

EST. 1821
55,337 ACRES

TOWN OF SANFORD

BROOME COUNTY 91 SECOND STREET DEPOSIT, N.Y. 13754

PHONE: (607) 467-3214 · FAX: (607) 467-5414

SITE PLAN APPLICATION INSTRUCTIONS & CHECKLIST

A building permit must be issued by the Code Enforcement Officer prior to the commencement of any construction in the Town that is subject to the NYS Uniform Code. Please complete the attached building permit application and include all necessary information and documentation.

Additionally, in certain zoning districts, prior to the commencement of any “new land use activity” (as defined in Section §524 of the Town’s Land Use Management Local Law) and prior to any expansion or change to a pre-existing, non-conforming use (as described in Section §524(c)), the property owner must receive site plan approval from the Planning Board. Along with the Building permit application, please complete the following site plan review application. Read the entire document in its entirety so that you understand the process. Then, complete the information below. If your project is subject to site plan review, you will have to submit all of the required documentation described in the attached checklist and the attached Land Use Management Local Law (abridged).

Applicant Name: _____

Applicant Mailing Address: _____

Applicant Phone: _____

Description of Proposed activity/construction: _____

Property Address: _____

Property Tax Map ID#: _____

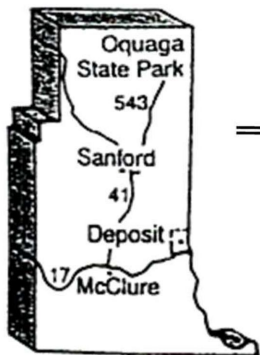
Zoning Classification: _____

Lot size: _____

APPLICANT CERTIFICATION: I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of applicable law and ordinances covering this type of work will be complied with whether specified herein or not. I have provided the information required by the Town Code and it is accurate to the best of my knowledge. The granting of site plan approval does not presume to give authority to violate or cancel the provisions of any other state or local law regarding construction or land use one performance of construction.

Signature of Applicant or its authorized agent: _____

Print: _____



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CODE OFFICER CHECKLIST: CHECK EACH BOX WHEN COMPLETE

- ☐ 1. Submit Application for Building Permit and completed Site Plan Review Checklist (if applicable) to Code Enforcement Officer (CEO) to determine if Planning Board Approval is required.

Code Officer: Answer the following questions by circling 'YES' or 'NO'. Review code officer's records and request information from the Applicant to the extent necessary:

Part I. Is the proposed activity a permitted primary or incidental use in the zoning district where the property is located? **YES/NO**

Note: if answering 'NO' then activity is not allowed unless the applicant receives a use variance from the Zoning Board of Appeals.

Does the zoning district where the property is located require Site Plan Review? **YES/NO**

If YES, then:

- a) Is the property preexisting, nonconforming (see §523) and will the proposed activity result in an extension, expansion or enlargement of the nonconformity? **YES/NO**
- b) Does the proposed activity constitute a "New Land Use Activity" (see Article II definitions and §524(c))? **YES/NO**

Part II. Does property meet minimum lot size and setback requirements (Refer to Article IV, Schedule of Regulations)? **YES/NO**

If property is in the Lake Protection Overlay Special District:

- a) Does the proposed Land Use Activity exceed threshold conditions at 524(c)? **YES/NO**
- b) Is the property within the Oquaga Lake Sewer District with an existing Town approved sewer connection and account?* **YES/NO**
- c) Is a dock permit required (§526.5)? **YES/NO**

***NOTE:** A copy of all site plan review applications, completed review checklist and applications to connect to the Oquaga Lake Sewer District must be provided to the Oquaga Lake Improvement Association (OLIA).

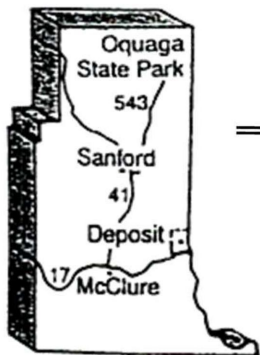
Is the property the subject of an existing zoning violation, stop work order or zoning code enforcement by Town? **YES/NO**

Does the Proposed Land Use Action require permits from NYSDEC or USACOE for:

- Wetland Disturbance? **YES/NO**
- Floodplain disturbance? **YES/NO**
- Stormwater discharge, taking of habit, or stream bank disturbance? **YES/NO**

Do the proposed activities require permits, approvals or licenses from other agencies? **YES/NO**

If YES, who? _____



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☐ 2. If the answer to either a) or b) in Part II above is YES, then the Code Enforcement Officer should refer the Application for Building Permit and Site Plan Review to the Planning Board and continue to #3 below. If the answer to both a) and b) is NO, then site plan review by the Planning Board is not required. **Planning Board referral date:** _____

☐ 3. Applicant must submit detailed Site Plan (including all of the items on the attached checklist), prepared by a professional, in accordance with Land Use Management Local Law §524 and §526. If proposed Land Use Activity includes construction or replacement of septic system or new connection to public sewers, submit documentation from Broome County Department of Health of Sewer District demonstrating approval of system.

