

TOWN OF MASSENA PLANNING BOARD INFORMATION PACK

To assist you with your project, this information pack contains background information and forms you will need to understand and fill out to complete your project.

The Town of Massena Code Enforcement Officer (CEO) will guide you through the process of getting your information and plans together for the Planning Board.

Although some applicants hire engineering firms to assist them with the subdivision and site plan process, it is not required. The Planning Board will accept hand drawn plans if they are neat, legible and contain the required information.

Attached you will find:

1. Presubmission Form
2. Zoning Flowchart
3. Subdivision Flowchart
4. Site Plan Flowchart
5. Request for Presubmission Conference
6. Developer agreement form
7. Element checklist
8. SEQRA part I

Start by reading the Presubmission Form, and then review the appropriate flowchart that outlines the zoning, subdivision or site plan process that applies to your project. The sooner you understand the process and complete the appropriate forms, the sooner your project will be acted on by the Planning Board.

After you have reviewed this packet and the Presubmission form, make an appointment with the Town Code Enforcement Officer.

The Town of Massena Code Enforcement Officer is available to guide you and answer any questions you may have.

TOWN OF MASSENA
PRESUBMISSION FORM FOR SUBDIVISION OR SITE PLAN

From: Town of Massena Code Enforcement Officer and Town of Massena Planning Board

To: _____ Date: _____

RE: Subdivision or Site Plan Approval

Step One: When subdivision or site plan approval is required in the Town of Massena, the first step is to meet with the Town of Massena Code Enforcement Officer (CEO).

The CEO will provide you with the forms required to initiate the process. The CEO will explain the overall process to you and outline each step using Town of Massena flowcharts. Once you understand the process, you will sign this form verifying your understanding and that you wish to proceed.

If the applicant is not familiar with the Town's Zoning Code (Chapter 207) or Sub-division Code (Chapter 191), the applicant should review a copy of the chapter that applies to the proposed development. A copy of the Code is available from the Town Clerk.

Step Two: Step two is a Presubmission Conference. The purpose of the Presubmission Conference is for the Applicant (you) and the Planning Board to have a preliminary discussion as to the nature of the development and determine the best way to proceed. The applicant should go away from this meeting with an understanding of what documents will be required to complete the process.

The applicant should have NO expectation that the project will be approved at this conference.

The Presubmission Conference may be waived if you have met with the CEO, understand the process and have your paperwork in order. In that case, you would not have to appear before the Board for the Presubmission Conference.

Step Three: Submit your documents to the CEO. The CEO will review them for completeness. If they are incomplete, they will be returned to you for additional information.

Step Four: Once the CEO has certified that your plans are complete, they will be forwarded to the Planning Board for review. They will also be sent to the County Planning Department for review. Some projects may require other reviews or public hearings. Please review the Town of Massena flowcharts for Zoning, Subdivision and Site Plan to make sure you understand this process.

If you do not understand any of the above please contact the Town CEO before proceeding.

I have read and understand the above.
I have reviewed the zoning, subdivision and/or site plan flowcharts with the CEO.
I understand the overall process and wish to proceed with a Presubmission conference.

