SITE PLAN REVIEW FORMS PACKET

⇨ Applicant's Guide to Site Plan Review

⇨ Site plan Review Application Form

⇨ Site Plan Approval / Disapproval Form

➔ **State Environmental Quality Review (SEQR)**

A Short Environmental Assessment Form (EAF) is attached. If a Long EAF is needed for your project you can obtain a copy from the Planning Board or Town Clerk or go online to download a copy.

NOTE: If you are planning a project that has a strict timetable, please be aware that the Planning Board has time frames for its procedures as well. Please take into account the amount of time it takes for Site Plan approval before you begin a project.

Applicant's Guide For Site Plan Review
Town of Roxbury, Delaware County

The Planning Board of the Town of Roxbury has been authorized to review Site Development Plans. This guide has been created in order to help the applicant understand the process and procedure necessary for Site Plan Review**.

COMMONLY ASKED QUESTIONS

Q : ***When must I apply for Site Plan Review?***
A : Site Plan Review is required for the following:

1. New commercial construction (including institutional, recreational, industrial and all other forms of non-residential).

2. Extension, enlargement, or expansion, to an existing commercial structure exceeding 20% of the existing square footage, but structues less then 2000 square feet in size are except.

Q: ***What do I need to do?***
A: Simply follow the directions as provided in this *Applicant's Guide*.

Q: ***How long does the entire Site Plan Review process take?***
A: Depending on the size and complexity of the project, and the impacts identified on the State Environmental Quality Review (SEQR), the review will take between three months and a year. Much depends on how you provide the information. The applicant who takes the time to understand the requirements and supplies ALL required information on time will avoid delays.

Q: ***How do I get started?***
A: The **BEST** way to get started is to **contact the Building Inspector**. Discussions with the Building Inspector can provide a wealth of information on all aspects of the process. An informal conference with a designated member planning board or it representative to discuss general requirements and procedures for site plan review may also be helpful in preparing a formal site plan appication. Contact the planning board chairman or the Town Clerk in order to get on the agenda. At this meeting you will be advised of the site plan review requirements. A sketch of your proposal will be helpful during these discussions.

After obtaining the application and paying the appropriate fee through the Town Clerk, the site plan is to be submitted to the Planning Board (14) days prior to the regularly scheduled meeting of the Town Planning Board. The

Planning Board shall review said application to determine whether it is complete and conforms to the Site Plan regulations. A complete application includes all data listed in Section 3.04, 3.06, 3.08, 3.09, 3.14.

Q: How is my application judged?

A: The planning board has a list of standards that it must apply to each and every application (Section 3.08, 3.09, 3.14 of Site Plan regulations). In reviewing and approving a site plan, the board will take into consideration the health, safety, general welfare, comfort, and convenience of the public in general, and of the *residents of the immediate neighborhood in particular.* Standards applied include adequacy of ingress, egress, traffic circulation, parking, screening, and harmony with surrounding buildings and uses, among other things. The planning board may impose conditions which enable it to meet these objectives.

Q: ***Can the Town Board of Trustees appeals reverse the decision(s) of the planning board on a site plan?***

A: NO. An aggrieved party can only appeal the decision to the NYS Supreme Court under Article 78 of the Civil Practice Law.

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REMINDER:

This guide is a general introduction to the Site Plan Review process. While it was created to help the applicant understand the procedure, it is NOT intended as a substitute for actually **reading the Site Plan Review Law****.

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Contact Persons

Phillip Zorda - Planning Board Chairman (607) 326-7631

Diane Pickett-Town Clerk (607) 326-7641

William Walcutt – Building Inspector (607) 326-7643

Delaware County Planning Department (607) 746-2944

General Procedure for Site Plan Review

1. Meet with the Building Inspector and/or Planning Board member to discuss requirements. (Optional)

2. Submit Site Plan application to the Planning Board; which will determine whether or not the application is complete and complies with all requirements. A complete application includes the application form, application fee (if any), SEQR form, and a site layout plan which contains all required information listed in Section's 3.06, 3.07, 3.09 of the Site Plan review law.

