

City of Ogdensburg
Department of Planning & Development



Director:
Andrea L. Smith

Ogdensburg City Hall
330 Ford Street - Room 11
Ogdensburg, New York 13669
<http://www.ogdensburg.org>

MEMO TO: Those Requesting Site Plan Approval
FROM: Department of Planning & Development
SUBJECT: Preparation of Site Development Plan

Attached please find the following documents to aid you in preparing for site plan review.

The first, entitled "Application for Site Development Plan Approval", is intended for you to fill out prior to submission of the actual site plan to the Planning Board for review. In virtually every case it will be essential for you to contact the Planning Office for assistance in preparing this form.

The following pages are excerpts from the City's Zoning Ordinance describing Site Plan Review and requirements for the preparation of site plans.

Other sections of the Zoning Ordinance which may be of interest to you include:

- * Articles III - X - Zoning District Regulations describes the different zoning categories and permitted and prohibited uses in each.
- * Article XIV - Regulations Applicable to All Districts describes regulations governing Accessory Uses and Structures, Open Storage of Motor Vehicles, Vending Machines, Off-Street Parking & Loading, Sign Regulations, Usable Open Space, Temporary Uses & Structures, etc.

Copies of these sections are available at the Planning Office or on the City's website, www.ogdensburg.org, through the City Municipal Code link.

Also attached is a Schedule of Fees. Depending upon your project, one or more of these fees may be applicable. Fees must be paid before your project can be scheduled for Planning Board review. Should you have any questions about applicable fees, please contact this office.

Next, a two-year schedule of meetings of the Planning Board is provided for your convenience. You should be prepared to attend Planning Board meetings when your project is discussed.

Finally, you should be prepared to submit six copies of your site plan to the City.

Site plan review also includes State Environmental Quality Review Act (SEQRA) determinations. Attached is a Short Form Environmental Assessment Form. Your project may require a Full Environmental Assessment Form be completed. A SEQRA determination must be made before a final site plan approval can be granted. A fee for City review or lead agency coordination will be assessed.

Also attached is a Local Waterfront Revitalization Program Coastal Assessment Form. If your project is in the Coastal Zone you will be required to complete this form. Please check with this office to determine if you are in the Coastal Zone.

Proper preparation of these forms and the site plan will ensure a smooth review process. We look forward to working with you toward a successful project. Thank you for your cooperation.

Attachments

**APPLICATION FOR
SITE DEVELOPMENT PLAN APPROVAL**

Date: _____

Name of proposed development _____

Contact person _____
(only ONE person is to be named for each project)

Address _____

Telephone _____

Fax/E-Mail _____

Applicant: _____

Name _____

Address _____

Telephone _____

Plans Prepared by: _____

Name _____

Address _____

Telephone _____

Owner (if different):

Name _____

Address _____

Telephone _____

(If more than one owner,
provide information for each.)

Ownership intentions, i.e. purchase options _____

Location of site _____

Tax map description (address): _____

Section _____ Block _____ Lot _____

Current zoning classification _____

State and federal permits needed (check appropriate)

County Planning Board _____ Yes _____ No

Dept. of Health _____ Yes _____ No

SLEOC Review _____ Yes _____ No

NYS DEC _____ Yes _____ No

Total site area (square feet or acres) _____

Anticipated construction time _____

Will development be staged? _____

Current land use of site (agriculture, commercial, undeveloped, etc.):

Current condition of site (buildings, brush, etc.):

Provide Area Map and Topographic Map that satisfy all technical considerations as indicated in the Zoning Ordinance submission requirements.

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- for residential buildings include number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three- or more bedrooms) and number of parking spaces to be provided, including handicapped spaces and access.
- for non-residential buildings include total floor area and total sales area, number of automobile and truck parking spaces, handicapped access.
- other proposed structures.

Site Plan reviews consider a project's consistency with the City's Local Waterfront Revitalization Program (LWRP). The LWRP may require that public amenities be a part of your project. Please check with the Department of Planning and Development for a full explanation. Describe you project's public amenities (recreational features, access to waterfront, etc.)

[illegible]

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benefits of the proposed action.

