

**VILLAGE OF ROUSES POINT
APPLICATION FOR SITE PLAN REVIEW**

DATE REC'D IN OFFICE

INSTRUCTIONS:

1. Type or print neatly. All entries must be legible.
2. Complete all blanks including part I of SEQOR Short Environmental Assessment form. Part II to be completed by Planning Board.
3. Submit completed application with site plan, copy of tax map, existing and proposed conditions, details and all information as required by the Village of Rouses Point Planning & Zoning Codes to the Codes Enforcement Officer. **NOTE:** Copy of tax map and tax map no. can be obtained in the Village Office.
4. The application will be reviewed and signed by the Code Enforcement Officer for completeness and verification that all required information is provided.
5. All applications and accompanying documents must be submitted to the Code Enforcement Officer **14 days** prior to the scheduled Planning Board meeting.
6. Fee Schedule: \$50

Reimbursement for professional consulting services: The Planning Board, in the review of an application, may refer the application to such engineering, planning, environmental or other technical consultant as such board shall deem reasonably necessary to enable it to review the application as required by law. Charges made by such consultants must be in accord with those usually made for such services, the applicant must be notified before any charges are incurred and the Village Board must approve the charges before they are incurred.

7. Attendance by applicant or representative (designated in writing by the applicant) is required at the scheduled Planning Board meeting for any action to be taken.

NOTE: A request for Site Plan Review cannot be placed on the Planning Board agenda until the Code Enforcement Officer certifies the submittal is complete and contains all the information that is required.

A public hearing is **optional** and is at the discretion of the Planning Board.

Any application for a Site Plan Review which is within 500 feet of the following: municipal boundaries; state or county parks or highways; county streams; county or state institutions; land on which a state or county building is located; farm operations in state agricultural districts must be referred to the Clinton County Planning Board for their review prior to the local Planning Board decision.

A copy of the Village of Rouses Point Zoning Law is available upon request at a cost of \$10.00 per copy or at www.rousespointny.com, click on Codes.

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(Village Use Only)

Application Fee: _____ Date Paid: _____

Application Number: _____

Zone: _____ Allowed (Yes/No): _____

Tax Map Number of Parcel(s): _____

Is property in flood zone? Yes _____ No _____

CERTIFIED AS TO:

Compliant with Zoning Ordinance: _____
Code Enforcement Officer

Completeness of Application: _____
Code Enforcement Officer

Date: _____

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1. Date: _____
2. Applicant: _____
Address (Include P.O. if applicable): _____

Phone: _____
3. Owner if different:
Name: _____
Address: _____
Phone: _____
4. Site Plan Prepared by:
Name: _____
Address: _____
Phone: _____
Date of Plan: _____
5. For New Construction:
Title of Preparer: _____
(Licensed Land Surveyor, Architect or Engineer)
Title of Plan: _____
Drawing Number: _____
Number of Sheets: _____
6. Location of Property:
Street Address: _____
7. Existing or proposed easements and any proposed covenants:

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8. Total site area (square feet or acres): _____
9. Has this parcel been previously subdivided?: _____
10. Current Land Use of Site: _____
11. Current condition of site (building; brush, etc.): _____
12. The undersigned hereby requests approval by the Planning Board of the above application:

Print Name: _____

Signature/Date: _____

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Please describe:

1. Type of business you are planning to open:

2. Proposed days/hours of operation:

3. Where customers will park:

4. Proposed signage:

5. Plans for trash disposal:

6. Where deliveries will be made:

7. Any proposed alterations to the current building's exterior, including but not limited to exterior lighting, landscaping, fencing, or utilities

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 governmental 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 _____ acres			
or controlled by the applicant or project sponsor?			
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?	NO	YES	
	☐	☐	
b. Is the proposed action located in an archeological sensitive area?	☐	☐	
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 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	NO	YES	
	☐	☐	
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 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: _____		

Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

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)?	☐	☐
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?	☐	☐

Project: _____

Date: _____

Short Environmental Assessment Form

Part 3 Determination of Significance

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)

PRINT FORM