

TOWN OF YORKSHIRE

SITE PLAN REVIEW APPLICATION

Date Received: _____ Received By: _____ Fee Paid: _____

Project Name: _____

Applicant: _____

Location: _____

NOTE TO THE APPLICANT: PLEASE READ THE FOLLOWING REQUIREMENTS AND INCLUDE THEM IN YOUR SUBMITTAL.

To ensure Planning Board review during the next cycle, a completed submittal package must be received at a scheduled, pre-set submittal appointment by 3 p.m. on the filing date.

Appointments can be set up by calling the Town of Yorkshire Clerk at (716) 492-1640 prior to the submittal date.

The following form provides a space next to each requirement for the applicant or his/her agent to initial as proof that all requirements have been met. Please sign this form and turn in with your submittal package.

NEW DEVELOPMENT, MAJOR ADDITIONS AND SIGNIFICANT CHANGE OF USE SUBMITTAL REQUIREMENTS

- _____ - Six (6) Copies of Development Information Sheet
- _____ - Three (3) copies accurately completed Part I State Environmental Quality Review Act (SEQRA) Environmental Assessment Form (EAF).
- _____ - Six (6) copies of the proposed site plan. Site plans shall be scaled and signed by an Architect or Engineer licensed in the State of New York. Please fold all plans.
- _____ - Two (2) Sets of building plans as per Building Inspection requirements.
- _____ - Fees Paid (in full)

SITE PLAN REQUIREMENTS

- ____ 1. Name, address, and telephone number of applicant and authorization of owner if different from applicant.
- ____ 2. Names, addresses, and telephone numbers of owner(s) of record, if different from applicant.
- ____ 3. Name, address, and telephone number of person or firm preparing the plan and map.
- ____ 4. Current zoning classification of property, including exact zoning boundary district, (see item #6). Provide a listing of zoning requirements, and what is being provided for the project.
- ____ 5. North arrow, scale, date and revision block.
- ____ 6. Location map
- ____ 7. Property layout showing all dimensions, at an appropriate Engineer's scale and names of owners of adjoining parcels.
- ____ 8. Precise and clear location and size of all buildings (proposed and existing and an easy format to distinguish between the two), showing dimensions of side yards, rear yards, front setbacks and separation. -Note-: Zoning dimensions enforced.
- ____ 9. Locations, widths and names of existing streets and proposed site access drives.
Include:
 - A. Width
 - B. Radius
 - C. Reference dimensions from the nearest street intersections
 - D. Stop sign at each egress
- ____ 10. Layout of all off-street parking, showing: (a) access drives, (b) spaces (9' x 18" minimum), (c) barricades, (d) cross section of paving, (e) overall dimensions, (f) provide handicapped parking spaces to conform to ANSI and New York Uniform Fire Prevention and Building Code. It is suggested that the actual number (calculation of spaces shown on drawing) of spaces be reviewed with the Planning Board, (g) show any truck loading areas.
 - A. Boundaries between vehicle circulation areas and other areas shall be curbed. If concrete wheel stops, or bumper high barricades are to be provided, these should also be shown.
 - B. Consideration should be given to pedestrian walkway requirements.
- ____ 11. Water Service location showing: proposed line and existing main size, location of hydrants and sprinkler hook-up corrections. Include location of nearest hydrant off-site.
(Or well system if outside of Water District.)
- ____ 12. Wastewater Disposal showing proposed treatment facility along with approval letter from Health Department.
- ____ 13. Grade and Drainage Plan shall include all receivers, line size, slope, construction materials and existing and proposed grade elevations. No storm water shall drain onto adjoining properties. All downspouts shall be connected to a storm system. Systems shall be designed for a minimum ten (10) year storm. Detention basins shall be designed for a minimum twenty five (25) year storm.

- ____ 14. Landscaping Plan - show all landscaping, trees, shrubs, etc. and label them with the name, type and size.
- ____ 15. Clearing, Stripping and Soil Erosion Control Plan - Before beginning any work on the project a Clearing, Stripping, and Soil Erosion Permit must be obtained from the Town Engineering Department. Site preparation and construction shall be fitted to the vegetation, topography and other natural features of the site and shall preserve as many of these features as possible. In general, the following shall be shown on the plan:
- A. Clearing limits, stock pile area, all temporary and permanent drainage, erosion and sediment control facilities. A time schedule which is keyed to the operations.
 - B. Note on the plan as to the disposal of any stumps and brush.
 - C. Removal of Topsoil from the site requires a Special Use Permit.
- ____ 16. Location, design, and construction of all energy distribution facilities, including electric, solar energy and public address systems. Exterior lighting should be provided and restricted to illuminating the building and/or premises only.
- ____ 17. The location of any free standing sign shall be shown along with mounting details, size, and lighting.

I, _____ AS OWNER/DEVELOPER OF:

LOCATED AT _____, TOWN OF YORKSHIRE,

TO THE BEST OF MY KNOWLEDGE AM SUBMITTING A COMPLETE PACKAGE FOR SITE PLAN REVIEW.

SIGNED: _____ DATE: _____

617.20
Appendix B
Short Environmental Assessment Form

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? 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 governmental 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, 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,	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? 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)? If Yes, briefly describe: ☐ NO ☐ YES	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: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. 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)?		

	No, or small impact may occur	Moderate to large impact may occur
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?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. 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)