3. The Planning Board will accept complete applications and determine if a public hearing is necessary. If so, a hearing shall be held within 62 days of acceptance of the completed application and SEQR. Within 62 days of the public hearing, the Planning Board will render a decision to approve, approve with conditions, or disapprove said site plan. If no hearing is held, the Planning Board will render a decision within 62 days of acceptance of the completed application. The time to render a decision may be extended by mutual consent of the Planning Board and the applicant.

Procedures for Site Plan Review**

Step 1

Applications for Site Plan Review must be submitted to the Planning Board at least fourteen (14) days before a regularly scheduled Planning Board meeting as per section 3.04. Within 30 days of the Site Plan application being filed the Planning Board will determine whether to accept the application as complete and begin the review process or reject the application as incomplete. The Planning Board shall notify the applicant within 10 days of its review of the sketch plan if the application appears incomplete.

Step 2

The Planning Board will then at it's regularly schedualed meeting review the application to determine if all information neccessray for the review is provided. The Planning Board always reserves the right to hold a a public hearing on an application, and will determine if a public hearing will be necessary. If required, the public hearing date shall be held within sixty-two (62) days from the date the application was received by the Planning Board. The Town shall give public notice of the hearing in the official newspaper of the Town 10 days prior to the scheduled hearing. The applicant shall give notice of the public hearing by certification of mailing or certified mail at least 15 days prior to the scheduled hearing, to all owners of property within 500' of the proposed development. Bring proof of mailing to the Planning Board.

Step 3

The Planning Board has sixty-two (62) days in which to make a decision from the date the application was finally accepted as complete and SEQRA is completed, whatever is later; or sixty-two (62) days after the public hearing is concluded.

Note:

Site Plan Review is a **process, not an automatic permit approval.** Since the Planning Board only meets once a month (3rd Wednesday), the applicant should expect a two to three week period to pass before the Planning Board will even have an opportunity to review an application. When the Planning Board receives the application, it will schedule the public hearing (if necessary) for the next month's meeting, if possible, but definitely within sixty-two (62) days. The Planning Board sixty-two (62) days after this hearing to make a decision. Depending on the complexity of the application he Planning Board may render a decision the night of the first review session, or may need more time to review all of the information provided. **In a *best case scenario*, approval of Site Plans takes at least 4-6 weeks form the date the application was submitted. If there are problems or vagueness in the information provided, it could take 4-8 weeks more.** The Planning Board has a mandatory procedure that must be followed, and that procedure takes time.

****If you are planning a project that has a strict timetable, please be aware that the Planning Board has time frames for its procedures as well. Please take into account the amount of time it takes for Site Plan approval before you begin a project.**

Roxbury Site Plan Applicant Review Check List*

Application#:_____

A Site Plan is required of all new commercial (including institutional, recreational, industrial and all other forms of non-residential) and expanding existing structures over 2000' gross floor area; as list under section 2.01 of the Roxbury Site Plan Review Law*.

1. Pre-sketch Phase:
   The applicant may informally speak with a designated member of the planning board or a representative, concerning the application and needed material as per section 3.03.

2. Sketch Plan Phase: 3 copies of all items listed below must be submitted 14 days prior to the regularly scheduled Planning Board meeting:

   ____Completed Site Plan application.

   ____Receipt of Fees paid for application as per section 3.08 of the Roxbury Site Plan.

   ____Site Plan Map including all items of section 3.06, 1-5 summarized below:
   - __Scale of 1" equals 50' or less, on standard 24x36 sheets
   - __Topography at a contour interval of not more then 5'
   - __Name of project, boundaries, site location, date, north arrow, scale
   - __Name/address of owner, developer, seal of engineer/architect
   - __Lot lines, easements, rights-of-way, acres used, abutting land use, structures within 500'of site
   - __Pertinent natural features
   - __Other: list_____

   ____Items 6-18 of section 3.06 may be required depending on the nature and extent of the proposal.

   ____Development plan as listed under section 3.08.

   ____Elevations and/or Sections as listed under section 3.08.

   ____Engineering Plans as listed under section 3.08.

   ____SEQRA Form (short or long) as per section 3.14

3. Refer to section's 3.15, 3.16 for timeline information and Planning Board action.

*This is a summarized list; it is the responsibility of the Applicant to insure they have included any/all information that is listed in the Roxbury Site Plan and might be needed to complete all phases of the development.

Town of Roxbury

53690 St. Hwy 30, PO Box 189, Roxbury, NY 12474
(607) 326-7641

Updated on 5/01/2011

Date Filed: _____
Rec'd By: _____
Fee Paid: _____

APPLICATION FOR SITE PERMIT REVIEW

Date _____ Application # _____

APPLICATION IS HEREBY MADE to the Town of Roxbury Planning Board for Site Plan Review. The applicant agrees to comply with the NYS Uniform Fire Prevention and Building Code and all applicable laws, ordinances, regulations, and conditions expressed on this application which are a part of these requirements, and will also allow all inspectors to enter the premises for required inspections.

Applicant:

Name: _____
Address: _____
Telephone: _____

Plans Prepared By:

Name: _____
Address: _____
Telephone: _____

Owner (if different):
Name: _____
Address: _____
Telephone: _____

Number of Dwelling Units: _____
Tax Map Number: _____
Sheet _____ Block _____ Lot _____

Property Location: _____

Number of Off Street Parking Spaces provided: _____

Proposed use(s) of site:

_____
_____
_____
_____

Total Site Area (square feet or acres): _____

Anticipated construction time: _____
Will development be staged? _____

Current land use at site (agriculture, commercial, etc.)

_____

Current condition of site (buildings, brush, etc.)

_____

Anticipated increase in number of residents, employees, shoppers, etc. (as applicable)

_____

Describe proposed use including primary and secondary uses, ground floor area, height, and number of stories for each building:

-- For expanding existing structure include total floor area and current floor area, etc.
-- For non-residential buildings include total floor area and total sales area, etc.

Use a separate sheet if needed

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

List waivers requested:

_____

Other permits/approvals (if necessary)

_____
_____
_____
_____

ALL STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ANY CONSTRUCTION WILL BE PERFORMED IN THEMANNER SET FORTH IN THE APPLICATION AND SPECIFICATIONS FILED THEREWITH.

FURTHER, I UNDERSTAND THAT THE SITE PLAN AS APPROVED BY THE PLANNING BOARD IS BINDING. ANY CHANGES FROM THE APPROVED SITE PLAN SHALL REQUIRE RESUBMISSION AND RE-APPROVAL BY THE PLANNING BOARD.

_____ Date _____

Signature of Applicant / Property Owner

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:	Telephone:			
	E-Mail:			
Address:				
City/PO:	State:	Zip Code:		
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			**NO** ☐	**YES** ☐
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			**NO** ☐	**YES** ☐
3.a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action. ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ☐ Parkland				

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO ☐	YES ☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO ☐	YES ☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO ☐	YES ☐	
b. Are public transportation service(s) available at or near the site of the proposed action?	☐	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO ☐	YES ☐	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO ☐	YES ☐	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO ☐	YES ☐	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO ☐	YES ☐	
b. Is the proposed action located in an archeological sensitive area?	☐	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO ☐	YES ☐	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	☐	☐	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO ☐	YES ☐	
16. Is the project site located in the 100 year flood plain?	NO ☐	YES ☐	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES	NO ☐	YES ☐	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____			

	NO	YES
18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	☐	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	☐	☐

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: _____ Date: _____

Signature: _____

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☐	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☐	☐
3. Will the proposed action impair the character or quality of the existing community?	☐	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☐	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☐	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☐	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☐	☐
b. public / private wastewater treatment utilities?	☐	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☐	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☐	☐

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☐	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☐	☐

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT