

VILLAGE OF DELANSON

Schenectady County, NY 12053

Site Plan Review Application 1.0

**Revised
10/27/2015**

Village of Delanson

Schenectady County

Instructions for Site Plan Review Application

Uses requiring site plan approval can be found in Section 11.3 of the 2005 Zoning Laws of the Village Of Delanson.

An optional Sketch Plan Conference with the Planning Board could be helpful in determining the needs and requirements for a Site Plan Review. See page 3 for the optional Sketch Plan Conference.

1. In compliance with the Flood Damage Prevention Law adopted in 2013, **if** the proposed site development is in a Flood Hazard Area on the official FEMA Flood Hazard Map, please STOP. A Floodplain Development Permit is required before a Site Plan Review can proceed. An application for a Floodplain Development Permit can be obtained from the Village Clerk or complete the application for a Sketch Plan Review with the Planning Board to gain further information. If you have completed this process, proceed to step 2.
2. Complete the Application form on page 8, and the SEQR forms on pages 13-15. Each application must contain all the items listed on the checklist on page 10.
3. The owner or a duly designated representative of the property must appear before the Planning Board in person to discuss the intent and design of the site plan. If a designated representative of the owner is to appear before the Planning Board, the Owner Authorization form on page 9 must be completed.
4. Application forms must be filed at least 10 days before the next scheduled Planning Board meeting along with the site plans to the Village Clerk. You can find the dates of the scheduled Planning Board meetings on the Events Calendar at www.delanson.net or contact the Village Clerk. The Village Clerk will review the checklist on page 10 to make sure your application contains all the necessary items, then sign and date the checklist.
5. If for any reason you or your representative cannot attend the scheduled meeting, please contact the Village Clerk prior to the meeting.
6. Copies of the Local Zoning Laws are available from the Village Clerk or on line at www.delanson.net

VILLAGE OF DELANSON

Site Plan Review Procedures

Sketch Plan Conference - A sketch plan conference may be held between the planning board and the applicant prior to the preparation and submission of the formal site plan review, at the option of the applicant. The purpose of such a conference is to enable the planning board to review the basic site design and advise the applicant as to potential problems and concerns prior to the preparation of a formal site plan. The applicant should provide the information listed below to the Village Clerk at least 10 days before the next scheduled Planning Board meeting for review at the sketch plan conference or public work session.

1. A statement and preliminary sketch showing the proposed and existing;
 - a) Locations and dimensions of principal and accessory structures.
 - b) Access and parking areas
 - c) Signs
 - d) Intended Landscaping
 - e) Contours and other natural features
 - f) Site improvements including water supply lines and sanitary waste disposal lines.
2. A sketch or map of the vicinity which clearly shows the location of the site in relation to adjacent streets, other rights-of-way, properties, easements and other relevant features.

Site Plan Review - In accordance with Section 7-725 of New York State Village Law, the Planning Board is authorized to review and approve, approve with modifications, or disapprove all site plans for uses required by section 11.3 of the 2005 Zoning Laws of the Village of Delanson.

Site Plan Review Procedure

1. **Application** - At least 10 days prior to the regular monthly planning board meeting, an application for site plan approval and required fee must be filed with the Village Clerk. Applications for site plan review shall include all the information on the site plan application checklist on page 10
2. **Contents of Site Plans** - The application for site plan approval must be accompanied by the following information unless expressly waived by the Planning Board as a result of the sketch plan conference, if one was held.
 - a) The Applicant's name, address and interest in the subject property.
 - b) The owner's name and address and the owners signed consent to the filing of the application.
 - c) Street address or legal description of the property.

d) A project narrative which is a written description of the proposed use(s) and the proposed development of the property. Key points should include:

