

**VILLAGE OF OLD FIELD  
SITE PLAN REVIEW  
RULES, REGULATIONS AND STANDARDS**

**I. SITE PLAN FILING REQUIREMENTS**

A. The site plan must be prepared by a professional engineer, licensed in the State of New York, showing the area of the project and all other affected areas. If the project is for a new dwelling, the site plan must show the entire lot and all areas within 300 feet of any Environmentally Sensitive Area. For all other applications, the site plan must show 100 feet from the area of the project or disturbed area, and all areas within 300 feet of any Environmentally Sensitive Area.

The site plan must include the following information:

1. Name, address and phone number of persons, firm or organization preparing the site plan.
2. Date, North arrow, and written or graphic scale. The scale must be no smaller than 50 feet = 1 inch.
3. Tax map information (*Section, Block and Lot*), metes and bounds, easements, covenants and restrictions, etc. placed in title block. Title report is to be provided, if requested, no older than one year.
4. Relationship of the new construction to all property lines, streets, rights-of-way, and easement lines. Existing elevations shall be shown at each property line, each break in street grade, and/or every 50 feet for the center line, edge of pavement and tops of curbs, if any, on roads abutting the site to be developed as well as for each driveway giving access to the site.
5. Location of exterior utility equipment including, but not limited to, electric meter, electric transformer, HVAC equipment, generators, etc. which shall be inconspicuously located within 20 feet of the main house and screened from view with evergreen plants. No equipment shall be located within the side yard setback for the dwelling.
6. Location and detail of all outside lighting.
7. Existing topography showing spot elevations and all natural and man-made features, such as, but not limited to, curbs, adjacent roadways, driveways, paved areas, buildings, wells, culverts (both above and below grade, including flow direction), hydrants, poles, etc. The contours should be as follows:
  - a. 1 foot contours for areas with grades 15% or less;
  - b. 2 foot contours for areas with grades over 15%; and
  - c. 5 foot contours with the permission of the Environmental Committee for areas such as bluffs.

Topographic contours should be in either the National Geodetic Vertical Datum (NGVD 1929), United States Coastal Geodetic Survey (USCGS), or the North American Vertical Datum (NAVD 1988).

8. The site plan shall show by contour lines, finished grades or spot elevations sufficient data to clearly indicate how new grades will meet existing grades of adjacent properties and the street and to show exactly how the land will be graded and drained, including the direction of surface flow (delineated with arrows), limits of all cuts and fills, swales, slopes and elevations at 20 feet and/or 40 feet beyond each side and rear property line and grading limit lines.
9. The location, size, type and depth of sanitary and storm drainage facilities with top and invert elevations.
10. The location of all buildings and decks, fences, retaining walls, swimming pools, tennis courts, impervious areas, sheds, garages, or other structural improvements, parking areas, proposed ground floor and finished grade elevations at the corners of the buildings and structural improvements, and spot elevations and flow arrows for all paved areas, with detailed dimensions for each.
11. Approximate boundaries of any areas subject to periodic flooding or Storm water overflows. Wetlands, Coastal Erosion Hazard Zone, FEMA zones, must be noted on plans.
12. The location and clearances of all proposed water service lines, water wells, sanitary systems, which shall comply with the provisions of the Suffolk County Department of Health Services.
13. The detail for installation and location of orange protective barrier fencing and erosion control measures during construction.
14. If applicable for proposed final grades, detailed information relative to the construction methods to be used during and after construction to retain, stabilize and/or refurbish regraded areas.
15. Erosion control measures to be taken during and after construction.
16. Existing and proposed landscaping and fences, as detailed on a landscaping plan.
17. Existing and proposed utility services. Utility services are preferred underground.
18. The names and addresses of adjoining property owners.
19. Approximate boundaries of any Environmentally Sensitive Areas on the site or neighboring properties and notation of precautionary construction measures to protect such Environmentally Sensitive Areas during project.
20. Where directed by the Board, detailed cross sections through the site and adjoining sites, including existing and proposed elevations.
21. A listing of all municipal agencies that also have jurisdiction over the project, including, but not limited to, FEMA, NYSDEC, Suffolk County Department of Health Services and listing of all pertinent regulated areas, including, but not limited to, Coastal Erosion Hazard Zone, Federal Flood Zone, Critical Environmental areas.

22. Any other site information or engineering details deemed by the Board or Village Engineer to be necessary to determine the adequacy of the site plan for the proposed project.

## **II. SITE GRADING STANDARDS**

All requirements of §121-60 and §121-63 of the Village Code shall be adhered to with regard to any construction activity requiring excavation or grading. In general, excavation and grading shall be limited to the minimum amount required for the authorized improvement.

### **A. Draining Away From Foundations**

Storm water runoff shall be directed away from all foundations. The minimum gradient away from any building foundation shall be 2% ( $\frac{1}{4}$  inch/ft. $\pm$ ) for a minimum distance of 25 feet. The minimum gradient for any graded area on a lot shall be 1%.

### **B. Grading Adjacent to Areas to Remain Natural**

Newly constructed or re-graded areas shall not be graded so as to drain toward areas to remain natural, unless otherwise approved by the Village Engineer. Grading limits are to be clearly indicated on all site plans.

