

~~'MINOR' CHECKLIST-SIDNEY PLANNING BOARD~~

Minor Subdivision- Means any subdivision containing four (4) or less lots fronting on an exiting road, not involving any new road, or the extension of existing utilities, and not adversely affecting the development of the remainder of the parcel or adjoining property, and not in conflict with any provisions of the Master Plan, Official Map, or Zoning Ordinance, if such exists, or these Regulations.

This checklist has been prepared to assist the Applicant in understanding the requirements and the materials to be submitted to the Planning Board for minor subdivision application. For the exact process for review and approval of minor subdivisions, please refer to the Subdivision Regulations.

Date Completed:

Initial Conference

It is strongly advised that the Applicant meet with the Planning Board to discuss the process and procedure.

Submit Sketch Plan Application

The Subdivider or his duly authorized representative shall submit to the Town Clerk at least ten (10) days prior to the regular meeting of the Town Planning Board three (3) copies of the Sketch Plan of the proposed subdivision, for the purpose of classification and preliminary discussion. The sketch plan of the proposed subdivision shall comply with the requirements of Article 5 of Section 5.100.

 The location of that portion which is to be subdivided in relation to the entire tract.

 All existing structures, and significant physical features of the property.

 If topographic conditions are significant, contours shall be indicated at intervals of not more than 10 feet. Interpolated U.S. Geological Survey Data shall be suitable.

 The name of the owner, and of all adjoining property owners with 500' of any perimeter boundary of the subdivision.

 The tax map sheet, block, and lot numbers.

 All utilities available.

 All streets which are either proposed, mapped, or built.

 The proposed pattern of lot, street layout recreation areas, and system of drainage, sewage disposal, and water supply within the subdivision area.

 All existing restrictions on the use of land, including easements, covenants, or zoning lines.

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_____ Classification of Sketch Plan

Classification of the Sketch Plan is to be made to determine if the application is a Minor or Major Subdivision.

_____ Submit Application for Minor Subdivision (Article 3. Section 3.15.)

Within six months after classification of the Sketch Plan as a Minor Subdivision by the Planning Board the subdivider shall submit an application in duplicate and four (4) copies of the Minor Subdivision Plat at least ten (10) days prior to the planning board meeting to the Town Clerk along with the required application fee.

_____ Survey plats with all information required in Article 5 Section 5.200.

_____ All on-site sanitation and water facilities are requires in Article 5 Section 5.200.

_____ Solis Analyses report for all unimproved or vacant lots with all test locations shown on the on the plat.

_____ Proposed subdivision name, name of municipality and County in which it is located.

_____ The date, north point, map scale and name and address of property owner and Subdivisions as per Article 4 Section 4.102.

_____ A copy of such covenants or deed restrictions as are intended to cover all or part of the tract.

_____ Driveway permits, if needed.

_____ Part I of the NYS Environmental Assessment Form as per Article 7 Section 7.200.

_____ Agricultural Date Statement, if necessary.

_____ Referral to County Planning Board (GML 239-n)

Applications for subdivisions are required to be reviewed by the Delaware County Planning Board pursuant to General Municipal Law § 239-n if the proposed plat subdivision is with five (500) feet of : a municipal boundary; any existing or proposed county or state road; the boundary of a farm operation located in an agricultural district; an existing or proposed county or state park or other recreation area; an existing or proposed boundary of any county – or- state-owned land on which a public building is situated. The Town Planning Board may not act on any application until they receive a recommendation from the County Planning Board or thirty (30) days have passed after the County's receipt of the application.

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_____ Site visit/ Field trip, at the Planning Boards discretion.

Public Hearing

A public hearing shall be held by the Planning Board within 45 days from the time of submission of the Minor Subdivision Plat for approval. Said hearing shall be advertised by the Planning Board, in a newspaper of general circulation in the municipality at least 5 days before such hearing. The applicant shall supply to the Town Clerk with stamped envelopes with addresses with each adjoining landowner within 500 feet of the subdivision and directly across the road. The applicant shall have these envelopes to the Town Clerk at least 14 days before the Public hearing. The Planning Board may notify other persons as it deems necessary.