Applicant's Signature

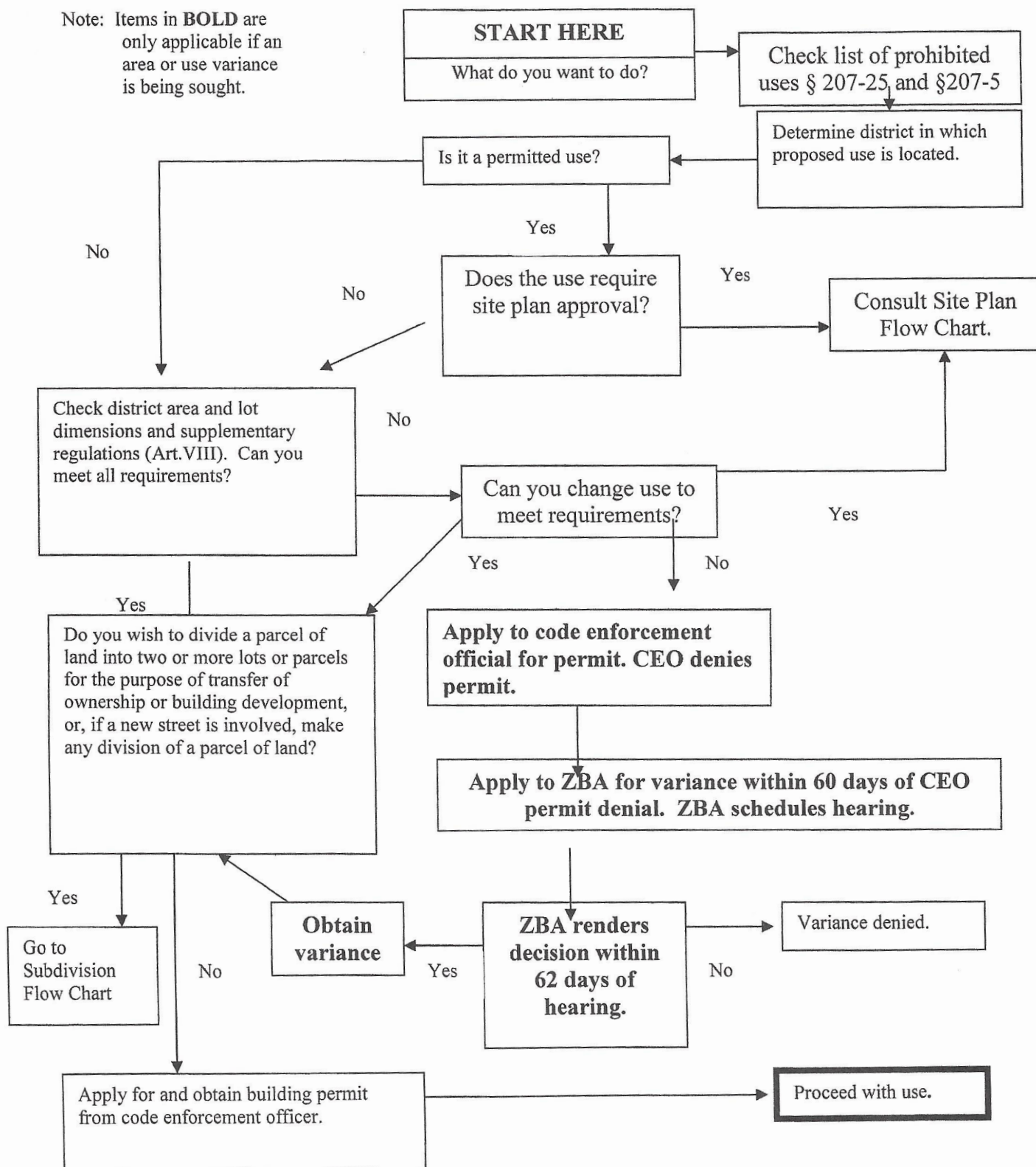
Date

To request a Presubmission conference please fill out the form entitled
REQUEST FOR PRESUBMISSION CONFERENCE
The CEO must receive the completed form no less than 10 days prior to the meeting

