

**SITE DEVELOPMENT PLAN REVIEW
APPLICANTS SITE PLAN PROCEDURE**

1. GENERAL INSTRUCTIONS

The Village Staff will advise you about this procedure and help you as much as possible. However, you must do the work. We have attached a copy of the site plan section of the Zoning Law for your convenience. The standards are contained in other sections of the Code, ie, water, sewer, paving, etc. You should check with the Building Inspector and use his copy of the Code or purchase or copy sections that apply to your application.

2. To make things easier, it is required that you have a preliminary meeting with the Planning Board so that they can advise you of any additional requirements that they may have. This will also serve to speed to review process.

3. An application to the Planning Board for site plan approval shall include ten (10) copies of a site plan drawn to scale which shall be submitted a minimum of THIRTY (30) DAYS prior to the Planning Board's work session. ONE SITE PLAN MUST BE MOUNTED ON A HARD SURFACE FOR DISPLAY PURPOSES.

The following is to be shown on your site plan:

- a. Property lines and related street, right-of-way and easement lines as determined by survey.
- b. Location and dimensions of existing and/or proposed buildings and structures.
- c. Layout of existing and proposed means of access and off street parking areas, showing the details of aisles, driveways and each parking space.
- d. Existing and proposed storm drainage facilities, sidewalks, curbs, curb cuts and similar structures.
- e. Existing topography of the site and immediately adjacent property as revealed by contours or key elevations as may be required by the Village and proposed regarding of the site.
- f. Existing and proposed street trees, screening, signs, hydrants, landscaping and fences.
- g. Existing and proposed outdoor lighting and sign locations.
- h. Statement of impact of proposed use on adjacent land uses.

4. You should make sure that your site plan meets the Zoning regulations. If it doesn't and you need a variance, the Planning Board will not act on the site plan application until the Zoning Variance has been granted

5. All fees must be paid at the time you present your completed application to the Building Inspector. Checks shall be paid to the order of "Village of Walden". FEES ARE NON-REFUNDABLE

6. Once the completed application is received, it will be reviewed for completeness and you will be notified regarding the time and date of the preliminary meeting and regular review meeting. You may

not receive approval at the regular meeting if the circumstances of the site plan require a special study. You may also be required to share in the costs of the special study. You will be advised.

7. All the Village Department Heads are required to review the application and submit their comments to the Planning Board prior to the final meeting date.

8. You, or your authorized representative, must be present when the site plan is being considered for approval. Otherwise, if questions come up that cannot be answered by the staff it could cause delay in the application.

9. You are also advised that you make application to the Architectural and Community Appearance Board of Review. You can do this concurrently with your application to the Planning Board (and Zoning Board, if applicable). The Building Inspector, or Village Clerk will help you in this regard.

10. You are also required to do an Environmental Assessment Form, which is attached to this application. If, for any reason, any answer is "yes" you will be required to fill out an Environmental Assessment Form, which the Building Inspector will advise you on.

11. You are required to submit a Public Disclosure Statement as part of your application which is attached as part of the application.

12. If you have problems that the Staff cannot handle, or you feel you are not getting expeditious treatment, you can inform the Village Manager of this.

13. FEES: The minimum fees for an application for site plan review shall be as follows:

SITE PLAN APPLICATION: \$100.00

RESIDENTIAL SITE PLAN REVIEW: \$425.00 per lot plus \$125.00 per each dwelling unit.

NON-RESIDENTIAL SITE PLAN REVIEW: \$225.00 plus \$125.00 for each 1,000 square feet of building area.

ESCROW AMOUNTS TO BE POSTED AT TIME OF APPLICATION: Site Plan up to 10,000 square feet, \$2500.00.

ALL FEES ARE DEEMED MINIMUM FEES IN ACCORDANCE WITH LOCAL LAW NO. 6 OF 1988.

IN ACCORDANCE WITH LOCAL LAW NO. 6 OF 1988, I AM AWARE THAT THE INITIAL APPLICATION FEES ARE MINIMUM FEES CHARGED TO COVER THE COSTS ASSOCIATED WITH THE OPERATION OF THE PLANNING BOARD. I UNDERSTAND THAT I AM HELD LIABLE FOR ANY ADDITIONAL FEES AND COSTS INCURRED BY THE VILLAGE OF WALDEN AND A RESULT OF MY PROJECT AND APPLICATION.

Signature

PLANNING BOARD APPLICATION PROCESS

- 1. Original application including payment of fees are to be submitted to the Building Inspector or Village Clerk 15 days prior to first Monday of the Month to be scheduled for a meeting date.**
- 2. Application to be discussed at the work session following submission with the applicant present to review plans and application with the Planning Board. Additional work sessions may be necessary prior to formal actions by the Planning Board at their regular scheduled meetings. This will be determined on a case by case basis.**

Adopted, February 18th, 1997

VILLAGE OF WALDEN
APPLICATION FOR SITE PLAN APPROVAL

Preliminary Date: _____ Final Date _____

Name of Proposed Development _____

Applicant:

Plans Prepared by:

Name _____

Address _____

Telephone No. _____

Owner (if different)

Name _____

Address _____ (If more than one owner, provide
information for each.)

Telephone No. _____

Ownership intentions, i.e. purchase options _____

Location of site _____

Tax Map description:

Section _____ Block _____ Lot _____

Current zoning classification _____

State and federal permits needed (list type and appropriate department) _____

Proposed use(s) of site _____

Total site area (square feet or acres) _____

Anticipated construction time _____

Will development be staged? _____

Does site plan meet current zoning regulations () yes () no

If no, is zoning hearing scheduled () yes () no Date: _____

Was zoning variance granted () yes () no Date: _____

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

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

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

Estimated cost of proposed improvement \$ _____

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

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.
- other proposed structures.

(Use separate sheet(s) if needed)

Signature of Applicant

FEE:

Enclosed is my non-refundable fee of \$ _____, which I realize MUST be paid at the time my application is submitted or it will not be processed.

Fee received _____, 20____

By: _____

Signature of Applicant

DISCLOSURE ADDENDUM STATEMENT TO APPLICATION, PETITION AND REQUEST

Mindful of the provisions of Section 809 of the General Municipal Law of the State of New York, and of New York, and of the Penal provisions thereof as well, the undersigned applicant states that no State Officer, Officer or Employee of this municipality, or of the Town or County of which it is a part, has any interest, financial or otherwise, in this application or with, or in the applicant as defined in said Statute, except the following person or persons who is or are represented to have only the following type of interest, in the nature and to the extent hereinafter indicated:

☐ None

☐ Names: Address: Relationship or interest (financial or otherwise):

This disclosure addendum statement is annexed to and made a part of the petition, application and request made by the undersigned applicant to the following Board of Officer or Political Subdivision of the Municipality.

☐ (Village) (Town Board)

☐ Zoning Board of Appeals

☐ Building Inspector

☐ Planning Board

☐ Zoning Enforcement Officer

☐ Other

Individual Applicant

Corporate or Partnership Applicant

By: _____
(Pres.) (Partner) (Vice-Pres.) (Sec.) (Treas.)

GENERAL MUNICIPAL LAW OF THE STATE OF NEW YORK

"Section 809. Disclosure in certain applications:

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

(a) is the applicant, or

(b) is an officer, director, partner or employee of the applicant, or

(c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or

(d) is a part to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

3. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

4. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor."

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?			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
			☐
			☐
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
			☐
			☐
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.			
☐ 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 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? 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 _____ _____	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.												
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"></td> <td style="width: 50%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Name of Lead Agency</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Print or Type Name of Responsible Officer in Lead Agency</td> <td style="text-align: center;">Title of Responsible Officer</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Signature of Responsible Officer in Lead Agency</td> <td style="text-align: center;">Signature of Preparer (if different from Responsible Officer)</td> </tr> </table>				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)
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