

Office use only: _____

date: _____
application: _____
fee paid: _____
approved: _____
date: _____

- 99999

Existing sewage disposal system: _____
Proposed sewage disposal system: _____
(Attach specifications, if required)

11. Name and address of abutting owners, and within 500' of the site (attach list, if needed): _____

12. Have you read the Site Plan Review Regulations? _____ Yes _____ No

13. Is the project in a Special District? _____ Yes, _____ No, _____ Unknown
If yes, what district? _____

14. Have you had a Sketch Plan conference with the Planning Board within the last six (6) months? _____ Yes, _____ No.

15. The undersigned requests conditional approval of the proposed Site Plan:

Owner's Name: _____

Owner's Signature: _____

Date: _____

16. Fees: Residential - # of residential units _____ x \$25.00 = \$ _____
Commercial - Total square feet _____ x \$.05 per square foot = \$ _____
Driveway - \$25.00
Garage Sales, Lawn Sales and Porch Sales - \$5.00
Clear Cutting a lot - \$25.00
Structural Improvements such as, but not limited to driving ranges and ski trails,
and also for telecommunications - \$100.00

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:		
Address:		E-Mail:		
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 government 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, 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,		NO	YES	N/A
a. A permitted use under the zoning regulations?		☐	☐	☐
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?		NO	YES	
If Yes, identify: _____		☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO	YES	
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?		☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?		NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____		☐	☐	
10. Will the proposed action connect to an existing public/private water supply?		NO	YES	
If No, describe method for providing potable water: _____ _____		☐	☐	
11. Will the proposed action connect to existing wastewater utilities?		NO	YES	
If No, describe method for providing wastewater treatment: _____ _____		☐	☐	
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?		NO	YES	
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?		☐	☐	
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	
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: _____ _____ _____		☐	☐	

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,

NO 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:

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: _____

TOWN OF WINDHAM
PLANNING BOARD
SITE PLAN REVIEW CHECKLIST

ARTICLE II APPLICATION AND DEFINITIONS

SECTION 2.010 APPLICABILITY OF REVIEW REQUIREMENTS

	<u>YES</u>	<u>NO</u>
A. Is parcel two (2) acres or greater?	_____	_____
B. Is improvement construction, alteration or replacement of a one (1) family dwelling or ordinary accessory structure?	_____	_____
C. Is construction or alteration of agricultural use building on working farm?	_____	_____
D. Will improvement require only minor grading or grading on less than two (2) acres?	_____	_____
E. Is improvement ordinary repair, or maintenance, or interior alterations to existing structure?	_____	_____
F. Is the improvement exterior alterations or addition to existing structure which is less than fifty percent (50%) of existing structure in total floor area?	_____	_____
G. Is improvement non-structural, agricultural, or gardening use not involving "clear cutting" timber?	_____	_____
H. Will improvement require clear cutting of less than one-half (1/2) acre?	_____	_____
I. Is action a garage sale for less than three (3) days and will it take place three (3) times or less in one (1) calendar year?	_____	_____
J. Is action the sale of agricultural produce or temporary structures related to sale of agricultural produce?	_____	_____
K. Is action listed above?	_____	_____
If no, explain action: _____	_____	_____

(if necessary, attach description of action)

L. Is this proposal in any Special District?	_____	_____
M. Is an entrance approval required from any agency?	_____	_____
N. Is water approval necessary?	_____	_____
O. Is sewer allocation required?	_____	_____
P. Will action require site plan approval?	_____	_____
If NO, discontinue check list.	_____	_____
Q. All commercial s must be reviewed – <u>No Exceptions</u>	_____	_____

ARTICLE III

SITE PLAN REVIEW

SECTION 3.020

SKETCH PLAN

A. Sketch Plan Conference

Date: _____

Checked _____ Waived _____

B. Does Sketch Plan include the following:

-Statement of action

-Does rough sketch show:

-dimension and locations of all
structures on proposed lot

Checked _____ Waived _____

TOWN OF WINDHAM PLANNING BOARD SITE PLAN REVIEW CHECKLIST

B. Does Sketch Plan include the following:

Checked _____ Waived _____

-parking area

-access signs w/ descriptions

-existing & proposed vegetation

-planned feature

-anticipated changes in topography & natural features

-measures and features to comply with flood hazard and
flood insurance regulations

Checked _____ Waived _____

C. Will the Board require:

-Area map

-Features within two hundred feet (200') of
proposed action boundaries such as:

-other properties

-subdivisions

-streets

-ROW

-easements

-wells

-septics

-special districts

-other pertinent features

Explain others: _____

Checked _____ Waived _____

D. Topography Requirements

-2' contours

-5' contours

-10' contours

-20' contours

Checked _____ Waived _____

- E. Type of Action – Include SEQRA Checklist
- Type I (Long Form EAF)
 - Unlisted (Short or Long Form EAF)
 - Type II (EAF not required)

Section 3.030

APPLICATION REQUIREMENT

- A. Letter requesting an application for site plan approval
- Date received _____
 - Next Board Meeting _____
 - Seven (7) days prior to Board Meeting
- B. Does drawing contain the following:
- Title of drawing _____
 - Name of Applicant _____
- B. Does drawing contain the following:
- Identification of Preparer
 - Licensed Architect _____
 - Licensed Landscape Architect _____
 - Licensed Engineer _____
 - Licensed Surveyor _____
 - North Arrow _____
 - Scale 1"=200' or agreed scale _____
 - Boundaries plotted to scale _____
 - Existing building locations _____
 - Existing contours _____
 - Grading plan _____
 - Drainage plan _____
 - Rock outcrops _____
 - Depth to bedrock _____
 - Soil characteristics _____
 - Water courses _____
 - Proposed structures w/ exterior dimensions _____
 - Design _____
 - Type of construction _____
 - Parking lot size, location, construction _____
 - Access and egress for traffic _____
 - Loading/Staging areas _____
 - Pedestrian Access _____
 - Outdoor storage areas _____
 - Location, design and construction materials used for all site improvements (I.E. drainage, walks, culverts, retaining walls, etc.) _____
 - Sewage disposal system description/type _____
 - Sewage disposal system location _____
 - Sewage disposal system design w/ details _____
 - Sewage disposal system construction materials _____
 - Water supply system (potable) description type _____
 - Water supply system location (well/mains) _____

- B. compatibility of buildings, lighting and signs
- C. Adequacy and arrangement of the vehicular traffic access and circulation, including intersections, road widths pavement surfaces, dividers and traffic controls.
- D. Location, arrangement, appearance and sufficiency of off-street parking and loading.
- E. Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- F. Adequacy of storm water and drainage facilities
- G. Adequacy of water supply and sewage disposal facilities
- H. Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and or noise buffer between the applicant's and adjoining lands, including the maximum retention of existing vegetation.
- I. Adequacy of fire lanes and other emergency zones and the provision of fire hydrants.
- J. Special attention to the adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
- K. Overall impact on the neighborhood including compatibility of design considerations
- L. Overall compatibility with natural resources characteristics of site.

Article V PUBLIC HEARING AND PLANNING BOARD DECISION

Section 5.01 PUBLIC HEARING

- A. Public hearing
- B. Public Notice
 - Official date of submission:
 - Public hearing ~~deadline~~:
 - (within 45 days of official submission)
 - Public hearing date:
 - Date hearing must be advertised:
 - (5 days prior to hearing)
 - Date of submission of advertisement to newspaper
 - Date advertisement will start:
- C. Notice of Property Abutting and Within 500' of the site
 - Certified list of property owners with addresses as per current tax records
 - Copy of notice sent
 - Copy of certified return receipts
 - Date to be mailed:
 - (no later than 2 days after hearing date is set)

Section 5.020 PLANNING BOARD DECISION

- A. Date decision must be made:
(15 days after public hearing or 45 days after receipt of
complete application for site plan approval)
- B. SEQRA Declaration
-Negative
-Positive
-Other (explain) _____
- C. Decision Date Extension: _____
- D. Decision
-Approval
 -Approval Date: _____
 -All Fees Paid: _____
 Outstanding Fees: _____
 -Date all fees paid: _____
 -All reimbursables paid: _____
 Outstanding reimbursables: _____
 -Date all reimbursables paid: _____
 -Endorse site plan copy: _____ (date)
 -Endorsed site plan filed by Town Clerk _____ (date)
 -Written statement of approval mailed to
 Applicant by Certified Mail: (Return Receipt) _____ (date)
-Approval with modifications
 -Approval w/ modification date: _____
 (attach modifications required)
 -Written statement of modifications to applicant by
 certified mail (return receipt) _____ (date)
 -All outstanding modifications complete: _____ (date)
 - All fees paid: _____
 Outstanding: _____
 Date all fees paid: _____
 -Endorse site plan copy: _____ (date)
 -Endorse site plan filed by Town Clerk: _____ (date)
 -Written statement of approval mailed to Applicant by
 Certified Mail, Return Receipt: _____ (date)
-Disapproval
 -Disapproval Date: _____
 -Date filed by Town Clerk: _____
 -written statement of disapproval
 mailed to applicant by Certified Mail, Return Receipt) _____ (date)