- A. Positive findings statement. A positive findings statement means that the lead agency has determined that the proposed action is approvable after consideration of the final EIS and demonstrates that the action chosen is one that minimizes or avoids environmental impacts to the maximum extent practicable in terms of location, layout and design, scale or magnitude, timing and use.
- B. Negative findings statement. If the action is not approvable, the lead agency shall make a negative findings statement documenting the reasons for the denial. A sample findings statement form may be found as Appendix I of Part 617. Findings of each agency must be filed with all other involved agencies and the applicant.

ARTICLE XVI Site Plan Review

§ 221-69. Legislative authority.

Pursuant to authority delegated by § 30-a of the General City Law of the State of New York, the Ogdensburg City Council hereby authorizes the City Planning Board to review and approve site development plans. In all cases where this chapter requires site plan review by the Planning Board, no building permit shall be issued by the Zoning Enforcement Officer except upon authorization of and in conformity with the final site plan approved by the Planning Board. Site plan review by the Planning Board shall be required in all districts for the erection or enlargement of all principal buildings other than one- or two-family dwellings and their accessory uses or structures, except as otherwise described in

§ 221-70. Purpose.

This section of this chapter is enacted under the authority of § 30-a of the New York State General City Law to protect the health, safety and general welfare of the inhabitants of the City. The site plan review regulates the development of structures and sites in a manner which considers the following concerns and, where necessary, requires modification of development proposals to eliminate or minimize potential problems and nuisances. The principal areas of concern are:

- A. The balancing of landowners' rights to use their land with the corresponding rights of neighboring landowners to live without undue disturbances from nuisances in the form of noise, smoke, fumes, vibration, dust, odor, glare and stormwater runoff.
- B. The safety and convenience of vehicular and pedestrian movement within the site, and in relation to adjacent areas or roads.
- C. The protection of state or local designated historical or archeological sites and natural environmental resources on the site under review, and in adjacent areas.
- D. The use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the City and will not be detrimental to the orderly development of adjacent areas.

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§ 221-71. Sketch plan conference.

An optional sketch plan conference may be held between the Planning Board staff and the applicant prior to the preparation and submission of a formal site plan. The intent of such a conference is to enable the applicant to inform the Planning Board of the development proposal prior to the preparation of a preliminary site plan, and for the Planning Board to review the basic site design concept, advise the applicant as to potential problems and concerns, and to generally determine the information to be required on the site plan. In order to accomplish these objectives, the applicant should provide the following:

- A. A statement and rough sketch showing the locations and dimensions of existing and proposed structures, wells, waste disposal systems, parking areas, access drives, signage and anticipated changes in the existing topography and natural features.
- B. A sketch or map of the area which clearly shows the location of the site and nearby properties, land uses, street rights-of-way, easements and other pertinent features.

§ 221-72. Applications for site plan approval.

An application for site development plan approval or for an amendment to a previously approved site development plan shall be made in writing to the Chairperson of the Planning Board at least 15 days in advance of the Planning Board meeting at which the application is to be presented. All drawings submitted must be at a scale of not more than 50 feet to the inch. Five copies of all drawings must be submitted. The data to be submitted, the total of which constitutes a site development plan, is as follows:

- A. Data required in all cases:
 - (1) The names of all owners of record of all adjacent property, and the lot, block and section number of the property, all as shown in the City's official tax records.
 - (2) Existing zoning and special district boundaries.
 - (3) Boundaries of the property, building or setback lines, if different from those required by this chapter, and lines of existing streets and lots as shown on the City's official Tax Maps. Reservations, easements and areas dedicated to public use, if known, shall be shown.
 - (4) A drawing showing the location of existing building and existing watercourses, marshes, rock outcrops, wooded areas, single trees with a diameter of eight inches or more, measured three feet above the base of the trunk, and other significant existing features.
 - (5) Title of development, date, North point, scale, name and address of record owner.
 - (6) The proposed uses or uses of land and buildings, proposed location of buildings and proposed architectural features.
 - (7) All means of vehicular access and egress to and from the site onto public streets.

