

# Town of Winchester Zoning Ordinance Compliance Guidelines

## Map Guidelines

The Winchester Town Board, Plan Commission, and zoning administrator will utilize these guidelines in determining whether to approve, approve with conditions, or deny any application under Chapter 17: Zoning of the Town Code including, but not necessarily limited to rezones, conditional use permits, and site plan permits. As such, the Town of Winchester Plan Commission recommends that all applicants for permits or approval under Chapter 17 consider these guidelines as they prepare their applications.

The information included in the table below and on the following pages should be provided for each type of application to the extent applicable to the project.

<b>Mapping Requirements</b>					
<b>Type of Information</b>	<b>Project Maps</b>				
	<b>Site Plan</b>	<b>Master Development Plan</b>	<b>Conditional Use</b>	<b>Rezone</b>	<b>Special Exception &amp; Variance</b>
<b>Background Project Information</b>					
Project name	X	X	X	X	X
Applicant name	X	X	X	X	X
Preparation date	X	X	X	X	X
Name of preparer	-	X	-	-	-
<b>Survey Information</b>					
North arrow and graphic scale	X	X	X	X	X
Address of subject property or legal description	X	X	X	X	X
Property boundaries	X	X	X	X	X
Acreage of subject property	X	X	X	X	X
<b>Project Development Information</b>					
Land use summary table by density/intensity and acreage	-	X	-	-	-
Easements/rights-of-ways (location, width, purpose, ownership)	X	X	X	-	X
Common areas/conservancy areas (location, purpose, ownership)	X	X	X	-	-
Land to be dedicated to the public (boundaries, area, purpose)	-	X	-	-	-
<b>Setting</b>					
Property boundaries within ___ feet of the subject property	X (50')	X (150')	X (150')	X (150')	X (50')
Land uses within ___ feet of the subject property	X (50')	X (150')	X (150')	X (150')	X (50')
Zoning district boundaries within ___ feet of the subject property	X (50')	X (150')	X (150')	X (150')	X (50')
Municipal boundaries within ___ feet of the subject property	X (50')	X (150')	X (150')	X (150')	X (50')
<b>Site Features (existing and proposed)</b>					
Ground contours when any slope exceeds 10 percent	X	X	X	-	X
Wetlands	X	X	X	-	X

## Town of Winchester Zoning Ordinance Compliance Guidelines

Woodlands	X	X	X	-	X
Wildlife habitat, including critical wildlife habitat	X	X	X	-	X
Environmentally sensitive features	X	X	X	-	X
Water resources (rivers, ponds, etc.)	X	X	X	-	X
Floodplain boundaries	X	X	X	-	X
Environmental and manmade development constraints and hazards including brownfields, contaminated sites, unstable soils, high groundwater, bedrock, and high-pressure natural gas lines	X	X	X	-	X
<b>Buildings and Outdoor Storage/Activity Areas</b>					
Existing and proposed	X	X	X	X	X
Existing within ___ feet of subject property	X (50')	X (150')	X (150')	X (150')	X (50')
<b>Required Setbacks</b>					
Yard setbacks (front, side, rear and shore)	X	-	X	-	X
On-site septic systems	X	-	X	-	X
On-site wells and off-site wells within 10 feet of the perimeter of the subject property	X	-	X	-	X
<b>Landscaping Features (existing and proposed)</b>					
Fences, buffers, and berms	X	-	X	-	-
Pervious and impervious surfaces by type	X	-	-	-	-
Site amenities (benches, fountains, etc.)	X	-	-	-	-
Existing trees and other prominent vegetation	X	-	-	-	-
Trees / shrubs to be planted, including a plant list and specs.	X	-	-	-	-
Trees / shrubs to be retained	X	-	-	-	-
<b>Outdoor Lighting (existing and proposed)</b>					
Location	X	X	-	-	-
Fixture specifications	X	X	-	-	-
<b>Stormwater Facilities (existing and proposed)</b>					
Location	X	X	-	-	-
Specifications for each facility	X	X	-	-	-
<b>Utilities (existing and proposed)</b>					
Location	X	X	-	-	X
Type (sewer, telephone, etc) (buried or overhead, if applicable)	X	X	-	-	X
Size/capacity, if applicable	-	X	-	-	-
<b>Transportation Facilities (existing and proposed)</b>					
Streets	X	X	X	-	X

**Town of Winchester  
Zoning Ordinance Compliance Guidelines**

Driveways and road access onto public and private roads	X	X	X	-	X
Parking areas and access aisles	X	-	-	-	X
Sidewalks and trails	X	X	X	-	X
Fire lanes (i.e., fire apparatus access)	X	-	-	-	X
Clear visibility triangles (location and dimensions)	X	X	-	-	X
<b>On-Site Parking (existing and proposed)</b>					
Drive isles and parking stalls by size	X	-	-	-	-
Location of accessible parking stalls	X	-	-	-	-
Location and specifications/dimensions for accessibility ramps	X	-	-	-	-
Type and location of on-site parking signs and traffic control signs	X	-	-	-	-
Surface materials for parking lot (e.g., concrete, bituminous concrete, pavers)	X	-	-	-	-
Snow storage areas	X	-	-	-	-
Areas designated for queuing of vehicles for drive-through facilities (e.g., car washes, drive-up service windows, etc.)	X	-	-	-	-
Pedestrian walks between the parking lot and the building	X	-	-	-	-
Pedestrian walks between the parking lot and the building	X	-	-	-	-
Pedestrian walks between the parking lot and the building	X	-	-	-	-
Loading lanes and loading docks	X	-	-	-	-
Stormwater drainage	X	-	-	-	-
Distance between parking areas and adjoining properties if less than 20 feet	X	-	-	-	-
Areas designated for bicycle parking	X	-	-	-	-
<b>Signs (existing and proposed)</b>					
Location	X	optional	-	-	-
Specifications for each sign including type, height, dimensions, lighting, and other factors considered during the review process	X	optional	-	-	-