### **C. Grading of Sloped Areas**

The following criteria shall be adhered to with regard to grading or re-grading of sloped areas:

Maximum slope in cut: 1 vertical to 2 horizontal

Maximum slope in fill: 1 vertical to 3 horizontal

Water is to be prevented from flowing over the top of slopes by berming and/or swaling. If necessary, the applicant may be required to install drainage structures above the top of slope.

All top and toe of slope areas shall be clearly depicted on the site plan; either by contours, spot elevations, notes, or a combination thereof.

### **D. Protection of Existing Trees**

Prior to the commencement of any construction activities, trees to remain shall be protected by installing orange construction fence (*or other approved method*) around the perimeter of the drip line, or at a location specified by the owner's duly authorized consultant. Tree wells/walls may be required where proposed grade changes may adversely affect an existing tree.

### **E. Protection of Conservation Easements and Areas to Remain Natural**

Prior to the commencement of construction, all areas to remain natural, including conservations easements/areas and other restricted areas as directed by the Board of Trustees, are to be protected by the installation of orange construction fencing.

**F. Retaining Walls**

All retaining walls must be shown on the site plan. Structural details for retaining walls exceeding 2 feet in height must be shown on the site plan. Only one (1) retaining wall not to exceed 3 feet in height may be located within a side yard setback for the dwelling.

**III. STORM DRAINAGE STANDARDS**

**A. Storage Criteria**

All sites shall be designed with storm drainage systems capable of storing the runoff from a 2 inch storm, except as modified elsewhere in this section. Additional storage may be required by the Board in specialized cases.

**B. Tributary Area**

For purposes of this section, site plan tributary area shall be defined as follows:

**For Sites Not Previously Developed** – The site plan tributary area shall include the entire subject property, plus any off-site contributing area.

**For Expansions/Additions/Modifications to Previously Developed Sites** – The site plan tributary area shall include the entire subject property, plus any off-site contributing area. Previously developed portions of the subject property shall be considered in the drainage design.

**C. Swimming Pool Drainage**

All in-ground swimming pools shall be equipped with a dedicated drywell in conformity with Section 99-7 of the Village Code.

**D. Roof Drainage**

Separate drywells for roof drainage shall be provided, unless otherwise approved by the Village Engineer. Yard and/or driveway drainage may be combined with roof drainage only when approved by the Village Engineer. Leaders and gutters or other acceptable roof drainage are required on all buildings and must be piped directly to drywells. No leader shall discharge directly onto the ground.

**E. Self-Containment**

Self-containment with regard to storm drainage should be clearly demonstrated on the engineering drawings by establishing low points on each lot that are at least 6 inches lower than the lowest point of relief to an adjacent property. Wooded portions of a site situated on terrain trending toward the exterior

boundary of the subject property need not be considered in the required drainage calculations in those cases where the existing wooded area is to remain undisturbed.

**F. Runoff Coefficients**

The assignment of runoff coefficients (C) for use in storm drainage design is somewhat subjective. At the time the rainfall producing runoff occurs, the coefficient varies with topography, land use, vegetal cover, soil type, and moisture content of the soil. In selecting runoff coefficients, the designer shall consider watershed segments individually, and calculate a weighted/composite runoff coefficient value.

The following table sets forth ranges of C values for various categories of ground cover. Values or land uses varying significantly from those discussed herein shall be documented to the Village Engineer.

Cover/ Slope	Impervious <sup>1</sup>	Lawn Landscaped	Wooded	Packed Gravel
Flat (2%)	1.00	0.20	0.05	0.40
Moderate (2%-8%)	1.00	0.25	0.10	0.50
Steep (>8%)	1.00	0.35	0.20	0.60

**G. Subsurface Drainage**

Subsurface or perched water may require special engineering attention or additional drainage facilities. Description of complete engineering details and/or methods to be employed in this condition shall be depicted on the site plan, as the field conditions warrant.

**H. Detailed Information**

The level of detail presented on a site plan shall be such that the plan can be reviewed by the Village Engineer and constructed in the field without additional calculation and/or reference to other documents. A detailed storm drainage design shall include all pipe sizes (*roof drainage connections, drywells interconnects, etc.*), pipe material specifications, invert elevations, casting elevations, etc. Sufficient information shall be provided regarding proposed drywells to demonstrate sufficient storage capacity with

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<sup>1</sup> Asphalt or concrete pavement, driveways, walkways, roof areas, hardscape (such as tennis court, deck, patio, etc.).

proper vertical separation (2 foot min.) between the bottom of any leaching structure and the highest anticipated groundwater level. All drainage structures shall be detailed on the site plan.

**I. Subsurface Information**

Subsurface soil information shall be provided on each site plan, either by test hole or soil boring. Subsurface information shall extend to the depth necessary to demonstrate a minimum of 6 feet of free draining material (*clean sand, or clean sand and gravel*) below the bottom of the lowest leaching structure. Groundwater, if encountered, shall be noted on the subsurface log. If no water is encountered, the subsurface log shall be noted accordingly. All subsurface logs shall include the source method (*e.g. test hole or boring*), date performed, and witnesses. The Engineer preparing the site plan must certify boring.