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- (8) The location and design of any off-street parking and loading areas.
 - (9) The location of all proposed waterlines, valves and hydrants and of all sewer lines, or of any proposed alternative means of water supply and sewage disposal and treatment.
 - (10) The proposed location, direction, power and time of proposed outdoor lighting.
 - (11) All proposed screening and landscaping.
 - (12) Proposed stormwater drainage system.
 - (13) Location and screening of all trash receptacles.
- B. Additional data which may be required in special cases. When, due to special conditions, peculiar to a particular site or to the size, nature or complexity of the proposed use or development of land or building, the Planning Board finds that all or portions of the additional data listed below are necessary for proper review of the site development plan, the Planning Board may require any or all such data to be included in the required submission of the site development plan.
- (1) A survey of the subject property having an error of closure not in excess of one in 10,000 and indicating all lengths in feet and decimals of a foot and all angles to the nearest 10 second or closer, deemed necessary by a surveyor or professional engineer (licensed by the State of New York).
 - (2) A copy of all covenants or deed restrictions that are intended to cover all or any part of the subject property.
 - (3) Location of existing water mains, culverts and drains on the property, with pipe sizes, grades and direction of flow.
 - (4) Existing contours with intervals of five feet or less, referred to a datum satisfactory to the Planning Board.
 - (5) All proposed lots, easements and public and community areas. All proposed streets with profiles indicating grading and cross sections showing width of roadway, location and width of sidewalk, and location and size of utility lines.
 - (6) All proposed grades.
 - (7) The proposed screening and/or landscaping.
 - (8) Where the Planning Board requires the submission by an engineer, architect or surveyor licensed by the State of New York, the name and license number of such engineer, architect or surveyor. This section is in addition to submission requirements as otherwise provided by law.

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§ 221-73. Application acceptance; referral to Planning Board.

- A. The Planning Board staff shall determine the completeness of any application made for site plan review and shall notify the applicant within 10 days of the date of application submission if such application is incomplete or deficient in any way, and shall further specify the deficiencies.
- B. The Planning Board staff shall certify on each site plan whether or not the plan meets the requirements of all zoning regulations other than those of this section regarding site plan review.
- C. The Planning Board staff shall refer the application to the Planning Board in accordance with submission and review timelines to determine whether the application is complete and which information may be waived. Staff shall further recommend to approve, approve with modifications or deny the preliminary site plan.

§ 221-74. Public hearing.

The Planning Board may schedule and hold a public hearing on the site plan if considered desirable by a majority of its members. Such hearing shall be held within 45 days of the receipt of a complete application submission or completion of the SEQR review and shall be advertised in the City's official newspaper at least five days before the public hearing.

§ 221-75. Referral to County Planning Board.

- A. The approval of a proposed site plan constitutes a special authorization within this chapter. The application is, therefore, subject to referral by the City to the County Planning Board in accordance with the requirements of § 239-m of the General Municipal Law, prior to final action. Referral is necessary should the property of the site plan be located within 500 feet of the following:
 - (1) The boundary of any City or town.
 - (2) The boundary of any state park or other recreation area.
 - (3) The right-of-way of any county or state parkway, throughway, expressway or other controlled access highway.
 - (4) The right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines.
 - (5) The boundary of any county- or state-owned land on which a public building or institution is located.
- B. If the County Planning Board has not acted on the referral within 30 days of receipt, the Planning Board may proceed as if the County Planning Board had approved the referral.

§ 221-76. Planning Board decisions.

- A. The Planning Board shall render its decision within 45 days following receipt of a complete application for site plan review or, if a public hearing is held, within 45 days from the time of the hearing. The Planning Board's final action, rendered in writing, shall consist of either:

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- (1) Approval of the site plan based upon a determination that the proposed plan will constitute a suitable development and is in compliance with the standards set forth in this section;
 - (2) Disapproval of the site plan based upon a determination that the proposed project does not meet the standards for review set forth in this section, and stating such deficiencies; or
 - (3) Approval of the site plan subject to any conditions, modifications and restrictions as required by the Board which will ensure the project meets the standards for review.
- B. Notice of the Board's decision shall be given in writing to the applicant and Code Enforcement Officer. **[Amended 10-22-2007 by Ord. No. 10-2007]**
- (1) Upon approval of the site plan and payment by the applicant of any and all fees due to the City, the Planning Board shall endorse its approval by having the acting Chairperson sign the final site plan and forward copies to the applicant and Code Enforcement Officer.
 - (2) Upon disapproval of the site plan, the Planning Board shall so inform the Code Enforcement Officer, and the Code Enforcement Officer shall deny a building permit to the applicant. The Planning Board shall also notify the applicant in writing of its decision and its reasons for disapproval.
- C. Failure of the Planning Board to take final action within the specified time period shall be deemed approval. The time within which a decision must be rendered may be extended by mutual consent of the applicant and the Planning Board.

