

Informal Special Permit Checklist

1. **Plans.**

(a) The application must be accompanied by ten sets of plans and specifications, showing the actual shape, dimensions and location of the lot to be built upon or to be changed in its use, in whole or in part. Such plans must be drawn to scale unless an exemption is made by the Zoning Officer. All dimensions related to the location and size of the lot must be based on actual survey.

(b) In addition, the plans must show:

- The exact location, size and height of every existing building or structure and of any building or structure to be erected or altered.
- Boundary line survey information
- Date of plan(s), and dates of any applicable revisions.
- Map scale (in bar form), with North point.
- Name of Village, County, and State.
- Measured distances of structures for setback from road right-of –way and distances to side and rear boundary lines.
- In the case of a proposed new building or structure or proposed alteration of any existing building or structure as would substantially alter its appearance, drawings or sketches showing the affected front, sides and/or rear elevations of the proposed building or structure as it will appear before and after the work for which the permit is sought has been completed.
- When no buildings are involved, the location of the present use and proposed use to be made of the lot.
- Any wetlands designated by either the U. S. Army Corps of Engineers, the National Wetland Inventory, or the N. Y. S. Department of Environmental Conservation.
- The location, character, and establishment of any streams or drainage ways

- General topography of the project area including any steep slope areas (before and after contours should be incorporated on maps at two foot intervals).
 - Existing land uses of immediately adjacent properties. General location in the Village of the proposed development or use
 - In the case of clearing or cutting of existing vegetation and/or excavating, filling, or moving of soil, a delineation of the area(s) to be so altered, and a description of the clearing or earth moving proposed.
 - Location of proposed driveway, curb cuts, parking area, number of parking spaces.
 - Placement of any existing and additional sidewalks.
 - Traffic analysis by a licensed traffic engineer (for projects requiring parking for 200 cars or more or those involving high turnover traffic as determined by the Planning Board)
 - Location of waste disposal facilities.
 - Such other information with regard to the lot and neighboring lots as may be necessary.
2. Placement of Utilities, including but not limited to the placement of a septic system, water supply, natural gas supply, electric supply, etc.
 3. A Stormwater pollution prevention plan.
 4. Submission, if applicable, of the appropriate SEQRA- (State Environmental Quality Review Act) - forms. The short Environmental Assessment form and the Full Environmental Assessment Form can be found at the following link:
<http://www.dec.ny.gov/permits/6191.html>.
 5. A Drainage plan for Stormwater runoff.
 6. A detailed Landscaping and/or buffer plan, which should include a planting list of all plants, shrubs, trees, etc.
 7. Proposed signage.
 8. Any provisions for mass transit.

9. A detailed description of the proposed work.

10. **Exterior Lighting:**

All exterior fixture lighting manufacture cut sheets (to be provided on 24"x36" paper). Each cut sheet shall clearly identify the light fixture manufacture number utilized, the plan cross-reference identification, and be legible. Plan identification symbol or abbreviation

- Fixture type
- Fixture add-ons if utilize
- Lamp type utilized
- All photometric data

(a) **PHOTOMETRICS**

1. Photometrics plans shall be provided for the entire site (including any proposed illuminated signage). Additional information may be required by the Lighting Commission after they have evaluated the design. Lighting suggestive guidelines are been included
2. Statement of proposed Exterior Lighting shall be provided and shall include, but not be limited to:
 - a. Hours of operation
 - b. Lighting percentage decrease after building is not occupied.
 - c. What type of lighting will be used to illuminate Sign(s).
3. The Photometrics plan shall provide a lighting fixture summary table that presents the following information:
 - a. Plan identification symbol or abbreviation
 - b. Fixture type (include the manufacture product identification catalog number)
 - c. Lamp type (include the manufacture product identification catalog number and lumens)
 - d. Lamp Lumens
 - e. Fixture lens height above lowest adjacent finished grade
 - f. Total Height of the light pole or structure including any bases that free standing light poles are set on.

Village of Lansing
Lighting Commission

General Guidelines for Exterior Lighting Plans

The Village of Lansing supports the exterior lighting principles of The Dark Sky Society, the International Dark-Sky Association, and the Illumination Engineering Society

1. Exterior lighting should be carefully designed, located, installed and directed in such a manner as to:

- avoid excessive and unnecessary lighting
- control glare
- prevent light trespass onto adjacent properties
- prevent direct upward light emission
- promote effective security
- avoid interference with the safe operation of motor vehicles.

2. All lighting should be downward facing, full cut off, or fully shielded to prevent glare and light trespass.

3. The minimum intensity needed for the intended purpose should be used. Illumination levels should be appropriate to the type of use proposed and the overall neighborhood.

4. All non-essential lighting should be turned off after business hours, leaving only the necessary lighting for security.

Fifty-percent (50%) reduction of light levels suggested after hours.

5. Flood lighting is discouraged, and if used, must be fully shielded to prevent:

- light above a 90 degree horizontal plane
- disability glare for drivers or pedestrians
- light trespass beyond the property line.

6. Landscape lighting should be unobtrusive, downward facing, and carefully shielded to avoid view of the sources. The use of colored lamps or filters is discouraged.

7. The following should be avoided:

- any upward distribution of light
- unshielded flood lights
- unshielded wallpack fixtures
- neon lights
- searchlights
- pulse and laser lights
- blinking, flashing, or tracing lights
- low pressure sodium lights
- metal halide unfiltered lights

Additional resources for consideration:

- Dark Sky Society web page: <http://www.darkskysociety.org>
- Examples of acceptable fixtures: <http://www.darkskysociety.org/handouts/blbn.pdf>
- Dark Sky Society *Guidelines for Good Exterior Lighting Plans*:
<http://www.darkskysociety.org/handouts/LightingPlanGuidelines.pdf>
- International Dark-Sky Association *Outdoor Lighting Code Handbook*:
<http://www.darkskysociety.org/handouts/idacodehandbook.pdf>