TOWN OF MASSENA FLOWCHART

Chapter 207 ZONING

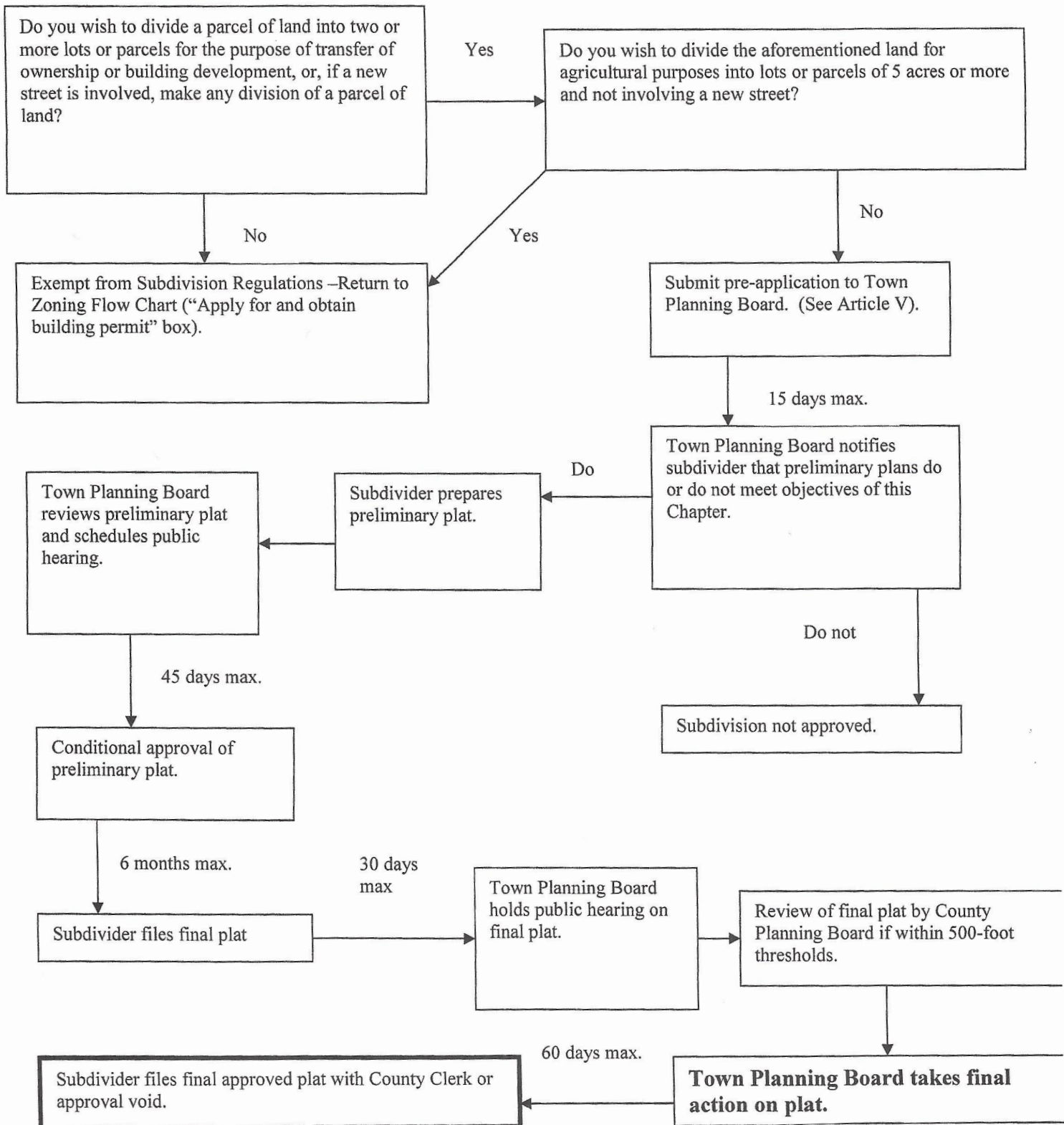
Note: Items in **BOLD** are only applicable if an area or use variance is being sought.