§ 221-77. Standards for review.

The Planning Board's review of the site plan shall include, as appropriate, but is not limited to, the following general considerations:

- A. Legal. The proposal shall conform to all provisions of this chapter and applicable regulations of state agencies. All existing zoning violations on the site shall be corrected.
- B. Traffic. The proposal shall provide safe and convenient movement of vehicular and pedestrian traffic within the site and in relationship to adjoining roads, driveways and properties. Furthermore, all proposed traffic access and driveways shall be adequate but not excessive in size; adequate in width, grade, alignment and visibility; not located too near street corners; and other similar safety considerations.
- C. Parking and loading. Adequate off-street parking and loading spaces shall be provided consistent with § 221-41, Off-street parking and loading, for the proposed use to prevent safety hazards from parking on public streets or disrupting traffic flow on adjacent roads, and that the interior vehicle circulation system is adequate to provide safe accessibility to all required off-street parking areas.
- D. City services. The proposal shall not place unreasonable demands on City services and facilities (e.g., fire protection, public roads, road maintenance and snow plowing, recreational facilities, sewage system, water supply, etc.).

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- E. Drainage. The proposal shall provide adequately for stormwater and drainage facilities such that site runoff will not run into the sewage system, onto roads or cause nuisance conditions for neighbors or lead to ponding or excessive erosion.
- F. Exterior lighting. The location, direction, power and time of use for any proposed lighting shall be designed to protect neighbors from undue disturbances and nuisances.
- G. Pedestrian circulation. The proposal shall provide safe and convenient pedestrian movement both within the site and to and from the site in a manner separated from vehicular traffic.
- H. Environmental and historic resources.
 - (1) Environmental resources and state-designated historic features on the site or adjacent to the proposal shall be adequately protected from significant adverse impacts. Soil erosion shall be minimized both during and after construction.
 - (2) Unless a permit for commercial excavation has been granted, no person, firm or corporation will strip, excavate or otherwise remove topsoil for sale or for use other than on the premises from which the topsoil is taken, except in connection with the construction or alteration of a structure on the premises and excavation or grading incidental thereto.
- I. Nuisances. Adequate protection of neighboring properties shall be provided from any undue disturbance caused by excessive or unreasonable noise, smoke, trash, garbage, debris, vibration, fumes, dust, odors, glare or other nuisance.
- J. Landscaping and screening. Parking and loading areas shall be adequately screened or fenced from existing residences and state-designated tourism routes. On-site materials storage, refuse, salvage materials and unlicensed nonagricultural vehicles and equipment shall be adequately screened or fenced from view from public roads and existing residences.
- K. City character. The location, scale, height and appearance of structures shall be appropriate to their function and harmonize with the surrounding architecture, cityscape and natural landscape. Clear cutting of large areas for development shall be avoided. Where tree removal is required, special attention shall be given to planting of replacement trees.

§ 221-78. Enforcement; inspections.

- A. The Planning Board may require the posting of a bond or other similar performance guaranty to ensure compliance with the plan and stated conditions of approval and to cover any City costs involved in the project. It may suspend any permit when work is not performed as required.
- B. Inspection of improvements. The Code Enforcement Officer shall be responsible for the overall inspection of site improvements. No certificate of occupancy shall be issued until all improvements shown on the approved site plan are installed or a sufficient performance guaranty has been posted for improvements not yet completed. **[Amended 10-22-2007 by Ord. No. 10-2007]**

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§ 221-79. Amendments to approved plans.

Review of amendments to an approved site plan shall be acted in the same manner as the original site plan review application.

§ 221-80. Appeals.

Any person aggrieved by any decision of the Planning Board may apply to the Supreme Court for review by a proceeding under Article 78 of the Civil Practice Law and Rules. Such proceedings shall be instituted within 30 days after filing of a decision in the office of the City Clerk.

ARTICLE XVII

Administration and Enforcement

§ 221-81. Code Enforcement Officer and Zoning Administration Officer. [Amended 10- 22- 2007 by Ord. No. 10-2007]

The Code Enforcement Officer shall have the power and duty to enforce the provisions of this chapter. The Zoning Administration Officer shall have the power and duty to administer the provisions of this chapter.