Action on Minor Subdivision

The Planning Board shall, within 45 days form the date of the public hearing, act to approve, modify and or disapprove the Minor Subdivision Plat.

_____ Filling with the Delaware County Clerk and the Real Property Tax Office in Delhi, NY. The approved application and Subdivision Plat shall be recorded with sixty (60) days of the date which such Plat is approved shall be filed with the Delaware County Clerk's office and the Real Property Tax Office in Delhi, NY

Application No. _____

**TOWN PLANNING BOARD
TOWN OF SIDNEY**

APPLICATION FOR SKETCH FLAT REVIEW

(To be filed in duplicate)

Date: _____

Fee: _____

1. Name of Subdivision: _____

2. Name of Owner: _____ Phone: _____

Address: _____
(Street No. and Name) (P.O.) (State) (Zip Code)

3. Name of Applicant: _____

Address: _____
(Street No. and Name) (P.O.) (State) (Zip Code)

4. Engineer: _____

Address: _____
(Street No. and Name) (P.O.) (State) (Zip Code)

5. Surveyor: _____

Address: _____
(Street No. and Name) (P.O.) (State) (Zip Code)

6. Attorney: _____

Address: _____
(Street No. and Name) (P.O.) (State) (Zip Code)

7. Subdivision Location: on the _____ side of _____ feet _____
(direction) (road) (direction)

8. Special Districts: Agricultural: _____ Zoning: _____

9. Total Acreage: _____ Number of Lots: _____

10. Tax Map: _____ Block: _____ Lot: _____

11. Is any open space being offered as part of this subdivision application? _____

What amount? _____

12. List waivers requested for Subdivision Regulation requirements:

13. Proposed class of Subdivision: _____
(Minor, Major)

14. Attach three (3) copies of sketch plat

15. List all contiguous holding in the same ownership Tax Map (s), Block (s), Lot (s):

Signature of Applicant: _____ Date: _____

This original application along with three (3) copies of the sketch plat must be submitted to the Secretary of the Planning Board or it assistant at least ten (10) days prior to a regularly scheduled meeting.

The Sidney Town Planning Board meets the third Monday of every month at 7:00 PM at the Town Board room at the Town Office, located at 44 Grand Street, Sidney.

Contacts:

Sheila R Paul, Clerk (607)-561-2334

Ray Baker, Chair.....(607)-561-2334

Lori Green, Planning Board Member.

Howard Finch, Planning Board Member

Dave Gill, Planning Board Member

Andrew Hinckley, Planning Board Member

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			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
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 Yes, does the existing system have capacity to provide service? ☐ NO ☐ YES] If No, describe method for providing potable water: _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? ☐ NO ☐ YES] 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? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
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	
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 b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	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: _____ _____	NO	YES
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
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
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)

Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR DEC, Office of Air Resources, Climate Change, and Energy	2. PROJECT NAME Guide for Assessing Energy Use and GHG Emissions in an EIS.
3. PROJECT LOCATION: Municipality <u>Action is state-wide</u> County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) NA	
5. PROPOSED ACTION IS: ☒ New ☐ Expansion ☐ Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: The DEC Office of Air Resources, Energy and Climate Change's adoption of a program policy on assessing energy use and greenhouse gas (GHG) emissions in an EIS. This Policy instructs DEC staff in preparing or reviewing an EIS that includes a discussion of energy use or GHG emissions. It identifies the boundaries and methods for the assessment as well as possible mitigation.	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? ☐ Yes ☐ No If No, describe briefly _____	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? ☐ Residential ☐ Industrial ☐ Commercial ☐ Agriculture ☐ Park/Forest/Open Space ☐ Other Describe: NA	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? ☐ Yes ☐ No If Yes, list agency(s) name and permit/approvals: _____	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? ☐ Yes ☐ No If Yes, list agency(s) name and permit/approvals: _____ NA	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? ☐ Yes ☐ No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: <u>NYS DEC, Office of Air Resources, Climate Change and Energy</u> Date: <u>June</u> , 2009 Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.

