

Village of Corinth
Planning Board
244 Main St.
Corinth, NY 12822

Chairman
Phyllis Morreale 654-7390

Board Members
Debbie Stollery
Audrey Marion
Dianne Hull
Sherry Mann
James Robbins (alternate)

Dear Applicant:

Welcome and thank you for your interest in the Village of Corinth. The Planning Board was established in 1975 by the Board of Trustees of the Village of Corinth in order to review site plans and subdivisions of land. We are committed to encouraging proper growth and development within the Village of Corinth.

Currently, there are two primary areas that receive oversight by the Planning Board. These are site plan review and subdivisions of land. Should a project require review or approval by the Planning Board the process may take approximately one to three months and will likely require a public hearing. Depending on the complexity of an application, this time frame may vary according to applicable law.

Attached is an application packet, including a Short Environmental Assessment Form. Bring the original and seven (7) copies of the application materials to the Village Clerk at least seven (7) days prior to a regularly scheduled Planning Board meeting. The Planning Board normally meets as required in the Village Hall, 244 Main Street, Corinth, NY 12822. Please check with the Village Clerk for any changes. The Board will consider your application at the next meeting following receipt of it. When your application is considered complete, you will be asked to submit the required fee before a public hearing can be scheduled.

The fees are as follows:

Site Plan Review - \$100.00
Subdivision - \$ 10.00 plus \$5.00 per proposed lot

If you have questions or need assistance, please feel free to contact any of the members of the Planning Board or our attorney. Copies of the Village Code are located online at www.villageofcorinthny.com, at the Village Hall, and the Corinth Free Library. We look forward to working with you.

Sincerely,
Village of Corinth Planning Board

Enclosures:
Site Plan Review Application
Short Environmental Assessment Form

VILLAGE OF CORINTH PLANNING BOARD

APPLICATION FOR SITE PLAN REVIEW

APPLICANT NAME: _____

APPLICANT ADDRESS: _____ PHONE: () _____

ADDRESS OF PROPERTY UNDER REVIEW: _____

REQUEST/PROPOSED PROJECT _____

TAX MAP COORDINATES: _____ Section _____ Block _____ Lot _____

Zoning of Parcel

NOTE: If additional space is required attach separate sheet, including reference to item number.

NOTE: The original and seven (7) copies of the completed application are required.

ITEMS REQUIRED WITH SUBMISSION:

1. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing.
2. North arrow, scale and date to be clearly indicated on drawing.
3. Boundaries of the property, including all driveways, buildings, plotted to scale, preferably one to forty (1:40) to be clearly indicated on drawing.
4. Existing buildings. Describe below and indicate clearly on drawing.
5. Grading and drainage plan, showing existing and proposed contours, rock outcrops, depth to bedrock, soil characteristics, watercourses and wetlands. Describe below and indicate clearly on drawing.

NOTE: The required fee of \$100 must be presented with this application.

6. Provisions for snow removal.

7. Location, design, type of construction, proposed use and exterior dimensions of all buildings and structures. Describe below and indicate clearly on drawing.

8. Location, design and type of construction of all driveways, parking areas and truck loading areas, showing access and egress, including all driveways. Describe below and indicate on drawing.

9. Provision for pedestrian access, sidewalks and bike paths, if any. Indicate clearly on drawing.

10. Location of outdoor storage, if any. Indicate clearly on drawing.

11. Location, design and construction materials of all existing or proposed site improvements, including streets, roads, drains, culverts, retaining walls and fences. Indicate clearly on drawing.

12. Method of sewage disposal and location, design and construction materials of such facilities. Describe below and indicate clearly on drawing.

13. Method of securing public water and location, design and construction materials of such facilities described below and indicate clearly on drawing.

14. Location of fire and other emergency zones, including the location of fire hydrants. Describe below and indicate clearly on drawing.

15. Location, design and construction materials of all energy distribution facilities, including electrical gas and solar energy. Describe below and indicate clearly on drawing.

16. Location, size and design and type of construction of all proposed signs. Describe below and indicate clearly on drawing.

17. Location and proposed development of all buffer areas, including existing vegetative cover. Describe below and indicate clearly on drawing.

18. Location and design of outdoor lighting facilities. Describe below and indicate clearly on drawing.

19. Identification of the location and amount of building areas proposed for retail sales or similar commercial activity. Describe below and indicate clearly on drawing.

20. General landscaping plan and planting schedule.

21. An estimated project construction schedule.

22. Record of application for and status of all necessary permits from other governmental bodies.

23. Identification of any permits from other governmental bodies required for the project's execution.

24. Other elements integral to the proposed development as may be considered necessary in the particular case by the Planning Board.

Applicant's Signature

Date

NOTE: No new commercial activity on the property in question is to begin prior to final approval by the Planning Board of the Village of Corinth, except as otherwise provided by law.