- A. Application. The Code Enforcement Officer shall review all applications and, if the proposal fully complies with all applicable requirements of this chapter and Chapter 97,⁹⁵ and if no site plan review is required, a permit shall be issued. If the applicant's plans do not meet the requirements of this chapter, the application must be denied. The Code Enforcement Officer must enforce the strict letter of the law, and is not authorized to use discretionary judgment. Inspections shall be made as are necessary to ensure compliance with this chapter.
- B. Referral to City Planning Board. Any application for a change of zoning district or use that requires site plan review shall be forwarded by the Code Enforcement Officer to the Director of Planning and Development for review by the Planning Board, along with all supporting documentation.
- C. Referral to the Zoning Board of Appeals. An applicant, after having been denied a building permit, or an aggrieved party in cases of a question of interpretation, may appeal the Code Enforcement Officer's decision or determination to the Zoning Board of Appeals (ZBA) for a variance or an interpretation. Should an appeal be requested, the Code Enforcement Officer shall notify the Director of Planning and Development of the request and forward the completed variance form along with all necessary supporting information to the ZBA.
- D. Duties of the Code Enforcement Officer. In addition to general enforcement of this chapter, the duties of the Code Enforcement Officer shall include, but are not limited to:
 - (1) Review of applications and issuance of permits.

⁹⁵ Editor's Note: See Ch. 97, Fire Prevention and Building Codes Administration.

FEES FORM FOR PROJECTS NOT REQUIRING COUNTY REVIEW

CODE	DESCRIPTION	FEE
2555	PERMITS	
_____	Bldg/Rehab Permit No. _____	\$ _____
_____	Demolition Permit No. _____	\$ _____
_____	Sign Permit No. _____	\$ _____
_____	Site Plan Review / Special Permit	\$150.00
_____	Floodplain Development Permit	\$150.00
_____	Establishment of a PDD	\$1,000.00
_____	Adaptive Reuse Permit	\$1,000.00
	SEQRA REVIEW	
_____	Short Form EAF Review	\$100.00
_____	Lead Agency Coordination	\$150.00
_____	Long Form EAF Review	\$300.00
_____	Draft EIS Review	\$300.00
_____	Final EIS Review	\$300.00
	SUBDIVISION REVIEW	
_____	Less than 5 parcels	\$100.00
_____	5 to 20 parcels	\$250.00
_____	more than 20 parcels	\$1,000.00
1560	CODE ENFORCEMENT	
_____	Certificate of Occupancy	\$ _____
_____	Area Variance	\$75.00
_____	Use Variance	\$150.00
	RENTAL REGISTRATION FEES	
_____	Inspection Fee	\$ _____
_____	Subsequent (after 3) fee	\$ _____
2590	OTHER	
_____	Zoning Ordinance	\$10.00
_____	24 x 36 Map	\$3.50
_____	Text Amendment Ordinance	\$100.00
_____	Zoning Map Amendment	\$100.00
_____	Zoning Verification (per tax map parcel)	\$50.00
_____	Postage	\$ _____
_____	Xerox Copies _____ x \$.25	\$ _____
_____	Other _____	\$ _____
	TOTAL	\$ _____

NAME: _____

PERMIT ADDRESS: _____

TMN: _____

Please make checks payable to:

