

PLANNING BOARD

Town of New Scotland
Slingerlands, N.Y. 12159

SITE PLAN PERMIT APPLICATION

Application Date: ___/___/___

Submittal Fee Due With Application As Per Fee Schedule

Parcel Location: _____

Tax Parcel Id.# _____ - _____ # _____ - _____

Owner: _____

Address: _____

Owner Phone #: (____) ____ - _____

Owner(s) Signature of Consent:

Applicant/Agent: (Complete if not the owner)

Name: _____

Address: _____

_____ Phone #: (____) ____ - _____

Interest in Property: _____

Present Site Use: _____ Proposed Use: _____

Zoning Dist: _____ Lot Size: _____ Total Lot Area Used: _____

New Use: ____ Expansion of Existing Use: ____ Change of Existing Use: ____

Permitted Use: ____ Special Use: ____ Variance required: ____ Other: ____

SITE PLAN TO ALLOW FOR:

Dept/Use	
Site Pl#:	_____
Zng.Dst.:	_____
Article :	_____
Section :	_____
Date/Purpose	
Submt/Dt:	___/___/___
Fee/Pd :	___/___/___
PB/Dt(s):	___/___/___
_____:	___/___/___
_____:	___/___/___
_____:	___/___/___
Other:	_____

SITE PLAN SUBMISSION REQUIREMENTS

- 1. ALL DOCUMENTS MUST BE SUBMITTED, AT A MINIMUM, OF FOURTEEN (14) DAYS PRIOR TO THE OFFICIAL PLANNING BOARD REVIEW MEETING.
- 2. FIFTEEN (15) COPIES ARE REQUIRED OF ALL DOCUMENTS SUBMITTED (PLEASE DO NOT STAPLE)

MINIMUM REQUIRED DOCUMENTS FOR SUBMITTAL:

 - 1. A COMPLETED APPLICATION FORM
 - 2. A NARRATIVE DESCRIBING THE PROPOSAL
 - 3. SITE PLAN COPIES AT A SCALE NOT TO EXCEED ONE (1) INCH EQUAL TO FIFTY (50) FEET DISPLAYING:
 - A. A NORTH ARROW
 - B. PROPERTY BOUNDARY LINES
 - C. PLAN SCALE
 - D. DATE OF SUBMITTAL AND OF UPDATES
 - E. EXISTING STRUCTURES
 - F. INDICATION OF ANY WATER BODIES OR OTHER SENSITIVE ENVIRONMENTAL FEATURES ON OR WITHIN TWO HUNDRED (200) FEET OF THE PROPERTY BOUNDARIES
 - G. ALL PROPOSED BUILDINGS, FENCES, PAVING, SIDEWALKS, STORAGE AREAS, CURBING, PARKING AND LOADING AREAS, ACCESS DRIVES, EXTERIOR LIGHTING, OPEN SPACE AREAS, RECREATIONAL FACILITIES, LANDSCAPING, UTILITIES, DRAINAGE, SIGNS, STORM WATER MANAGEMENT FACILITIES AND ANY OTHER PLANNED IMPROVEMENTS
 - H. WELLS AND EFFLUENT SYSTEMS SERVING THE SITE AND DOCUMENTATION OF PRELIMINARY APPROVAL BY THE APPROPRIATE AGENCY, OR BY THE TOWN DESIGNATED ENGINEER WHERE THERE IS NO AUTHORITY BY OTHER AGENCIES
- 4. THE FOLLOWING REQUIRED SITE INFORMATION MAY BE PROVIDED ON THE SITE PLAN OR ON SEPARATE DRAWINGS:
 - A. LOCATION OF TOPOGRAPHIC SLOPES IN EXCESS OF FIFTEEN FEET
 - B. LOCATION OF BEDROCK AND ANY OTHER SIGNIFICANT GEOLOGICAL FEATURES
- 5. A STATEMENT AND, ANY DOCUMENTATION AS MAY BE REQUIRED BY THE PLANNING BOARD, OR, OTHER SECTION OF THIS LAW, OR, OTHER RELEVANT SECTION OF TOWN LAW DESCRIBING THE INTENDED METHOD OF OWNERSHIP AND MAINTENANCE OF ANY OPEN SPACES
- 6. COPIES OF ANY APPLICATIONS OR REPORTS AS REQUIRED TO COMPLY WITH S.E.Q.R.A., AT A MINIMUM THE SHORT ENVIRONMENTAL ASSESSMENT FORM COMPLETED
- 7. ANY OTHER INFORMATION DEEMED NECESSARY BY EITHER THE PLANNING BOARD OR THE INSPECTOR TO FACILITATE THE REVIEW OF THE PROPOSED DEVELOPMENT FOR COMPLIANCE WITH THIS LAW, INCLUDING BUT NOT LIMITED TO, BUILDING ELEVATIONS, PLANT MATERIALS AND ELEVATIONS AND FRONT VIEWS OF ALL SIGNS TO BE EMPLOYED AT THE PROJECT
- 9. A COPY OF THE DEED OF RECORD DOCUMENTING OWNERSHIP OF THE SUBJECT PROPERTY
- 10. APPLICATIONS SHALL BE ACCOMPANIED BY A FEE, AS SET FORTH IN THE TOWN ESTABLISHED FEE SCHEDULE
- 11. ANY OTHER DOCUMENTS AS DEEMED NECESSARY BY THE PLANNING BOARD OR THE INSPECTOR

*THIS CHECK LIST IS PROVIDED AS A GUIDE FOR CONVENIENCE ONLY , APPLICANT SHOULD REFER TO THE APPLICABLE SECTION OF THE ZONING LAW OF THE TOWN OF NEW SCOTLAND FOR SITE PLAN REQUIREMENTS.

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? 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 <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>	YES <input type="checkbox"/>
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:				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):				
<input type="checkbox"/> Parkland				

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?			
	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?			
	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> 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
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		