1. Property description
 - i. Location & Size of lot with frontage measurements
 - ii. Description of surrounding lots and land uses.
 - iii. Description trees, streams, wetlands on the site.
2. Project description
 - i. What you intend to build.
 - ii. Planned Setbacks
 - iii. Maximum Impervious Service lot coverage
 - iv. Size and shape, height and appearance of building
 - v. What is the purpose and planned use of the building?
 - vi. Number of employees and hours per day of operation
 - vii. Planned Vehicular access to the property
 - viii. Planned landscaping, buffering, fencing, screening forest and tree preservation.
 - ix. Planned # of parking places and loading spaces
 - x. Planned storm drainage and grading
 - xi. Planned lighting
 - xii. Planned signage
 - xiii. Length of time to complete project
3. Public Facilities
 - i. Expected Power, water and sewage requirements
 - ii. Expected traffic impact on Public roads
 - iii. Method of waste disposal

e) A site plan drawn to scale of not less than fifty (50) feet to one (1) inch on one or more sheets, illustrating the proposed development and use and including the following:

1. Title of drawing, north symbol, date and scale and name, address, title and license number of person or firm responsible for preparation of map.
2. The boundary lines and dimensions of the subject property; existing subdivision lots; available utilities and easements, roadways, railroads, rail lines, and public right of way crossing and properties adjacent to the subject property.
3. Any proposed regrading of the subject property and any significant natural, topographical or physical features of the property, including watercourses, marshes, trees in excess of 20 inches in circumference measured at a height of 4 feet and existing contours in excess of 4 feet in one hundred feet.
4. The location size, use and arrangement (including height in stories and feet, floor area ratio, total floor area, total square feet of ground area coverage and number and size of dwelling units by number of bedrooms) of all proposed buildings.

5. Minimum yard dimensions and, where relevant, relation of yard dimensions to the height of the building or structure.
6. Location, dimensions and number of all vehicular and pedestrian circulation elements, including streets and roadways, driveways, entrances, curbs, curb cuts, parking spaces, loading spaces, and access aisles, sidewalks, walkways and pathways.
7. All existing and proposed surface and sub-surface drainage facilities.
8. Location, size and arrangement of all outdoor signs and lighting
9. Proposed landscaping and buffer yards, including the type, location and quantity of all plant materials location and height of fences, retaining walls or screen plantings and the type or kind of building materials or plantings to be used for fencing or screening.
10. Location, designation and total area of all usable open space or common property and the extent to which is to be improved.
11. In the case of any use requiring a special permit, any information necessary to demonstrate compliance with all conditions imposed on the proposed special use permit.

f) Commercial and Industrial Uses - In the Limited and General Business districts, special uses proposed and number of employees for which the buildings are designed. The type of power to be used in the manufacturing process, and the proposed method of disposal of such waste or by-products shall also be shown where applicable.

g) SEQR - No application shall be deemed complete without compliance with State Environmental Quality Review including where necessary, a lead agency determination, a negative or positive declaration and the submission of an acceptable Draft Environmental Impact Statement.

Exemptions - For minor site development plans, or in other appropriate circumstances, the Planning Board may waive the provision of any items or information listed in this Section. The Planning Board may allow the applicant to submit only that information which it deems necessary for review of a particular application.

Additional Information - The Planning Board may require other and further information or documentation it may deem to be necessary and appropriate to a full consideration and disposition of a particular application.

3. Review - Within 62 days following the receipt by the Planning Board of a complete application, the Board shall consider the application for site plan approval. An application is considered complete when all required information above has been submitted, an applicable SEQRA and General Municipal Law, Section 239 referral requirements have been fulfilled.

The Planning Board's review shall include and be guided by the following:

- a) The conformance of the site plan with the current Village Zoning Laws, the subdivision code and other applicable local laws.

- b) The adequacy and arrangement of vehicular and pedestrian traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and control devices.
- c) The impact of traffic generated on adjacent properties and roads.
- d) Location, arrangement, appearance and sufficient off-street parking and loading.
- e) Location, arrangement, site design and compatibility of buildings, structures, lighting and signs, and impact on adjacent properties.
- f) The adequacy, type and arrangement of landscaping, screening, buffer zones and open spaces.
- g) In the case of multi-family dwellings, the adequacy of common property or open space for play areas and informal recreation.
- h) The adequacy and means for complete disposal of storm water, sanitary waste, water supply for fire protection and consumption, fire and emergency vehicle access, solid waste disposal and snow removal.
- i) The adequacy and structures of roadways and landscaping in areas with susceptibility to ponding, flooding and or erosion.
- j) The protection of adjoining or nearby properties against noise, vibration, dust, odor, glare, unsightliness, or other objectionable features.
- k) The retention of existing trees to as great a degree as practicable.

The Planning Board must hold at least one (1) duly advertised public hearing on the proposed site plan. If the proposal is also subject to a Special Use Permit, only one (1) public hearing is required.

The Planning board will decide within 62 days of the public hearing whether to approve the application, approve with modifications, or disapprove the application. The time within which the Planning Board may render its decision may be extended by mutual consent of the applicant and the Planning Board. Failure of the Planning Board to render a decision within 62 days or such longer time as agreed to by the applicant, shall be deemed approval of the application and plans.

4. Decisions

- a) **Approval** - Upon approval of the site plan, and payment by the applicant of all fees and reimbursable cost due to the Village, the Planning Board will stamp its approval on a copy of the site plan. A copy will be forwarded to the building inspector and the Village Clerk.
- b) **Approval with Modifications** - The Planning Board may conditionally approve the site plan if it determines that one or more aspects of the site plan do not meet the standards set forth section 11.2 of the Zoning Laws, and that revisions or additions are required prior to full approval. The site plan, with required modifications clearly and permanently marked, together with a written statement explaining the basis and reasons for the approval subject to modifications, will be forwarded to the Building Inspector, the Village Clerk and the applicant.

Prior to granting site plan approval, the Planning Board may impose conditions and restrictions on the establishment, location, construction and operation of the site as is deemed necessary to secure compliance with the standards and requirements of the modifications required by the Planning Board. Such conditions and restrictions shall be in the written statement of approval of the site plan, and shall be met, where applicable, prior to the granting of any permits by the Village Building Inspector. Violations of any conditions placed on approval shall be a violation of this local law and may result in revocation of permits granted by the building inspector.

After all required modifications have been made to the site plan and any other conditions have been met, and payment by the applicant of all fees and reimbursable cost due to the Village, the Planning Board will stamp its approval on a copy of the site plan. A copy will be forwarded to the building inspector and the Village Clerk.

- c) **Disapproval** - The Planning Board shall not disapprove any site plan submitted in accordance with this Article except on the basis of specific written findings directed at one or more of the standards for review. The Planning Board may recommend further study and resubmission of the site plan following revision or redesign. Specific written findings explaining the basis and reasons for disapproval of the site plan shall be forwarded to the Building Inspector, the Village Clerk and the applicant.

- 5. **Effect of Approval** - If the Planning Board approves or approves with modifications which are acceptable to the applicant, such approval shall only authorize the preparation, filing and processing of applications for any permits or approvals which may be required by the codes and laws of the Village, including but not limited to a variance, a special use permit, a building permit, a certificate of occupancy, subdivision approval and zoning amendment.
- 6. **Financial Responsibilities** - No certificate of occupancy shall be issued until all improvements shown on the site plan have been installed or sufficient performance guarantee has been posted for the improvements not yet complete.
- 7. **Limitation of Site Plan Approval** - No site plan approval shall be valid for a period of longer than one (1) year from the date of issue unless a building permit is issued and construction is actually begun within that period and is diligently pursued to completion or an occupancy permit is obtained and a use is established within that period.
- 8. **Amendments** - An approved site plan may be amended at any time in the same manner and subject to the same standards and limitations as provide for the original site plan approval

Name of Property Owner _____

Owner Address	City	State	Zip
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Acreage	Zoning District	Tax Map ID #
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Location /Address of Property to be reviewed

Existing Land Use

Name of Engineer/Land Surveyor	Company Name
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Address	City	State	Zip
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Phone	Fax	Cell Phone
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Name of Applicant (if different from Owner)

Address	City	State	Zip
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Phone	Fax	Cell Phone
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Brief description of Project _____

Applicant's Signature	Date
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PLANNING BOARD
VILLAGE OF DELANSON
OWNER AUTHORIZATION FOR SITE PLAN REVIEW

The undersigned, who is the owner of the premises in the Village of Delanson known as _____, identified as Tax Map # _____
Address of Property

hereby authorizes _____ to bring the
Name of Applicant

application herein before the Planning Board of the Village of Delanson for Site Plan approval.