☐ Yes ☒ No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.

☐ Yes ☒ No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

No adverse impact.

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

No adverse impact.

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

No adverse impact.

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

No adverse impact. The policy can be expected to further smart growth goals. Smart growth, generally, favors densification in areas served by existing infrastructure. In some cases, speculatively, such densification may require zoning change.

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

No adverse impact.

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

None.

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

No adverse impacts. Positive impacts are expected as discussed in the attached narrative.

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?

☐ Yes ☒ No If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?

☐ Yes ☒ No If Yes, explain briefly:

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

☐ Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

☒ 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 **AND** provide, on attachments as necessary, the reasons supporting this determination.

DEC, Office of Air Resources, Climate Change and Energy

June __, 2009

Name of Lead Agency

Date

Jared Snyder

Assistant Commissioner

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)

ADDENDUM

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

The Office of Air Resources, Climate Change and Energy expects that the policy will have a positive impact on the use and conservation of energy. Greenhouse gas emissions result, in part, from burning of fossil fuels that thereby release carbon dioxide in the atmosphere. The policy can be expected to provide DEC staff with the analytical tools to shape project design within the environmental impact statement process so as to encourage project applicants to design their projects to use less fossil fuels or to be more efficient in the use of fossil fuels.

Use of the Policy can also be expected to reduce the State's contribution to greenhouse gas emissions, thereby reducing the rate of climate change and associated impacts to the environment. *See, for example,* US Environmental Protection Agency webpage on climate change for general information on climate change and its impacts:
<http://www.epa.gov/climatechange/basicinfo.html>.

AGRICULTURAL DATA STATEMENT

Municipality _____ Ag District No. _____ Date _____

This form must be completed for any application requiring municipal review for Subdivision Approval, Special Use Permit, Site Plan Approval, or Use Variance that would occur on property within 500 feet (500') of a farm operation located in an Agricultural District (Section 283-a of Town Law or 7-739 of Village Law).

PART I (completed by Applicant)

Applicant	Owner, if different from Applicant
Name: _____	Name: _____
Address: _____	Address: _____
Phone #: _____	Phone #: _____

1. Description of Project (purpose, acreages involved, etc.) _____

2. Tax map number(s) of your Project: _____

3. Is your parcel actively farmed? _____ If so, how? Pasture Cropland Hayfield (circle those that apply)

4. List all farm operations within 500 feet of your parcel. Farm operations are defined as "... the land used in agricultural production, farm buildings, equipment and farm residential buildings." (Section 301, Article 25 AA of the Agriculture and Markets Law). These can be obtained from the local assessor.

Name _____	Tax Parcel No. _____
Address _____	Is parcel actively farmed? _____

Name _____	Tax Parcel No. _____
Address _____	Is parcel actively farmed? _____

Name _____	Tax Parcel No. _____
Address _____	Is parcel actively farmed? _____

Name _____	Tax Parcel No. _____
Address _____	Is parcel actively farmed? _____

Name _____	Tax Parcel No. _____
Address _____	Is parcel actively farmed? _____

Name _____	Tax Parcel No. _____
Address _____	Is parcel actively farmed? _____

Attach a separate sheet if necessary.

5. Notice of the Project must be sent to the above farm operations by Return Receipt/Certified Mail. Return receipts must be presented to the Municipal Review Board.

Date Notice(s) Sent: _____

Signature of Applicant

Signature of Owner

PART II (completed by Municipal Review Board)

Reviewed by:

Signature of Municipal Official

Date

PART III (completed by Municipal Review Board)

All applications requiring an Agricultural Data Statement **must** be referred to the Delaware County Planning Board in accordance with amended Section 239-m and 239-n of the General Municipal Law.

Notice of Referral to County Planning Board – Date Sent: _____