City Comptroller's Office
330 Ford Street
Ogdensburg, NY 13669

FEES FORM FOR PROJECTS REQUIRING COUNTY REVIEW

CODE	DESCRIPTION	CITY FEE	COUNTY FEE
<u>Residential</u>			
2555	Site Plan Review	\$150.00	\$25.00
2555	Special Use Permit	\$150.00	\$75.00
1560	Area Variance	\$75.00	\$25.00
1560	Use Variance	\$150.00	\$75.00
2555	Adaptive Reuse Permit	\$1,000.00	\$75.00
2555	<u>Subdivision Review</u>		
_____	Less than 5 parcels	\$100.00	\$25.00
_____	5 to 9 parcels	\$250.00	\$75.00
_____	10 to 20 parcels	\$250.00	\$150.00
_____	more than 20 parcels	\$1,000.00	\$150.00
<u>Commercial, Institutional, Industrial</u>			
2555	Sign Permit No. _____	_____	\$25.00
2555	<u>Site Plan Review & Special Use Permit</u>		
_____	Projects less than 5,000 gsf	\$150.00	\$75.00
_____	Projects 5,000-9,999 gsf	\$150.00	\$150.00
_____	Projects over 9,999 gsf plus \$50 per each additional 5,000 sf	\$150.00	\$150.00 \$ _____
2555	<u>Adaptive Reuse Permit</u>		
_____	Projects up to 9,999 gsf	\$1,000.00	\$150.00
_____	Projects over 9,999 gsf plus \$50 per each additional 5,000 sf	\$1,000.00	\$150.00 \$ _____
2555	<u>Subdivision Review</u>		
_____	1 to 4 parcels	\$100.00	\$75.00
_____	5 to 9 parcels	\$250.00	\$150.00
_____	10 to 20 parcels	\$250.00	\$150.00
_____	more than 20 parcels	\$1,000.00	\$150.00
1560	<u>Area Variance</u>		
_____	Projects less than 5,000 gsf	\$75.00	\$75.00
_____	Projects 5,000-9,999 gsf	\$75.00	\$150.00
_____	Projects over 9,999 gsf plus \$50 per each additional 5,000 sf	\$75.00	\$150.00 \$ _____
1560	<u>Use Variance</u>		
_____	Projects less than 5,000 gsf	\$150.00	\$75.00
_____	Projects 5,000-9,999 gsf	\$150.00	\$150.00
_____	Projects over 9,999 gsf plus \$50 per each additional 5,000 sf	\$150.00	\$150.00
_____	Postage	\$ _____	N/A
	TOTAL	\$ _____ *	\$ _____ **

NAME: _____

PERMIT ADDRESS: _____

TMN: _____

Please make checks payable to:

*City Comptroller's Office, 330 Ford Street, Ogdensburg, NY 13669

** St. Law. County Planning Office, 48 Court Street, Canton, NY 13617

Calendar of Planning Board Activity
2023 - 2024

SITE PLAN APPLICATIONS

2023 Submission Deadline

Monday, Dec 12, 2022
Tuesday, Jan 17, 2023*
" , Feb 13, 2023
" , Mar 13, 2023
" , Apr 10, 2023
" , May 15, 2023
" , Jun 12, 2023
" , Jul 17, 2023
" , Aug 14, 2023
" , Sep 11, 2023
" , Oct 16, 2023
Monday, Nov 13, 2023

2024 Submission Deadline

Monday, Dec 11, 2023
Tuesday, Jan 16, 2024*
Monday, Feb 12, 2024
" , Mar 11, 2024
" , Apr 15, 2024
" , May 13, 2024
" , Jun 10, 2024
" , Jul 15, 2024
" , Aug 12, 2024
" , Sep 9, 2024
Tuesday, Oct 15, 2024
Tuesday, Nov 12, 2024

PLANNING BOARD MEETINGS

2023 Meeting Dates

Tuesday, Jan 3, 2023
" , Feb 7, 2023
" , Mar 7, 2023
" , Apr 4, 2023
" , May 2, 2023
" , Jun 6, 2023
Wednesday, Jul 5, 2023
Tuesday, Aug 8, 2023
" , Sep 5, 2023
" , Oct 3, 2023
Wednesday, Nov 8, 2023*
Tuesday, Dec 5, 2023

2024 Meeting Dates

Tuesday, Jan 2, 2024
" , Feb 6, 2024
" , Mar 5, 2024
" , Apr 2, 2024
" , May 7, 2024
" , Jun 4, 2024
" , Jul 2, 2024
" , Aug 6, 2024
" , Sep 3, 2024
" , Oct 1, 2024
Wednesday, Nov 6, 2024*
Tuesday, Dec 3, 2024

All Planning Board meetings are held at 5:30 p.m.
in the City Council Chambers unless otherwise
noted.

NOTE: All matters and/or materials which require Planning Board consideration or action **must** be submitted by the submission deadline along with receipt of payment.

*Regular meeting date changed due to conflict with holiday(s).

** Regular meeting date changed due to conflict.

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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, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
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? 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?	NO	YES	
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 Yes, does the existing system have capacity to provide service? ☐ NO ☐ YES] If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? ☐ NO ☐ YES] 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)

APPENDIX B

WATERFRONT PROGRAM CONSISTENCY ASSESSMENT FORM

This form is to be completed whenever a public action is proposed to permit, fund, approve, or directly undertake an action or activity which will impact the Coastal Area of the City of Ogdensburg as defined in the zoning ordinance. The proposed public action described herein shall be reviewed by the Director of Planning and Development who shall (1) advise the City Council that the proposed action(s) is (are) either consistent, inconsistent, or of uncertain consistency with the policies and purposes of the Ogdensburg Local Waterfront Revitalization Program and (2) refer propped actions which are or may be inconsistent with said policies and purposed to the City Planning Board for their review and Comment to the City Council.

