

SITE PLAN REVIEWER

Department: Planning and Development

Classification: Competitive

Specification Number: 3290

Approved: 5/10/24

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- a) Graduation from a New York State or Regionally accredited college or university with a Bachelor's Degree, and two (2) years of experience in site plan review, zoning inspections, civil engineering, architecture or drafting or;
- b) Graduation from a standard senior high school and six (6) years of experience in site plan review, zoning inspection, civil engineering, architecture or drafting.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title is involved in performing office or field review of site plans to determine compliance with zoning codes and design specifications. Plans pertain to individual, residential and commercial buildings and adjacent roadways. After field and office review, the incumbent communicates with applicants and engineers in order to finalize building site plans. Work is reviewed by an administrative supervisor through conferences or written reports. Does related work as required.

TYPICAL WORK ACTIVITIES

- Interprets whether site plans conform to various zoning codes and Town regulations;
- Reviews commercial and industrial site plans for ordinance violations prior to filing with the Town Board of Appeals and advises the Board accordingly;
- Prepares rough redesign of site plans to correct violations and comply with Town code and regulations;
- Reviews complete site plan which may include grading, drainage, parking access, building design, etc.;
- Participates in conferences with owners, reviewers, architects and surveyors regarding planning and design of site plans;
- Determines whether landscaping plans incorporate plants and trees appropriate to the soil composition, available light and space provided for growth;
- May prepare legal descriptions of town-owned properties for advertising;
- Checks deed descriptions for dedications;
- Answers, in person or by telephone, site-related questions posed by the public.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of town zoning codes and design standards; good knowledge of the placement of buildings, streets, sidewalks and parking areas; working knowledge of landscape design; ability to read and interpret technical draft plans, maps, charts and blueprints; ability to ascertain facts in relation to town zoning codes; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.