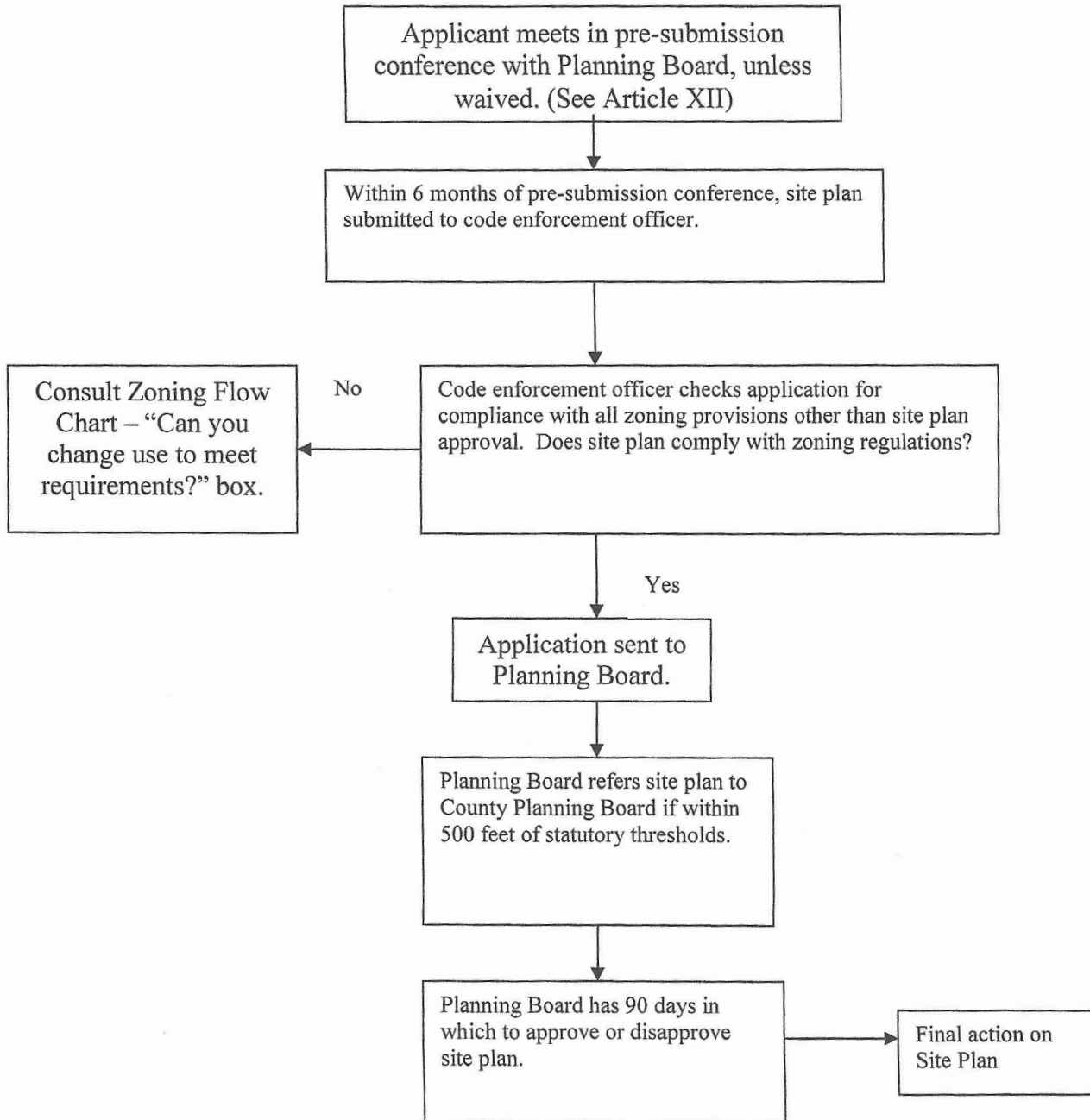
TOWN OF MASSENA FLOWCHART

Chapter 191

SUBDIVISION



TOWN OF MASSENA FLOWCHART
Chapter 207
SITE PLAN



TOWN OF MASSENA
REQUEST FOR PRESUBMISSION CONFERENCE
The Code Enforcement Officer must receive this completed document
at least than 10 days prior to the next Planning Board meeting.

From: Applicant's Name _____
Street Address _____
Phone (H) _____ (W) _____
Email address _____

To: Town Code Enforcement Officer _____ Date: _____

I request to be on the Town Planning Board's agenda at the _____ meeting.

Property tax number _____ Zoning district _____

Name and address as shown on the property tax records (if not the same as applicant):

Brief description of the proposed development:

Attached are:

- (1) A signed Presubmission form.
- (2) A completed developer agreement form (available from Code Enforcement Officer)
- (3) One of the following (please indicate which is attached; Include all dimensions):
 - A copy of an existing survey with the proposed development sketched in, or
 - A copy of the property tax map with the proposed development sketched in, or
 - Other – please Specify _____

Applicant's Signature

Date

From: Code Enforcement Officer

To: Massena Town Planning Board _____ Date: _____

I have reviewed the Applicant's information and found it to be complete.

Based on the information supplied, the applicant will need (circle those that apply)

Sub-division approval Site Plan approval a use variance an area variance

Please include the applicant on the agenda for a Presubmission conference on _____

Email notification sent to Planning Board on _____

CEO Signature

Date

DEVELOPER AGREEMENT FORM

NOTICE: The purpose of this Agreement is to provide notice to prospective applicants for permits and or variances from the Town of Massena that the applicant will be responsible for costs incurred by the Town and any and all Boards involved in reviewing the application.

Such costs are those over and above the day-to-day costs associated with application review; e.g., the cost of hiring consultants or other experts to assist in the application review process. Whenever possible the applicant will be provided with an estimate of costs to be incurred and opportunity to choose whether to proceed with the application or withdraw the same.

Should the applicant fail to pay incurred costs there shall be a lien against the applicant's real property and otherwise an obligation subject to collection by legal means.

This signed agreement must be on file with the town code enforcement officer before an applicant will be placed on an agenda before a Town Board (I.E. Planning Board, Zoning Board of Appeals) or be issued a permit by the code enforcement officer.

NAME OF APPLICANT; _____

ADDRESS: _____

ADDRESS AND PROPERTY ID OF SUBJECT PROPERTY: _____

APPLICATION MADE OR PERMIT APPLIED FOR: _____

Date: _____

Property Owner's Signature

STATE OF NEW YORK)
COUNTY OF ST. LAWRENCE)

On the day ____ of _____, 20 ____, before me personally came _____
to me known to be the individual described in, and who executed the foregoing instrument, and
acknowledged that he/she executed the same.