Public Action:

Related Activity:

Form completed by: _____ Date: _____

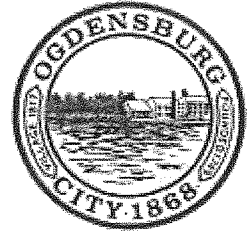
- | | No | Yes | Maybe |
|---|-----|-----|-------|
| 1. Does the action or related activity involve development or redevelopment in the coastal area? | () | () | () |
| Is the action consistent with coastal policies 1, 1A, 1B, 2, 3, 5, and 6? | () | () | () |
| 2. Does the action or the related activity involve fish or wildlife resources in the coastal are? | () | () | () |
| Is the action consistent with coastal policies 7A, 8, and 9? | () | () | () |
| 3. Does the action or the related activity involve flooding or erosion hazards? | () | () | () |
| Is the action consistent with coastal policies 11, 13, 14, 16, and 17? | () | () | () |
| 4. Does the action or the related activity involve public access in the coastal area? | () | () | () |
| Is the action consistent with coastal policies 19, 19A, and 20? | () | () | () |
| 5. Does the action or the related activity involve recreation in the coastal area? | () | () | () |
| Is the action consistent with coastal policies 21, 21A, 22 and 22A? | () | () | () |

	No	Yes	Maybe
6. Does the action or the related activity involve the historic, architectural, archeological or cultural resources of the coastal area?	()	()	()
Is the action consistent with coastal Policy 23?	()	()	()
7. Does the action or the related activity involve scenic resources in the coastal area?	()	()	()
Is the action consistent with coastal policies 25 and 25A?	()	()	()
8. Does the action or the related activity involve Energy resources or ice management in the coastal area?	()	()	()
Is the action consistent with coastal policies 27A and 28?	()	()	()
9. Does the action or the related activity involve water or air resources in the coastal area?	()	()	()
Is the action consistent with coastal policies 30, 31, 33, 34, 35, 36, 37, 38, 39, 40, 41 and 44?	()	()	()
10. Does the action or the related activity take full consideration of the coastal area's valuable resources which contribute to the social, environmental, and economic interests?	()	()	()
Is the action consistent with coastal policy 18?	()	()	()

City of Ogdensburg
Department of Planning & Development

Ogdensburg City Hall
330 Ford Street - Room 11
Ogdensburg, New York 13669
<http://www.ogdensburg.org>

Interim Director
Andrea L. Smith



OUTSIDE CONSULTANT ESCROW AGREEMENT
OGDENSBURG PLANNING & DEVELOPMENT BOARD

Agreement is made this _____ between the City of Ogdensburg and _____
of _____
for subdivision, site plan review _____

Know ALL men by these present that the Applicant hereby provides the City of Ogdensburg with a check in the sum of \$ _____ to be deposited in an interest-bearing account as designed by the Comptroller to be expended by the City of Ogdensburg Planning & Development Board to insure payment to an outside consultant(s) for engineering reviews for the above-referenced project.

This Agreement shall remain in full force and effect until this Applicant, or his/her/its executors, designees, administrators, heirs, successors and assigns has fully and satisfactorily performed all obligations specified herein. Upon completion by the Applicant of all obligations specified herein, the remaining funds, including accumulated interest in said account, shall be returned to the Applicant by Vote of the Planning Board.

Planning Board Chair or Agent

Applicant

Date

Date

Date

SS# / TIN#

Then personally appeared _____ as the Applicant or his / its authorized agent and acknowledged the foregoing instrument to be his or her free act and deed the free act and deed of the Applicant, before me.

Notary Public

Date

My Commission Expires: _____

Then personally appeared _____ as the Planning Board Chair or his / her authorized agent and acknowledged the foregoing instrument to be his / her free act and deed the free act and deed of the Applicant, before me.

