



**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.

## Appendix C

## State Environmental Quality Review

**SHORT ENVIRONMENTAL ASSESSMENT FORM**

For UNLISTED ACTIONS Only

**PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)**

1. APPLICANT/SPONSOR:	2. PROJECT NAME:
3. PROJECT LOCATION: Municipality <u>Town of New Scotland</u> County: <u>Albany</u>	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED:    Initially _____ acres    Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No    If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/ Open Space <input type="checkbox"/> Other Describe:	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? Yes No If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE  Applicant/sponsor name: _____ Date: _____  Signature: _____	

OVER

**PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)**

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.  
 Yes     No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.     Yes     No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?     Yes     No    If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?  
 Yes     No    If Yes, explain briefly:

**PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA

- Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- 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 **AND** provide, on attachments as necessary, the reasons supporting this determination.

\_\_\_\_\_  
 Town of New Scotland Planning Board

Name of Lead Agency

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
 Chairman, Planning Board

Title of Responsible Officer

\_\_\_\_\_  
 Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
 (Signature of Preparer (If different from responsible officer))