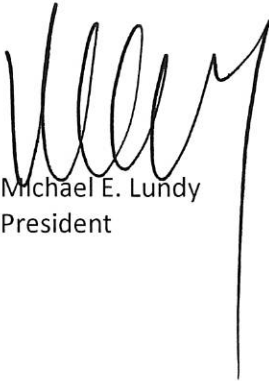
As a side note, the Clinton Center Redevelopment project that was put on hold at the beginning of the pandemic would again move forward. We would like to renew the approval of that project, as we envision using that property for staging during the bank's expansion, and moving forward with the redevelopment of the Clinton property in conjunction with the bank's project.

There are a few items as part of the City's approval process that the bank and I have some concerns over. We would like to request a preliminary meeting with you and your staff to discuss these and review the project prior to the Planning Board meeting.

There are also a few items on the Site Plan Application checklist that we have not checked off. We would like to discuss these at the preliminary meeting as well.

After you have reviewed the submission, please let me know when you and your team are available to meet next week.

Respectfully,

A handwritten signature in black ink, appearing to read 'M. Lundy', with a long vertical line extending downwards from the end of the signature.

Michael E. Lundy  
President

# **Watertown Savings Bank New Lending Center**

145 AND 111 CLINTON STREET  
CITY OF WATERTOWN  
JEFFERSON COUNTY

**ENGINEERING REPORT**

Job # 2021-066

Date: 07-20-2021

# Watertown Savings Bank

## New Lending Center

145 AND 111 CLINTON STREET  
CITY OF WATERTOWN  
JEFFERSON COUNTY

**PREPARED FOR:**

Lundy Construction LLC  
18841 US Route 11  
WATERTOWN, NY 13601  
CONTACT PERSON:  
MR. MICHAEL LUNDY  
PH#: 315-493-2493



**PATRICK J. SCORDO, P.E.**  
CEO, DIRECTOR OF ENGINEERING

The above Engineer states that to the best of his knowledge, information and belief, the plans and specifications are in accordance with the applicable requirements of New York State. It is a violation of New York State Law for any person, unless acting under the direction of a licensed professional engineer to alter this document in any way. If altered, such licensee shall affix his or her seal and the notation "altered by" followed by his or her signature, date, and a specific description of alteration

**ENGINEERING REPORT**

Job # 2021-066  
Date: 07-20-2021

**GYMO**

18969 US Route 11  
Watertown, New York 13601  
Tel: (315) 788-3900  
E-mail: web@gymodpc.com

## **TABLE OF CONTENTS**

- 1.0 Project Description and Location
- 2.0 Water Facilities
  - 2.1 Existing Water Facilities
  - 2.2 Proposed Water Facilities
  - 2.3 Water Demands
- 3.0 Sanitary Sewer Facilities
  - 3.1 Existing Sanitary Sewer Facilities
  - 3.2 Proposed Sanitary Sewer Facilities
- 4.0 Hydrologic and Hydraulic Analyses
  - 4.1 Existing Drainage
  - 4.2 Proposed Drainage
- 5.0 Traffic, Lighting, and Landscaping
  - 5.1 Traffic Impacts
  - 5.2 Lighting
  - 5.3 Landscaping
- 6.0 Summary

## **1.0 PROJECT DESCRIPTION AND LOCATION**

Watertown Savings Bank is proposing to construct a new 14,000 square feet (SF) Lending Center (two 7,000 SF stories) connecting with the existing bank via pedestrian sky bridge. The project includes parking, a Corporate Plaza, a Memorial Park, and a driveway onto Clinton Street. The project also includes a 4,200 SF storage building that contains a ±2850 SF mezzanine, with a driveway connecting to Mullin Street. Refer to drawing C-103; Site Development Plan.

To allow construction of these facilities, two existing buildings; an 11,741 SF office building and a 700 SF garage will be demolished. Refer to drawing C-101; Existing Conditions Plan.

The existing bank is 111 Clinton Street while the existing office space and garage is 145 Clinton Street.

Another project component is to assemble both the 145 and 111 Clinton Street parcels into one parcel, that are currently owned by Watertown Savings Bank. Refer to drawing C-102; Survey Assemblage Plan.

## **2.0 WATER FACILITIES**

### **2.1 Existing Water Facilities**

The City of Watertown water distribution system consists of an existing 10-inch ductile iron water main that lies within the southern edge of pavement on Clinton Street. There is also an existing 8-inch ductile iron water main that lies in the northern travel lane of Mullin Street.

The existing bank at 111 Clinton Street is fed by a 2-inch copper water line, while the office building at 145 Clinton Street is served via water lateral, with both connecting to the Clinton Street water main.

Pressures in the area are satisfactory.

The existing garage at 145 Clinton Street is not served with public water.

### **2.2 Proposed Water Facilities**

The NYS Department of Environmental Conservation (DEC) guidelines advise to assume water demands are equal to sewage usage. The NYS DEC guidelines for intermediate sized wastewater treatment system recommends a value of 15 gallons per day (gpd) used for each employee.

In addition, the City Water Department provided meter readings for the existing bank at 111 Clinton Street and existing office building at 145 Clinton Street.



### 2.3 WATER DEMANDS

Existing and projected water usages are defined below;

<u>USE/FACILITY</u>	<u>DEMAND (gpd)</u>
Existing Bank 111 Clinton Street	320
Existing Office Building 145 Clinton Street	400
New Lending Center 111 Clinton Street	30x15 = 450
New Storage Building Mullin Street	150

As can be derived from the table, water consumption will increase approximately 200 gpd upon demolition of the office building at 145 Clinton Street compared to usage at the new Lending Center plus the storage building on Mullin Street.

The new Lending Center will utilize the existing water tap for the office building storage at 145 Clinton Street by connecting to it at the right-of-way. The new storage building will connect with a new connection on Mullin Street. Refer to drawing C-103; Site Development Plan.

### 3.0 SANITARY SEWER FACILITIES

#### 3.1 Existing Sanitary Sewer Facilities

The City of Watertown sanitary sewer collection system consists of an existing 12-inch PVC sewer main that lies within the center line of Clinton Street. There is also a 10-inch vitrified tile sewer main that lies in the southern travel lane of Mullin Street. Both the office building at 145 Clinton Street and the existing bank at 111 Clinton Street are connected to the Clinton Street sewer main.

#### 3.2 Proposed Sanitary Sewer Facilities

The New Lending Center will utilize the existing sanitary sewer connection point for the office building at 145 Clinton Street by connecting to it at the right-of-way. The new storage building will connect with a new connection on Mullin Street. Refer to drawing C-103; Site Development Plan.

### 4.0 HYDROLOGIC AND HYDRAULIC ANALYSES

#### 4.1 Existing Drainage

Currently, runoff from both 111 and 145 Clinton Street is collected and directed to the existing storm sewer system on Clinton Street consisting of a 12-inch HDPE pipe.

#### 4.2 Proposed Drainage

Due to the demolition of the 11,741 SF existing office building and the 700 SF existing garage, plus the reconstruction and reuse of existing asphalt and concrete areas, the addition of the new Lending Center and associated amenities results in an insignificant increase in storm water runoff exiting the site.

Considering the existing Watertown Savings Bank and new Lending Center are contained in an urban setting, storm water runoff will be collected on site with catch basins and piping and will continue to be directed to the existing storm sewer facilities on Clinton Street, identical to the method storm water is currently discharged from the site today.

**5.0 TRAFFIC, LIGHTING, AND LANDSCAPING**

**5.1 Traffic Impacts**

Referring to the ITE Trip Generation Rates – 8<sup>th</sup> edition, the traffic generated from the new Lending Center can be estimated. A use of “Walk In Bank” was chosen to estimate the new traffic. The existing building on site totaled approximately 22,300 SF in area. The new building on site will bring the total building area to 36,300 SF, or an increase of 14,000 SF. The following table summarizes the existing and proposed peak hour trips generated from the ITE handbook:

<b>ITE TRIP GENERATION RATES</b>	
<b>Usage</b>	<b>Peak Hour</b>
Office Building (existing-to be demolished)	20
Bank (existing)	151
Bank (Proposed Lending Center)	95
<b>Total</b>	<b>75</b>

When considering the removal of traffic related to the Office Building, it is our opinion that the new Lending Center will not have a major traffic impact in the area, as the peak hour will only generate 75 additional trips per hour, for a total of 1.25 trips per minute.

**5.2 Lighting**

Lighting for the site will be generated by ground mounted LED fixtures, pole mounted LED lighting located around the site, along with LED roof mounted lights located along the new Lending Center and storage building. Efforts have been made to keep the lighting consistent with current lighting for the Watertown Savings Bank. A photometrics plan is forthcoming.


**5.3 Landscaping**

The new Lending Center will be heavily landscaped with shrubs on the north side of the building, similar to the front of the existing bank. In addition, both the Corporate Plaza area adjacent to and under the pedestrian sky bridge, and the Memorial Park will be landscaped with shrubs, pavers, benches, tables, and other amenities.

Trees will also be planted along Clinton Street and in some of the traffic circulation curbed islands. Any non-developed areas will be reclaimed as lawn.

**6.0**    **SUMMARY**

The proposed Lending Center, sky bridge, park areas, storage building, and vehicle parking will not have any adverse effect on the environment. Existing City of Watertown water and sewer infrastructure will be used to service the site. Storm water runoff generated from the new development will be comparable to pre-existing levels. The new development will help the Watertown Savings Bank better serve clients and customers throughout their service area.



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Patrick J. Scordo, P.E.  
CEO, Director of Engineering

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Kevin Bamann  
Project Engineer



Watertown Savings Bank



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July 20, 2021

Dear Planning Board,

I authorize Michael Lundy, Lundy Construction, LLC to act on behalf of Watertown Savings Bank to obtain all approvals and permits necessary for the Watertown Savings Lending Center project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark R. Lavarney', written in a cursive style.

Mark R. Lavarney  
President & CEO



**LUNDY CONSTRUCTION, LLC**

*A Lundy Group Company*

*Design. Build.*

## Letter Of Transmittal

TO: MR. MIKE LUMBIS
PLANNING & COMMUNITY DEVELOPMENT DIRECTOR
CITY OF WATERTOWN
WATERTOWN, NY 13601

DATE: JULY 19, 2021
JOB NAME:
WATERTOWN SAVINGS BANK EXPANSION

WE ARE SENDING YOU  Attached  Under Separate Cover via \_\_\_\_\_ the following items:

<input type="checkbox"/>	PRELIMINARY DRAWINGS	<input type="checkbox"/>	FINAL DRAWINGS
<input type="checkbox"/>	PROPOSALS	<input type="checkbox"/>	CONTRACTS
<input type="checkbox"/>	SPECIFICATIONS	<input checked="" type="checkbox"/>	OTHER

QUANTITY	DESCRIPTION
1	COVER LETTER
1	APPLICATION
1	ENGINEERING REPORT
16	GYMO SITE PLAN DRAWING SET
1	\$250 CHECK #4289
1	SEQR
1	LETTER OF AUTHORIZATION FROM WSB
1	THUMBDRIVE WITH APPLICATION INFORMATION

These are transmitted as checked below:

<input type="checkbox"/>	FOR APPROVAL	<input type="checkbox"/>	FOR YOUR USE
<input type="checkbox"/>	AS REQUESTED	<input checked="" type="checkbox"/>	FOR REVIEW AND COMMENT
<input type="checkbox"/>	FOR BIDS DUE	<input type="checkbox"/>	OTHER

SIGNED: \_\_\_\_\_

ADDRESSEE	<input checked="" type="checkbox"/>
FILE	<input type="checkbox"/>

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.


<b>Part 1 – Project and Sponsor Information</b>				
Lundy Construction, LLC 18841 US Route 11, Watertown, NY 13601 for Watertown Savings Bank 111 Clinton Street, Watertown NY 13601				
Name of Action or Project: Watertown Savings Bank Lending Center Project				
Project Location (describe, and attach a location map): 111 Clinton Street, Watertown, NY 13601				
Brief Description of Proposed Action: Dismantle 145 Clinton Street building and construct a new 2-story, 14,000 s.f. Lending Center. This Lending Center will be connected to the existing main bank building with a 50' second floor skybridge				
Name of Applicant or Sponsor: Lundy Construction, LLC		Telephone: 315-493-2493 E-Mail: frontdesk@mlundygroup.com		
Address: 18841 US Route 11				
City/PO: Watertown		State: NY	Zip Code: 13601	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: NYS Building Permit			NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ 1.5 acres				
b. Total acreage to be physically disturbed? _____ .75 acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 4.5 +/- acres				
4. Check all land uses that occur on, are adjoining or near the proposed action:				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):				
<input type="checkbox"/> Parkland				

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: Built to Leed Standards _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	NO <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES
If Yes,	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If Yes, briefly describe:		
Existing storm water system		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO	YES
If Yes, explain the purpose and size of the impoundment:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO	YES
If Yes, describe:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Asbestos Abatement		

**I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE**

Applicant/sponsor/name: MICHAEL E. LUNDY Date: 7/19/21

Signature:  Title: PRESIDENT - LUNCO





**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:
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**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: Watertown Savings Bank Lending Center  
TAX PARCEL NUMBER: 10-06-104.000  
PROPERTY ADDRESS: 111 Clinton Street  
ZONING DISTRICT: Downtown

**APPLICANT INFORMATION:**

NAME: Lundy Construction, LLC  
ADDRESS: 18841 US Route 11  
Watertown, NY 13601  
PHONE NUMBER: 315-493-2493  
E-MAIL ADDRESS: frontdesk@mlundygroup.com

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

NAME: Watertown Savings Bank  
ADDRESS: 111 Clinton Street  
Watertown, NY 13601  
PHONE NUMBER: 315-788-7100  
E-MAIL ADDRESS: lavarnway@wsbny.com

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

NAME: GYMO Architectural, Engineering, and Land Surveying  
ADDRESS: 18969 US Route 11  
Watertown, NY 13601  
PHONE NUMBER: 315-788-3900  
E-MAIL ADDRESS: ssoules@gymopdc.com

## **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. (T.B.D)

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) MICHAEL E. LUNDY - LUNCO

Applicant's Signature  Date: 7/19/21

**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.