

TOWN OF CONSTANTIA
PLANNING DEVELOPMENT AND
CODE ENFORCEMENT DEPARTMENT
14 FREDERICK STREET
PO BOX 267
CONSTANTIA NY 13044
PHONE 315-623-9581

Site plan Application Checklist

Eight copies of the application for site plan approval shall be filed with the enforcement officer together with the appropriate **fee** as determined by the **fee schedule** adopted by town board resolution. The application shall be filed with the enforcement officer at least 10 business days prior to the planning board meeting in which it will be considered. The application and plan shall be accompanied by information drawn from the following checklist as determined necessary by the planning board at the sketch plan conference.

- 1- ☐ Name and address of applicant and owner, if different, and of the person responsible for preparation of such drawings;
- 2- ☐ Date, north arrow, written and graphic scale;
- 3- ☐ Boundaries of the area plotted to scale, including distances, bearings, and areas;
- 4- ☐ Location and ownership of all adjacent lands as shown on the latest tax records;
- 5- ☐ Location, name, and existing width of adjacent roads;
- 6- ☐ Location, width, and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use or adjoining the property;
- 7- ☐ Complete outline of existing or proposed deed restrictions or covenants applying to the property;
- 8- ☐ Grading and drainage plan, including existing hydrologic features, including watercourse, existing and proposed contours at five foot intervals, rock outcrops, depth to bedrock, and soil characteristics;
- 9- ☐ Location, design, type of construction, proposed uses, and exterior dimensions of all buildings;
- 10- ☐ Location, design, construction materials of all parking and truck loading areas with access and egress drives thereto;
- 11- ☐ Provision for pedestrian access, including public and private sidewalks;
- 12- ☐ Location of outdoor storage, if any;
- 13- ☐ Location, design, and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, and fences;
- 14- ☐ Description of the method of sewage disposal and the location, design, and construction materials of such facilities;
- 15- ☐ Description of the method of securing public water and location, design, and

- construction materials of such facilities;
- 16-☐ Location of fire lanes and other emergency zones including the location of fire hydrants;
 - 17-☐ Location, design, and construction materials of all energy distribution facilities, including electrical, gas, and solar energy;
 - 18-☐ Location, size,, design, and construction materials of all proposed signs;
 - 19-☐ Location and proposed development of all buffer areas including indication of existing and proposed vegetative cover;
 - 20-☐ Location and design of outdoor lighting facilities;
 - 21-☐ Designation of the amount of Gross Floor Area (GFA) and Gross Leasable Area (GLA) proposed for retail and services, office, and other similar commercial or industrial activities;
 - 22-☐ Number and distribution by type of all proposed dwelling units;
 - 23-☐ An estimated project construction schedule;
 - 24-☐ General landscaping plan and planting schedule;
 - 25-☐ An agricultural data statement pursuant to Town Law Section 283-a, when applicable;
 - 26-☐ A statement of the nature and extent of the interest of any state employee, or officer or employee of the town in the applicant pursuant to General Municipal Law Section 809, when applicable;
 - 27-☐ An environmental assessment form (EAF) and, when applicable, a draft environmental impact statement (EIS) pursuant to 6 NYCRR Part 617;
 - 28-☐ Other elements integral to the proposed development as considered necessary by the planning board including identification of any federal, state, or county permits required for the project's execution.

TOWN OF CONSTANTIA

14 Frederick Street P.O. Box 267
Constantia, New York 13044
Application for Site Plan Approval

Fee: A nonrefundable fee of \$125.00 is payable at the time of application for site plan review. The applicant shall also pay actual costs attributable to any consulting engineering review of the site prior to Planning Board endorsement of the plan.

Preliminary [] Date: _____ Final [] Date: _____

Name of proposed development: _____

Applicant:

Plans prepared by (if applicable):

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Owner (if different):

Name: _____

Address: _____

Telephone: _____

Ownership intentions (purchase options): _____

Tax Map Number: _____

Current Classification: _____

County, State, or Federal permits that will be required (List type of permit and regulating agency): _____

Proposed Use of Site: _____

Total Site Area (Square feet or acres): _____

Anticipated Construction Time: _____

Will Development Be Staged? Yes _____ No _____

Current Land Use of Site (Agriculture, commercial, undeveloped, residential, etc): _____

Current Condition of Site (buildings, woods, brush, etc): _____

Character of Surrounding Lands (Suburban, agriculture, wetlands, etc): _____

Estimated Cost of Proposed Improvements: \$ _____

Anticipated increase in number of residents, employees, customers, etc (if applicable): _____

Describe proposed use, including primary and secondary use; number of stories; gross area; floor(s) area; and height of each building:

- for residential buildings include the number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three or more bedrooms) and number of available parking spaces.
- for non-residential buildings include the gross floor area and gross leasable area; number of available parking spaces.
- other proposed structures; roadways; pedestrian routes; paving; site buffers, etc.

Use a separate sheet if necessary)

ATTACH a Plat Map – DRAWN TO SCALE – showing:

- Project name, scale, north arrow and date of preparation
- Property boundaries
- Contiguous properties with the names and addresses of owners
- Existing roads, streets, utilities and structures
- Land contours at 10 feet intervals
- Flood Plain locations (boundaries)
- Water courses, marshes, wetlands, wooded areas and other
Significant physical features on the site
- Proposed layout of the Project in sufficient detail and dimension, so that the
Location, bearing and length of every structure, lot line, boundary line, road
and street line can readily be determined and may be produced on the ground

**PREPARE AND ATTACH NYS SEQR Short Form Environmental Assessment Form, Part 1
(This form may be downloaded from the NYS DEC website)**

**THIS APPLICATION AND THE REQUIRED ATTACHMENTS ARE TO BE RETURNED TO THE
TOWN OF CONSTANTIA PLANNING BOARD with a copy to the Town Code Office**

The undersigned hereby requests approval by the Planning Board

Signature

Date

Short Environmental Assessment Form

Part 1 - Project Information

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?			NO	YES
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.			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			<input type="checkbox"/>	<input type="checkbox"/>
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, are adjoining or near the proposed action:				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
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? 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: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> 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
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, <div style="margin-left: 40px;"> a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? </div> If Yes, briefly describe:	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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:	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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:	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		