

TOWN OF WALWORTH

3600 Lorraine Drive

Walworth, NY 14568

Phone: (315) 986-1400

bmalafeew@townofwalworthny.gov

buildingclerk@townofwalworthny.gov

Planning Board Application needs to include:

- Letter of Intent
- Application
- Statement: Reimbursement of Professional Fees
- Affidavit of Record Owner
- Agricultural Data Statement
- SEQR
- Detailed Scaled Plans
- Copy of Tax Map with Parcel Highlighted

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SUBDIVISION AND/OR SITE PLAN

REVIEW APPLICATION

FOR OFFICE USE ONLY:

Application Type: _____

Date Application Received: _____

Planning Board Meeting Dates: _____

Decision of Planning Board: _____

Review Fee Paid: _____ Received by Town Clerk: _____

Check Number: _____ Date: _____

Escrow Fee Paid: _____ Received by Comptroller: _____

Check Number: _____ Date: _____

PROJECT NAME:

LOCATION:

(distance and direction from nearest intersection or other landmarks)

ZONING DISTRICT:

APPLICANT:

ADDRESS:

PHONE:

EMAIL:

Is Applicant Record Owner? ☐ Yes ☐ No

If not record owner, affidavit must be attached giving record owner consent for Applicant to make this application.

Is a hazardous waste site register with the New York State Department of Environmental conservation located within a one (1) mile radius of the proposed development? ☐ Yes ☐ No

SET FORTH IN DETAIL THE IMPACT OF THE DEVELOPMENT ON TOWNS
(attach additional sheets if necessary):

Sewer Capacity

Water System

Drainage

Traffic Flow

THIS IS AN APPLICATION FOR:

Initial Application for Pre-application (Concept) Conference: ☐

If yes, is application for subdivision approval ☐

Is application for site plan approval ☐

Preliminary plat plan approval ☐

Final plat plan approval ☐

Site plan approval ☐

Is a waiver of normal subdivision procedure and approval being requested under
Chapter 151-6? ☐ Yes ☐ No

1. The proposed subdivision will result in two (2) lots, parcels, plots, or sites?
☐ Yes ☐ No ☐ N/A
2. The proposed subdivision will not result in either of the two (2) lots, parcels, plots, or sites by reason of the subdivision being in violation of any provision of Chapter 180, Zoning? ☐ Yes ☐ No ☐ N/A
3. The proposed subdivision will not in any possible situation result in any lot, plot, or site contiguous to the subdivided property being in violation of Chapter 180, Zoning, or the Town's construction specifications and design standards. ☐ Yes ☐ No ☐ N/A
- a. Will the lots, parcels, plots, or sites possibly in the future be owned by the owner of a contiguous lot, parcel, plot, or site?
☐ Yes ☐ No ☐ N/A
- b. Is it possible in the future that the subdivided lots, parcels, plots, or sites be combined into one (1) tax account number with a contiguous parcel, plot, or site? ☐ Yes ☐ No ☐ N/A
4. If this application is for site plan approval, is the application for a one (1) lot, parcel, plot, or site residential development where the lot, parcel, plot, or site is not a subdivided lot, parcel, plot, or site?
☐ Yes ☐ No ☐ N/A
5. Was the lot, parcel, plot, or site subdivided with or without formal subdivision approval? ☐ Yes ☐ No ☐ N/A
6. Was the lot, parcel, plot, or site subdivided pursuant to waiver of normal subdivision procedures set forth in Chapter 151-6?
☐ Yes ☐ No ☐ N/A

DATE: APPLICANT SIGNATURE:

Statement of Applicant and Owner with Respect to Reimbursement of
Professional and Consulting Fees

In conjunction with an application made to the Town of Walworth, the undersigned states, represents and warrants the following:

1. I/We am/are the applicant and owner with respect to an application to the Town of Walworth.
2. I/We have been advised of, are aware of and agree to comply with the obligation to reimburse the Town of Walworth for any and all professional and consulting fees incurred by the Town in conjunction with this and any other applications by me/us, including but not limited to engineering and/or legal fees, all as more fully set forth in the Walworth Town Code.
3. I/We have been provided with, or have otherwise reviewed the Walworth Town Code provisions related to the obligation to reimburse the Town with respect to professional and consulting fees, and agree to comply with the same.
3. I/We understand that this obligation shall not be dependent upon the approval or success of the application.
4. I/we further agree that in the event the Town of Walworth is required to refer for collection an outstanding debt for such professional and/or consulting fees due to the Town of Walworth, I/we shall be obligated to pay the reasonable attorney's fees incurred as a result of the Town's efforts to collect such fees. Reasonable attorney's fees shall also include any and all disbursements that may result from the commencement of litigation.
5. Each party to the application, including the applicant and the owner, shall be jointly and severally liable for all consulting and professional fees and expenses incurred in conjunction with the application.

Owner:

By:

Title:

Dated:

Applicant (if different than Owner):

By:

Title:

Dated:

AFFIDAVIT OF RECORD OWNER

STATE OF NEW YORK)
COUNTY OF) ss:

_____, being duly sworn (depone) (deposes) and (say) (says):

1. That your (deponent is) (deponents are) the owner of a certain (parcel) (parcels) tax account number(s) _____ located at _____.

2. That your (deponent) (deponents) hereby (consent) (consents) that _____ is authorized to make application for (a preapplication plat plan conference) (preliminary plat plan approval) (final plat plan approval) (site plan approval) (special use permit for _____) pertaining to your deponent's premises.

3. That your (deponent) (deponents) relationship with the applicant is as follows:

Signature: _____

Sworn to before me on this _____
Day of _____, 20____.

Notary Public

TOWN OF WALWORTH
AGRICULTURAL DATA STATEMENT

Request for: ☐ Special Use Permit ☐ Site Plan ☐ Minor Subdivision Approval
☐ Major Subdivision Approval ☐ Other

Applicant:

Name:

Address:

Telephone:

Plans Prepared by:

Name:

Address:

Telephone:

Owner: (if different than above; If more than one, provide info for each)

Name:

Address:

Telephone:

Description of Project:

Location of Project:

Tax Map Number:

Zoning District:

Is this project located in an Agricultural District? ☐ yes ☐ no

Are there any Agricultural Districts within 500 feet of the project boundary? ☐ yes ☐ no

Are there any agricultural operation located within the 500 feet from the project?
☐ yes ☐ no

If any of the questions above has been responded to positively, then the applicant must supply the following information: the names and address of all owners of land within 500 feet of the project boundary and a tax map or other appropriate map acceptable to the Planning Chairman showing the project site relative to the location of the farm operations. I have read and understand the agricultural data statement and will supply the needed information prior to the Planning Board deadline as set by the Town of Walworth. Additionally, the applicant understands that the failure to provide this information is grounds for my application being pulled from the Planning Board agenda.

Applicant 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
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 government 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, 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: _____		