

Site Plan Review Application

Town of Leyden
6606 School Rd., Boonville, NY 13309
(315) 942-3444
Clerk's hours: 4:00-6:00 pm Wed.

Fee - \$200.00

Application No. _____ Application Date _____

Application for: _____ Site Plan Approval _____ Special Permit _____

Tax Map No. - Section _____ Block _____ Lot _____

Applicant Name: _____ Telephone _____

Address: _____

Project Location, if different from above: _____

Email Address: _____

Owner: (if different from applicant)

Plans prepared by:

Name _____

Name _____

Address _____

Address _____

Telephone _____

Telephone _____

Ownership intentions (i.e., purchase options) _____

Current use of site (agriculture, commercial, undeveloped, etc.) _____

Condition of site (buildings, brush, etc.) _____

Total site area (sq.ft. or acres) _____ Anticipated construction time _____

Will development be staged? ☐ Y ☐ N If yes, over what time period? _____

Estimated cost of proposed improvements \$ _____

Character of surrounding lands (residential, commercial, agriculture, wetlands, etc.) _____

Anticipated increase in number of residents, shoppers, employees, etc. _____

State or Federal Permits needed (if any) _____

Information Required to be Submitted with the Application:

1. Maps/sketches of property to include:

- (a) Sketch of proposal drawn to scale on 8-1/2 x 11 paper if possible (for ease of copying/scanning).
- (b) Show layout of parcel identifying existing and proposed buildings/structures, roads/streets, utility easements, rights-of-way, proposed entrance/exit, waterways/wetlands, land use, land area, and north arrow.
Location map(s), example: (topographic map, real property tax map)
- (c) Show internal traffic circulation, parking and loading spaces and pedestrian walks as applicable.

2. Narrative description of the proposal.

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

- for residential buildings include number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three or more bedrooms) and number of parking spaces to be provided.
- for non-residential buildings, include total floor area and total sales area; number of automobile and truck parking spaces.
- for all other structures include use, floor area (dimensions).

3. Environmental Assessment Form, Part I completed.

4. Agricultural Data Statement.

5. See attached sheet, "Site Plan Review Information", for any other information that is pertinent to your application.

(use a separate sheet if necessary)

Signature of Property Owner: _____

NOTE: Return completed forms to Codes Officer and pay Clerk the fee on Wednesday 4:00-6:00. Planning Board to receive site plan review 5 days prior to regular meeting on first Thursday of each month.

AGRICULTURAL DATA STATEMENT

This statement is to be submitted with all applications required for a Special Use Permit, Site Plan Approval or Use Variance Approval for projects occurring on property within an Agricultural District containing a farm operation or on property with boundaries within 250 feet of a farm operation located in an Agricultural District. (Ref. Town Law 283-a)

1. Applicant's Name: _____
 Address: _____
 Phone: () _____

2. Description of proposed project: _____

3. List names and addresses of farming operations* within 250 feet of the proposed project (attach additional sheet if necessary):
 - a. _____
 - b. _____
 - c. _____
 - d. _____

4. Written description of exact location of proposed project. Please attach a tax map or clearly drawn map showing proposed project relative to all farming operations identified in the Data Statement:

**Farming operations, as defined by NYS Agriculture and Markets Law, Article 25-AA, means the land used in agricultural production, farm buildings, equipment and farm residential buildings.*

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
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.			YES
			<input type="checkbox"/>
			<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			NO
If Yes, list agency(s) name and permit or approval:			YES
			<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 _____ acres			
or controlled by the applicant or project sponsor?			
4. Check all land uses that occur on, adjoining and 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,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<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 site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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: _____	<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 plain?	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,	NO	YES	
a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/>	<input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/> NO <input type="checkbox"/> 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: _____ _____ _____	NO <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Town of Leyden Planning Board
SITE PLAN REVIEW INFORMATION

(Town of Leyden Zoning Law - Article 4. Site Plan Reviews - Section 415. Application)

In addition to the specific information required on the site plan review application; *the criteria below is used by the planning board in determining the completeness of an application. The planning board may waive any of the submission requirements listed below where it deems that the information is either not applicable or is unnecessary to a particular site plan review.*

1. Name and address of the applicant and owner, if different, and of the person responsible for preparation of drawings.
2. Date, North point, written and graphic scale.
3. Boundaries of the site plotted to scale, including distances, bearings and areas.
4. Locator map showing the site in relationship to the town.
5. Location and ownership of all adjacent lands as shown on the latest tax records.
6. Location, name and existing width of adjacent roads.
7. Location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use or adjoining the property.
8. Complete outline of existing or proposed deed restriction or covenants applying to the property.
9. Existing hydrologic features, together with a grading and drainage plan showing existing and proposed contours at a maximum of five foot intervals.
10. Location, proposed use and height and dimensions of all building, including the number and distribution by type of all proposed dwelling units, and the designation of the amount of gross floor area and gross leaseable area proposed for retail sales and services, office and other commercial or industrial activities.
11. Location and design of all parking and loading areas including access and egress drives and fire lanes and emergency access areas.
12. Provision for pedestrian access, including public and private sidewalks.
13. Location of outdoor storage.
14. Location and design of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.
15. Description of the method of securing public water supply and disposing of sewage, and the location and design of such facilities.
16. Location and design of all energy distribution facilities, including electrical, gas and solar energy.
17. Location, size and design of all proposed signs.
18. Location and design of outdoor lighting facilities.
19. General landscaping plan and planting schedule, including the location and proposed development of all buffer areas.
20. Erosion and sediment control plan conforming to the standards and practices contained in the United States Department of Agricultural (USDA) Soil Conservation Service Engineering Field Manual (EFM) and New York Guidelines for Urban Erosion and Sediment Control, or other erosion and sediment control manual recognized by the Planning Board.
21. 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 §809.
22. An Environmental Assessment Form (EAF) and, when applicable, a Draft Environmental Impact Statement (EIS) pursuant to 6NYCRR Part 617.
23. Other elements integral to the proposed development as considered necessary by the Planning Board.