Site Plan Applications must include a completed SEQRA Environmental Assessment Form (EAF) for determination of Significance by Lead Agency and a completed Broome County 239 referral form, both of which are attached. The Code Officer may need to assist the applicant in the completion of these forms.

☐ 4. Planning Board Review, Planning Board will determine if application is complete and if zoning variances are needed. Conduct Planning Board review in accordance with §524 and §526.

Planning Board meeting date(s): _____

Are variances required?

YES ☐ Refer to ZBA

NO ☐ Proceed to Item 5

☐ 5. If the site plan review qualifies for Broome County 239 review (see attached 239 form), then the entire site plan application, accompanying materials, and the 239 submission form must be submitted to the Broome County Planning Department. Broome County will make its determination within 30 days. Planning Board cannot make its final determination until the County response is received.

☐ 6. Planning Board provides a copy of the Site Plan Application to OLIA in accordance with §526.2(c). Date Provided: _____

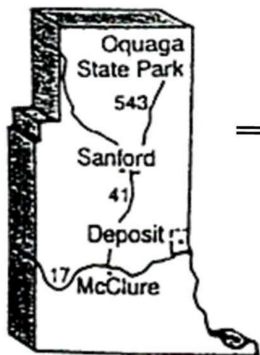
☐ 7. If property is in the Lake Protection Overlay Special District, Planning Board must conduct a public hearing in accordance with §526.2(d).

☐ 8. If permits are needed from NYSDEC, USACOE, Broome County, or other agencies with jurisdiction, confirm that all permits have been issued for the proposed Land Use Activity, if applicable.

☐ 9. Planning Board Determination on Site Plan Application. Date of decision: _____

☐ **DENY:** Applicant must revise and resubmit Site Plan

☐ **APPROVE:** Refer to CEO for issuance of Building Permit



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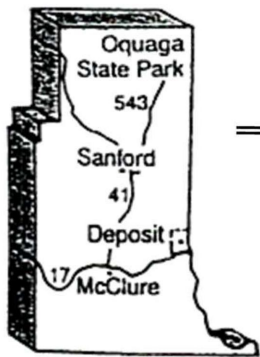
If any conditions were attached to the Planning Board's approval, list them here:

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If a Dock Permit was required, final determination:

☐ **DENY**

☐ **APPROVE**



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SITE PLAN REVIEW CHECKLIST

General Items:

- ☐ 1. Title of the drawing, including the name and address of the applicant and the name and address of the person who prepared the drawing. The drawing must include, but not limited to North arrow, scale of drawing, and date of drawing. Drawings to be prepared by an architect, landscape architect, civil engineer, surveyor, land planner, or other competent person.
- ☐ 2. Boundaries of the property plotted to scale and must include the location and square footage of all buildings current and proposed. This drawing shall be prepared by a licensed professional.
- ☐ 3. Construction and implementation schedule to include days and hours of proposed work.
- ☐ 4. Parking plan and depiction of traffic flow to include ingress and egress of lot. Also, locations and dimensions of driveways.
- ☐ 5. Existing water courses and wetlands.
- ☐ 6. Grading and stormwater management plan must also show existing and proposed contours.
- ☐ 7. Location, design, and construction materials of all existing or proposed site improvements including but not limited to drains, culverts, retaining walls, and fences.
- ☐ 8. Description of the method of sewage disposal and location, design, and construction materials of such facilities. Design must comply with Broome County Health Department regulations.
- ☐ 9. Description of the method of securing public water and the location design and construction materials of such facilities.
- ☐ 10. Location of all utilities, utility easements, and garbage dumpsters or bins.
- ☐ 11. Location and development of all buffer areas to include existing vegetative cover.
- ☐ 12. Location and design of outdoor lighting.
- ☐ 13. Landscaping plan and planting schedule.
- ☐ 14. Site plan application fee as determined by schedule of fees.
- ☐ 15. NYSDEC SECRA Environmental Assessment Form (EAF) attached.
- ☐ 16. GML Form 239 Broome County Planning Department review form.
- ☐ 17. Other elements integral to the proposed project as deemed necessary by the Planning Board including but not limited to the following items: State or County Permits.