Notary Public

TOWN OF MASSENA
SITE PLAN APPLICATION/SUBDIVISION APPLICATION
(circle one)

APPLICATION NUMBER _____ DATE _____

APPLICATION FEE: _____

APPLICATION INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

OWNER INFORMATION (If different than applicant)

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

PROJECT INFORMATION

Tax Map Number _____

Name of Project _____

Current Use _____

Proposed Use _____

Area of Proposed Structure (s.f.) _____

Number of New Lots or Units (if applicable) _____

Estimate Total Project Cost _____

Demolition Planned _____

Completed date _____

Other Permits required: _____

Applicants Signature: _____

SITE PLAN ELEMENT LIST

ACCORDING TO ZONING CODE SECTION 207-57 THIS FORM TO BE FILLED OUT WITH APPLICANT AND ATTACHED TO PROPOSED SITE PLAN.

CODE ENFORCEMENT /PLANNING BOARD MEMBER → CHECK BOX IN FRONT OF REQUIRED ELEMENTS AND PROVIDE DIRECTION FOR THE APPLICATION.

LEGAL DESCRIPTION OF THE PROJECT:

- ☐ 1. The lot, block and section number of the property, taken from the latest tax map records.
- ☐ 2. The name and address of the owner of record.
- ☐ 3. The name and address of the person, firm or organization preparing the map.
- ☐ 4. The date, North point and written and graphic scale.
- ☐ 5. Sufficient description or information to define precisely the boundaries of the property. All distances shall be in feet and tenths of a foot. All angles shall be given to the nearest 10 seconds or closer. The error of closure shall not exceed one in 10,000.
- ☐ 6. The locations, names and existing widths of adjacent streets and curblines.
- ☐ 7. The locations and owners of all adjoining lands as shown on the latest tax records.
- ☐ 8. The locations, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within or adjoining the property.
- ☐ 9. A complete outline of existing deed restrictions or covenants applying to the property.
- ☐ 10. Existing zoning
- ☐ 11. A complete list of the names, addresses, and parcel identification numbers for all adjoining lots.

NATURAL FEATURES OF THE PROPERTY:

- ☐ 1. Existing contours at intervals of five feet or less, referred to a datum satisfactory to the Board.
- ☐ 2. Approximate boundaries of any area subject to flooding or storm water overflows.
- ☐ 3. The location of existing watercourses, marshes, wooded areas, rock outcrops, isolated trees with a diameter of eight inches or more, as measured three feet above the base of the trunk, and other significant existing features.

EXISTING STRUCTURES AND UTILITIES:

- ☐ 1. The location of uses and outlines of structures, drawn to scale, on the site and within 100 feet of the plot line.
- ☐ 2. Paved areas, sidewalks and vehicular access between the site and public streets.
- ☐ 3. Locations, dimensions, grades and flow direction of existing sewers, culverts, water lines as well as other underground and aboveground utilities within and adjacent to the property.
- ☐ 4. Other existing development, including fences, landscaping and screening.

PROPOSED DEVELOPMENT:

- ☐ 1. The location of proposed building or structural improvements.
- ☐ 2. The location and design of all uses not requiring structures, such as off-street parking and loading areas.
- ☐ 3. The location, direction, power and time of use for any proposed outdoor lighting or public address systems.
- ☐ 4. The location and plans for any outdoor signs.
- ☐ 5. The location and arrangement of proposed means of access and egress, including sidewalks, driveways or other paved areas; profiles indicating grading and cross sections showing the width of roadways, location and width of sidewalks and the location and size of water and sewer lines.
- ☐ 6. Any proposed grading, screening and other landscaping, including types and locations of proposed street trees.
- ☐ 7. The location of all proposed water lines, valves and hydrants and of all sewer lines or alternate means of water supply and sewage disposal and treatment.

- ☐ 8. An outline of any proposed deed restrictions or covenants.
- ☐ 9. Any contemplated public improvements on or adjoining the property.
- ☐ 10. If the site development plan only indicated a first stage, a supplemental plan shall indicate ultimate development.

Any other information deemed by the Planning Board necessary to determine conformity of the site plan with the intent and regulations of this chapter.

617.20
Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: ☐ New ☐ Expansion ☐ Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? ☐ Yes ☐ No If No, describe briefly _____	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? ☐ Residential ☐ Industrial ☐ Commercial ☐ Agriculture ☐ Park/Forest/Open Space ☐ Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? ☐ Yes ☐ No If Yes, list agency(s) name and permit/approvals: _____	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? ☐ Yes ☐ No If Yes, list agency(s) name and permit/approvals: _____	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? ☐ Yes ☐ No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

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