**J. Storm Drainage Pipe**

1. The following pipe materials are acceptable when designed in accordance with standard engineering practice and manufacturer’s recommendations with regard to minimum depth of cover and trenching:

- Polyvinyl Chloride (PVC, SDR 18 or 35)
- Ductile Iron Pipe (DIP Class 52)
- High Density Polyethylene (HDPE)
- Reinforced Concrete Pipe (RCP Class IV)

2. All storm drainage piping beneath driveways and paved areas shall be designed to accommodate an AASHTO H-20 loading. In no case shall drain lines be permitted with less than 2 feet of cover.

3. Minimum pipe diameters shall be as follows:

- Drain inlet to drywell connection 10 inch dia. min.
- Drywell to drywell interconnection 8 inch dia. min.
- Roof leader connection 4 inch dia. min.

4. Pipe sizes may be increased in accordance with the design calculations performed by the site plan preparer.

**K. Drywells**

1. All drywells shall be constructed in accordance with the Village’s standard detail, or otherwise as approved by the Village Engineer. The edge to edge clearance between drywells shall be 1.5 times the outside diameter of the drywells. All proposed site drywells on a given site plan with the exception of roof drainage shall be the same diameter. All proposed drywells within the same drainage system or sub-system shall be of the same effective depth.

2. Drywells in driveway or paved areas shall be brought to grade with a cast iron frame and cover. Drywells located in landscaped areas shall be marked with a 4 inch concrete filled section of PVC pipe, or other approved marker.
3. Drywell location: 10 feet minimum from property line  
20 feet minimum from building foundation
4. No drywell shall be within 100 feet from a bluff.
5. Suffolk County Department of Health Standards & Criteria are to be adhered to.
6. Swimming pool drainage shall comply with provision of paragraph III (C).

**L. Additional Drainage Standards**

1. All runoff must self-contained on the property. The runoff must be directed away from the principal dwelling and all accessory structures. Surface storm water runoff from graded areas shall not be diverted onto adjoining property or streets or cause erosion or damage to adjoining property, or Environmentally Sensitive Areas.
2. Upon request of the Board, any subsurface or perched water which may require drainage facilities must be indicated, and complete engineering details of methods used to keep cellars and basements reasonably dry and drywells functioning shall be submitted. Data on subsurface groundwater shall be submitted, including the source method (test holes, borings, etc.) and date of collection of information shown. The applicant is responsible for determining the subsurface conditions.
3. Storm water runoff shall not be permitted to flow directly into tidal waterways, freshwater wetlands, streets, waterways, shore front, or any environmental sensitive area.

**IV. TREE PRESERVATION PLAN SPECIFICATIONS**

- A. Tree preservation plan of the property must have a scale of not less than 1" = 50', or as directed by the Board, clearly labeled "Tree Preservation and Land Clearing Plan" which clearly indicates the following:
  1. An outline of existing wooded areas on the site, showing tree type and size range, not within the project area, which are to remain undisturbed and fenced off with orange fencing.
  2. Reference on plan by number, type, location and size of all trees within project that are 6 inches or more in caliper measured three feet above grade, or any stand of Mountain Laurel or specimen tree, regardless of size.
  3. Trees and vegetation to be removed, preserved or moved showing both original and new location.
  4. All trees and plant material to be installed listing the type, size and quantity.

5. The location of all improvements on the property, e.g. buildings, driveways, parking areas, impervious surfaces, drainage systems, septic systems, when it impacts existing trees, etc.
6. Topographic contours as previously required.

**V. SITE MARKINGS**

- A. The applicant shall stake with three foot high stakes with orange tops the physical features on the site as it pertains to the application, including, but not limited to: house or building location, driveway, driveway entrance, Environmentally Sensitive Areas, protected or undisturbed areas and limits of grading.
- B. All trees that are to be removed shall be marked with orange banding three feet from the grade and numbered.
- C. 4 foot high orange protective barrier fencing shall be placed on this site delineating the areas beyond which no construction, excavation, grading, tree removal, or other site work shall take place.

**VI. ADDITIONAL GENERAL STANDARDS**

- A. All applicants must adequately and reasonably address and satisfy the following concerns:
  1. The effect on or disturbance of any Environmentally Sensitive Areas.
  2. The adequacy, safety and convenience of vehicular traffic access and circulation, including driveways, curb cuts and intersections.
  3. The adequacy of emergency access for fire vehicles and equipment and location of fire hydrants.
  4. The impact of the proposed development upon areas susceptible to flooding and/or erosion.
  5. Preservation of existing vegetation, soil and grades to the extent possible. Any material to be used as fill in excess of 20 cubic yards shall be shown on the site plan.
  6. Compliance of all outdoor lighting with the Village Code.
  7. Compliance of the plans with the Village Zoning Ordinance and the state building code, and requirements of the Suffolk County Department of Health Services, Suffolk County Planning Commission, and the New York State Department of Environmental Conservation.