Commercial Items:

- ☐ 1. The Site Plan must include the items above.
- ☐ 2. Days and hours of operation and anticipated number of employees.
- ☐ 3. Location of fire and other emergency zones including the location of fire hydrants.
- ☐ 4. Location, size, design, and materials of proposed signs.
- ☐ 5. Amount of building area proposed for retail sales or similar commercial activity.
- ☐ 6. Location, design, and materials of all energy distribution facilities including but not limited to electrical, gas, solar, and wind energy.

Revised June 2025

239 REVIEW SUBMISSION FORM

BROOME COUNTY PLANNING AND ECONOMIC DEVELOPMENT, PO Box 1766, Binghamton, NY 13902

This referral is made pursuant to the requirements of Section 239 l, m and n of General Municipal Law (GML). Broome County will provide comments within 30 days of the date of receiving a complete application. For info on Broome County's 239 procedures, see our [Guide](http://www.gobroomecounty.com/planning/forms) at www.gobroomecounty.com/planning/forms.

OFFICE USE
DATE REC:

Referring Agency: Town / Village / City of: _____

☐ Legislative Board ☐ Planning Board ☐ Zoning Board of Appeals (check all that apply)

Meeting Date(s): LB: _____ PB: _____ ZBA: _____ **Public Hearing?** ☐ Y ☐ N **Date:** _____
You may note additional meeting details in the project description box if necessary.

TYPE OF ACTION (check all applicable):

- | | |
|--|--|
| ☐ Site Plan Review | ☐ Planned Development |
| ☐ Area Variance | ☐ Subdivision Review |
| ☐ Use Variance | ☐ Special Use Permit |
| ☐ Rezoning | ☐ Zoning Amendment |
| ☐ Local Law or Zoning Adoption | |
| ☐ Comprehensive Plan Adoption/Amendment | |
| ☐ Other: _____ | |

PROJECT IS LOCATED WITHIN 500 FEET OF THE FOLLOWING:

- ☐ Municipal Boundary*
- ☐ State/County Park or Recreation Area
- ☐ State/County Road
- ☐ State/County Drainageway/Watercourse
- ☐ Farm Located in an Agricultural District
- ☐ State/County-owned land with a public building/institution

HAS THIS PROJECT OR A PRIOR PHASE BEEN SUBMITTED

PREVIOUSLY: ☐ Y ☐ N 239 # (if known): _____

PROJECT INFORMATION:

Project Name: _____

Project Sponsor/Applicant: _____

Mailing Address: _____

Project Address: _____

Tax Map Number(s): _____

Zoning District: _____

Brief Project Description:

Supporting Documentation Included with this Referral:

- ☐ Municipal Application(s)
- ☐ Location Map
- ☐ Project Narrative
- ☐ Complete Site Plan ([See Guide for details](#))
- ☐ Subdivision/PUD Plat
- ☐ Environmental Assessment Form/EIS
- ☐ Stormwater Plan (SWPPP, URRP, Site Plan)
- ☐ Special Studies (Traffic/Visual/Env/Other)
- ☐ Relevant Local Law or Zoning Text
- ☐ Other: _____

Include all relevant documents for a complete submittal. Leave blank if NA.

State Environmental Review (SEQR) Status:

☐ Type I ☐ Type II ☐ Unlisted

Determination of Significance:

☐ Positive Dec ☐ Negative Dec ☐ Not Yet Issued

***Adjacent Municipality:**

Has notice been given pursuant to GML 239-nn, if project is located within 500 feet of an adjacent municipality?

☐ Yes ☐ No ☐ NA

Adjacent Muni Name: _____

Application Submitted By: _____ **on** _____

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.		☐	☐
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:		☐	☐
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			
d. Total acreage (project site and any contiguous properties) controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or 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? b. Consistent with the adopted comprehensive plan?	NO ☐ ☐	YES ☐ ☐	N/A ☐ ☐
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? 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 ☐ ☐ ☐	
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 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 ☐ ☐	
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 plan?	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? 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 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
	☐	☐
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 CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		