The undersigned further permits the Village or its authorized representative access to the property to review existing site conditions during the review process.

STATE OF NEW YORK)

SCHENECTADY COUNTY)

On this the _____ day of _____, Two Thousand and _____ before me, the subscriber, personally appeared _____ to me personally known and known to me to be the same person described in and who executed the within Instrument, and he acknowledged to me that he executed the same.

Property Owner's Signature Date

Notary of the Public Date

VILLAGE OF DELANSON

SITE PLAN APPLICATION CHECK LIST

All applications for site plan review shall include the following information:

Check List:

- _____ 8 copies of the Application Form for Site Plan Review (page 8)
- _____ 8 copies of the Proposed Site Plan Prepared by a licensed Professional Engineer /
Landscape Architect / Land Surveyor
- _____ 8 copies of the Project Narrative
- _____ 8 copies of the SEQR Short Environmental Assessment Form (pages 13-16)
- _____ 2 notarized copies of the Owner Authorization Form (if needed page 9)
- _____ Site Plan Application Fee (see page 11)
- _____ Advertising Fee as per schedule (see page 11)

All Checks Made Payable to the Village Clerk

The Village of Delanson Planning Board reserves the right to request additional information from the applicant throughout the approval process.

Application is to be submitted to the Village Clerk 10 Days prior to The Planning Board Meeting. Applications received later then this deadline will be placed on the agenda of the next available planning board agenda. Village Planning Board usually meets the first Monday of every month.

All applications for site plan review must include this checklist in order to be considered complete.

➤ _____
Applicants Signature Date

➤ _____
Clerk Signature Date Received

Next Scheduled Planning Board Meeting: _____

VILLAGE OF DELANSON
Schenectady County

Site Plan Review Fees

Site Plan Application Fee\$100.00 + .05 / Sq Ft (gross floor area page 8 - line 5)

Advertising Fee.....\$100.00

The GROSS FLOOR AREA is the sum of the gross horizontal area(s) of the floor(s) of the building(s) measured from the exterior faces of the walls, including all roofed areas, such as enclosed porches.

Work Area

Advertising fee \$ _____

Site Plan Fee \$ _____

Gross Floor Area Fee(.05 per Sq. Ft.) \$ _____

Total Required Fee \$ _____

Short Environmental Quality Review

SEQR

You can also find and print the *Short Environmental Assessment Form* online at the DelansonWebsite at:

<http://www.delanson.net/wp-content/uploads/2015/04/Short-EAF.pdf>

Or go to www.delanson.net and click on the Planning Board News link. From there you can go to the SEQR form. Simply fill out part 1 of the form, sign it and print it. Then include it with this application.

Depending on the scope of your project, a Full Environment Assessment Review may be required as determined by the Planning board.

617.20
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 <input type="checkbox"/>
			YES <input type="checkbox"/>
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 <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, adjoining and 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, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<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 service(s) 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 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 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?	<input type="checkbox"/>	<input type="checkbox"/>	
	<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?	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: _____	<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 plain?	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, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? <input type="checkbox"/> NO <input type="checkbox"/> YES If Yes, briefly describe: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	

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
_____	<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 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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	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?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<div> <div>Name of Lead Agency</div> <div>Date</div> </div>	
<div> <div>Print or Type Name of Responsible Officer in Lead Agency</div> <div>Title of Responsible Officer</div> </div>	
<div> <div>Signature of Responsible Officer in Lead Agency</div> <div>Signature of Preparer (if different from Responsible Officer)</div> </div>	

PRINT

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