I hereby give permission for the members of the Planning Board of the Village of Corinth to gain access to my property for the purpose of inspection of the proposed site.

Applicant's Signature

Date

I hereby designate _____ to represent me before the Planning Board of the Village of Corinth in all procedures relative to the above application for site plan review.

Applicant's Signature

Date

AUTHORIZATION

I, _____, the owner of _____ in
the Village of Corinth, do hereby authorize the Applicant _____, to
apply to the Village of Corinth and act as my agent for an:

Area Variance Use Variance Site Plan Subdivision
(please circle the applicable application)

I understand the details of the Application and have been advised that the terms and
conditions of the Approval which will be extended by the Village of Corinth will run
with the land.

Signed

Dated:

Print Name:

Address:

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:
q			
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
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.		☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		☐	☐
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:			
5. ☐ 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: _____		

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)

SARATOGA COUNTY PLANNING BOARD

50 West High Street
Ballston Spa, New York 12020
518-884-4705 518-884-4780(F)
ahargrave@saratogacountyny.gov

- I. Municipality: City, Town, Village of _____
Referring Agency: Zoning Board of Appeals ☐ Planning Board ☐ Legislative Body ☐
Submitting Officer: _____ Date: _____
Mailing Address: _____
Telephone #: _____ FAX #: _____
- II. Type of Referral
Variance: Use ☐ Area ☐ Area (signage) ☐ Interpretation ☐
Special Use Permit ☐ Site Plan Review ☐ Subdivision Review ☐
Zoning Amendment: Map ☐ Text ☐ PDD ☐ Moratorium ☐
Comprehensive Plan ☐
- III. Name of Applicant: _____ Owner's Name: _____
Property Address: _____ Mailing Address: _____

- IV. Project Name: _____
Brief Description of Proposal: _____

Primary Road Frontage: Name _____ Length _____
Acreage _____ No. of Lots _____ Building Size/Coverage _____
- V. This proposal is referred to your agency, as required by the General Municipal Law, Sections 239-1, m, and n, because it would affect real property lying within a distance of 500 feet from a boundary of:
- a) the City, Town or Village of _____
 - b) an existing or proposed county or state park or other recreation area. Such park or recreation area is: _____
 - c) an existing or proposed right-of-way of a county or state parkway, thruway, expressway, road or highway. Such road is: _____
 - d) an existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines. Such right-of-way is: _____
 - e) an existing or proposed boundary of any county or state-owned land on which a public building or institution is situated. Such land is: _____
 - f) a farm operation located in an agricultural district as defined by Article twenty-five – AA of the Agriculture and Markets Law, except this shall not apply to the granting of area variances. Use the provided Agricultural District Referral Form.

VI. Required Information

The following information is required for the application to be considered a completed full statement for expeditious review by the Saratoga County Planning Board.

1. Property Location: (Tax Parcel #)_____ Current Zoning District:_____
2. A map (if the application is for a variance, special permit or site plan review) showing, at a minimum, the following:
 - a) location, setback, height and use of all existing and/or proposed buildings on subject and adjacent lot or parcel, if applicable
 - b) adjacent land uses and current zoning designation
 - c) location of existing and proposed streets, driveways and off-street parking facilities, if applicable
 - d) location and type of water supply and sewage disposal, if applicable
 - e) existing and proposed contours as per preliminary submission
 - f) drainage-ways, if applicable
 - g) location of existing watercourses, wetlands, and floodplains, if any
 - h) location, size and construction materials of all proposed signage, if any
 - i) location, size and construction materials of all outdoor storage, if any
3. Subdivision plat as required for preliminary submission by local subdivision regulations.
4. A copy of the Postal Verification Form provided to Saratoga County Emergency Services Department. (Subdivision Only)
5.
 - a. If application is for an amendment to the zoning map, enclose a map of the area proposed to be rezoned.
 - b. If application is for amendment to the zoning ordinance, enclose the text of the proposed changes (with additions and deletions denoted).
 - c. A copy of any report or recommendation to the legislative body from the municipal planning board should be provided along with any initial statement of intent and purpose.
 - d. Does proposed zoning conform to municipal comprehensive/master plan? Yes ☐ No ☐
 - e. Provide a copy of present PDD legislation if an amendment is being sought.
6. Is proposal subject to review under the New York State Environmental Quality Review Act?
Yes ☐ No ☐ Not Yet Determined ☐
If yes, submit **completed** copy of the Environmental Assessment Form.
7. Other involved agencies (with permitting authority): SCDPW ☐ NYSDOT ☐ NYSDOH ☐ NYSDEC ☐
Adirondack Park Agency ☐ Other (specify): _____
8. Has the lead agency been designated? Yes ☐ No ☐ Lead agency _____
9. Date of Public Hearing _____
10. Date referring agency proposes to act on the application _____

Signature of Referring Official

Title