

PLANNING BOARD

APPLICATION FOR SITE PLAN REVIEW APPROVAL

(Submit this completed form to the address in the "Guide to Subdividing in *Berlin*")

For Planning Board use only:

Stamp of Approval:

APPLICATION NUMBER: (year and sequence): _____

APPLICATION DATE: _____

Applicants fill out 1-6 and certification:

1. APPLICANT(S)- Name(s): _____
Address: _____
City: _____
2. OWNER(S)- Name(s): _____
Address: _____
City: _____
Telephone Number: _____
3. PROPERTY IDENTIFICATION and LOCATION
Location: _____
Tax Map Parcel ID Number: _____
Size (acres): _____
4. PROPOSED USE OF SITE: _____

5. CURRENT USE OF SITE: _____

6. PLANS PREPARED BY:
Name: _____
Address: _____
City: _____
Telephone Number: _____

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P.O. Box 307

Berlin, New York 12022-0307

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APPLICATION NUMBER: (year and sequence): _____

7. ENGINEER: License Number: _____
Name: _____
Address: _____
City: _____
Telephone Number: _____

8. Any parcels conveyed from original parcel since May 15, 1968: .
No: _____ Yes: _____ (If yes, list on separate sheet giving date(s),
Owner(s), and parcel(s) sized)

APPLICANT(S) ATTESTATION: I (We) hereby certify that the above statements and
Attached material are correct to the best of my (our) knowledge.

Signed: _____ Date: _____
Signed: _____ Date: _____

RECORD OF INFORMATION TO BE SUBMITTED WITH APPLICATION

For Planning Board Use Only:

<u>Item</u>	<u>Submitted Date</u>
Submitted prior to Public Hearing	
On Preliminary Plat:	

1. Preliminary Plat with all required data:.....
2. Description of land proposed to be dedicated for public use
and/or easement:.....
3. True copy of all covenants and deed restrictions to be
established:.....
4. Health Department approval of sanitation and water supply
and/or engineering reports on adequacy of a site suitable for
waste disposal on each parcel:.....
5. SEQR form(s):.....
6. Application Fee:.....
Submitted prior to scheduling of Public Hearing on Final Plat.
7. Final Plat with all required data:.....
8. Performance Bond:.....

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APPLICANT CERTIFICATION: I (We) hereby certify that the above statements and Attached material are correct to the best of my (our) knowledge.

Signed: _____ Date: _____
Signed: _____ Date: _____

RECORD OF INFORMATION TO BE SUBMITTED WITH APPLICATION (Application cannot be filed until all required information is submitted)

Required

- _____ a. Title of drawing, including names and address of applicant and person responsible for preparation of such drawing
- _____ b. north arrow, scale and date
- _____ c. boundaries of the property plotted to scale
- _____ d. existing watercourses
- _____ e. grading and drainage plan, showing existing and proposed contours
- _____ f. location, proposed use, exterior dimensions and height of all buildings
- _____ g. location, design and construction materials of all parking and truck loading areas, with access and egress drives thereto
- _____ h. provision for pedestrian access
- _____ i. location of outdoor storage
- _____ j. location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences
- _____ k. description of the method of disposal of sewage and other wastes and location, design, and construction materials of such facilities
- _____ l. description of the method of securing water and location, design and construction materials of such facilities
- _____ m. location of fire and other emergency zones, including the location of fire hydrants

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- _____ n. location, design and construction materials of all energy distribution facilities, including electric, gas and solar energy, or any other type energy distribution facilities
- _____ o. location, size, design and construction material of all proposed signs
- _____ p. location and proposed development of all buffer areas, including indication of existing vegetative cover
- _____ q. location and design of outdoor lighting facilities
- _____ r. designation of the amount of building area proposed for retail sales or similar commercial activity
- _____ s. general landscaping plan and planting schedule
- _____ t. description of potential impact on present local facilities such as school, fire department, police, solid waste disposal
- _____ u. description of all material that may be stored, used, or created on site that may be hazardous to human health or the environment
- _____ v. identification of any Federal, State or local permits required for the project's execution and identification of any easements or reservations and deed restrictions or covenants (existing or proposed)
- _____ w. ENVIRONMENTAL ASSESSMENT FORM
- _____ x. record of application for and approval status of all necessary permits from State and County officials
- _____ y. specifications for construction
- _____ z. estimated project construction schedule
- _____ Other elements integral to proposed development, namely

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
			☐
			☐
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 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 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)? ☐ NO ☐ YES 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: _____		

Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

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)?	☐	☐
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?	☐	☐

Project: Date:

Short Environmental Assessment Form

Part 3 Determination of Significance

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)

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APPLICATION NUMBER: (year and sequence): _____

PLANNING BOARD ACTION:

1. Fee Submitted \$ _____ Reimbursable Costs Submitted \$ _____
2. EAF form: _____ Approved: _____ Disapproved: _____
3. Preliminary Plan Submitted:..... _____
4. Public Hearing:

Location: _____

Date: _____ Time: _____
5. Modifications recommended: _____

6. Final Plan Submitted: _____
7. Final Disposition:.....Approved: _____

Endorsed Final Site Plan..... _____

Disapproved (reasons attached) _____

Applicant Notified _____