



**Town of Malta
Building & Planning Dept.
2540 Route 9
Malta, NY 12020
(518) 899-2685**

FORM BASED CODE
CONCEPT LEVEL CHECKLIST

All applicants shall complete this concept level checklist as a requirement of the Malta Form Based Code Project Plan Application process. This checklist is intended to serve as an aid in conforming to the applicable requirements of The Malta Form-Based Code ("The Code") and applicable sections of the Town of Malta Zoning Regulations. It is not intended as a substitute for, nor does it include all of the information and requirements in The Code nor the Town of Malta Zoning Regulations and other applicable Town codes, ordinances, and procedures.

Name of Development:

Address of Development:

Downtown District: DN-4
DC-4
DX-3
GC-3
RA-3
DA-2
DP-2
RA-2
RD-2
OS

Application Type: Project Plan Project Plan Amendment

Requirements for all Applications:

The following shall be provided as part of all applications:

- A completed Form Based Code Project Plan Application.
- A narrative describing all activities proposed for the site.
- All applicable fees.
- The names and addresses of owners of all property who are contiguous, abutting or adjacent or who are across an established road from the proposed boundaries.

15 copies of Existing Conditions Plan, Concept Project Plan, signed Application, narrative and supporting material as well as electronic copies of all materials on CD.

Required Information	Exhibit	Scale
<p>Location of site area to be developed.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dimensions and locations of any existing or proposed easements or rights-of-way and supportive legal material for proposed easements or rights-of-way. <input type="checkbox"/> Existing and proposed contours and /or spot grades at not more than two-foot intervals. Datum shall be clearly identified. <input type="checkbox"/> Parcel numbers as per the Assessor of the Town of Malta. 	Existing Conditions Survey	1 inch = 50 feet
<p>Concept Project Plan</p> <p>BASIC DIMENSIONS & SETBACKS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parcel number. <input type="checkbox"/> Lot area in square feet. <input type="checkbox"/> Street types with classification of the street as defined in The Code. <input type="checkbox"/> Where applicable, minimum setbacks identified as established in The Code. <input type="checkbox"/> Dimensioned Primary Street, Side Street, Side Interior and Rear Yard setbacks. <input type="checkbox"/> Dimensioned Build-To Zones. <p>USE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Label of intended use or uses for each building. <p>BUILDING HEIGHT & ROOF</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maximum building height. <input type="checkbox"/> Percentage of building's Main Body occupying the Build-To Zone. <input type="checkbox"/> Footprint area for each building. <input type="checkbox"/> Building Height as defined in The Code. <input type="checkbox"/> Story Height as defined in The Code <input type="checkbox"/> Distances between each structure and the property line. <p>PARKING & LANDSCAPING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location and capacity of each parking facility. <input type="checkbox"/> The parking being provided for each use. Where existing parking is being used to accommodate multiple proposed uses, an explanation of how the sharing will be managed shall be provided. <input type="checkbox"/> Landscaping for each parcel. 	Concept Project Plan	1 inch = 50 feet

<p>LIGHTING & SIGNAGE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location and type of all outdoor lighting fixtures. <input type="checkbox"/> Location of freestanding signs and details of design including material, type of illumination (if any), color, height, area, and other details. 		
<ul style="list-style-type: none"> <input type="checkbox"/> Rendered front and side elevations with materials labeled. <input type="checkbox"/> Illustration and description of roof pitches. 	Color Elevations & Renderings	1 inch = 50 feet
<ul style="list-style-type: none"> <input type="checkbox"/> Description of proposed building materials and percent of wall surface on each façade. <input type="checkbox"/> Description of proposed accent materials and percentage. <input type="checkbox"/> Description of proposed building color. 	Building Materials Summary	n/a
<ul style="list-style-type: none"> <input type="checkbox"/> Description of proposed fencing material (if any). 	Fence Materials Summary	n/a

*****The Planning Department may request additional items as may be required to complete its review*****

*****Incomplete Applications Will Not Be Accepted For Review*****