Notary Public

My Commission Expires: _____

City of Ogdensburg
Department of Planning & Development

City Comptroller:
Philip A. Cosmo

Ogdensburg City Hall
330 Ford Street - Room 5
Ogdensburg, New York 13669
<http://www.ogdensburg.org>



Escrow Account Application:

Master Account: City of Ogdensburg – Trust & Agency A/C # T-30

Sub-Account: _____

Address for 1099 _____

Initial Deposit: \$ _____ (check payable to City of Ogdensburg)

Certification of Taxpayer Identification Number

Under penalties of perjury, I / we certify (1) that the number shown on this form is my / our correct taxpayer identification number and (2) that I / we are not subject to backup withholding either because I / we have not been notified that I / we are subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has not notified me / us that I / we are not longer subject to backup withholding.

NOTE: Strike out text following (2) above if signer has been notified signer is subject to backup withholding due to payee under-reporting and has not received notice from the Internal Revenue Service that backup withholding has terminated.

Taxpayer Identification Number _____

Signature _____ Date _____

Print Name: _____ Title _____

For City use only: TO: _____

Please transfer the amount of \$ _____

To _____

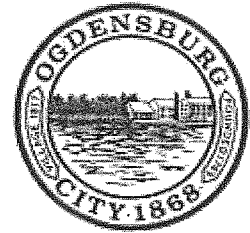
Date _____

Acct ID: _____

City of Ogdensburg
Department of Planning & Development

Interim Director
Andrea L. Smith

Ogdensburg City Hall
330 Ford Street - Room 11
Ogdensburg, New York 13669
<http://www.ogdensburg.org>



PERFORMANCE BOND - SECURED BY DEPOSIT

KNOW ALL MEN BY THESE PRESENTS that _____ of _____ hereby binds and obligates himself/herself and his/her executors, administrators, Designees, heirs, successors and assigns to the City of Ogdensburg, New York, in the sum of _____ Dollars, and has secured this obligation by the deposit with the Comptroller of said City of Ogdensburg of said sum of money or negotiable securities.

The condition of this obligation is to ensure that the undersigned or his/her executors, administrators, Designees, heirs, successors and assigns shall fully and satisfactorily observe and perform in the manner and in the time therein specified, all of the covenants, conditions, agreements, terms and provisions contained in the following:

1. The Conditions of the Final Site Plan Approval for Parcel _____ adopted by the Ogdensburg Planning & Development Board on _____ and with the final plans signed by the Planning Board Chair or Agent on _____;

Planning Board Chair or Agent

Applicant

Date

Date

SS# / TIN#

Date _____,

Then personally appeared _____ as the Applicant or his / its authorized agent and acknowledged the foregoing instrument to be his or her free act and deed the free act and deed of the Applicant, before me.

Notary Public

My Commission Expires: _____

Date _____,

Then personally appeared _____ as the Planning Board Chair or his / her authorized agent and acknowledged the foregoing instrument to be his / her free act and deed the free act and deed of the Applicant, before me.

Notary Public

My Commission Expires: _____



Planning & Development Survey Request

Your response is requested to help us improve our site plan and variance application process. Please bring your completed form with you to pick up your building permit, or drop off to the Planning Office. Thank you.

Service:

- ☐ Site Plan Review
- ☐ Area Variance
- ☐ Use Variance
- ☐ Other _____

Please rank your overall experience:

- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Average
- ☐ Poor

CHECK ONE

☐ Zoning Board of Appeals

☐ Planning and Development Board

The Board:	Disagree	Neither Agree Nor Disagree	Agree
1. Applies policies and regulations fairly	☐	☐	☐
2. Worked with me to approve my request	☐	☐	☐
3. Explored alternative options before denial	☐	☐	☐
4. Communicates decision clearly	☐	☐	☐
5. Discussed relevant past practice rulings	☐	☐	☐

City Staff:	Disagree	Neither Agree Nor Disagree	Agree
1. Applies policies and regulations fairly	☐	☐	☐
2. Worked with me to approve my request	☐	☐	☐
3. Explored alternative options before denial	☐	☐	☐
4. Communicates decision clearly	☐	☐	☐
5. Discussed relevant past practice rulings	☐	☐	☐

Your Comments

1. What recommendations do you have for improving our process?
2. What if any suggestions do you have regarding amendments to our code, specifically, as it pertains to site plan review or variance requests?
3. What are the biggest challenges to the current process for applicants?
4. Please add your own personal comments: