

Planning Board: Site Plan Review (SPR) Application Directions

The following directions provide the basic information that you will need to complete an application for site plan approval in the Town of DeWitt. Familiarity with Planning Board Site Plan Review Design Guidelines and checklist; as well as the Town Zoning Code will aid you in obtaining project approval in a satisfactory manner as will the help of a skilled design professional.

Please visit our website at www.townofdewitt.com/planningboardinfo for more information.

PROCEDURE:

STEP 1: PRIOR TO SUBMITTING AN APPLICATION, **schedule a meeting** through Nicholas Quilty-Koval at (315) 446-3910 x148 to discuss the proposed project with Stephanie Guereschi, Environmental Planner.

STEP 2: **Email your draft application and materials** to both Stephanie and Nick to be reviewed at your scheduled appointment. sguereschi@townofdewitt.com
nkoval@townofdewitt.com

- Projects are received at the counter without prior draft review will be deferred to the next meeting.

STEP 3: After draft review, make corrections/modifications and then continue with a final application and submittal (proceed to instructions and submittal requirements).

STEP 4: You will be notified **via email** when your application has been scheduled before the Planning Board.

ALL applications begin with a concept review by the Planning Board (see Design Guidelines). For the Planning Board to review a project the owner or authorized agent(s) must attend the meeting, otherwise, the project will be deferred to the next meeting.

Meetings are at **7:00 PM** at the DeWitt Town Hall, 5400 Butternut Drive on the **SECOND** and **FOURTH THURSDAY** of each month or as modified for Holidays. The Planning Board schedule is available online at [www.townofdewitt.com/planning & zoning/boards/planning board/meeting dates](http://www.townofdewitt.com/planning&zoning/boards/planningboard/meetingdates)

SEE THE NEXT PAGE FOR INSTRUCTIONS AND SUBMISSION REQUIREMENTS.

INSTRUCTIONS:

1. All submittals must be received by Planning & Zoning staff and deemed complete on or before 3:00 PM of the Monday ten (10) days prior to a planning board meeting.

2. A COMPLETE SUBMITTAL includes a fully executed application (see page 3), survey, site and architectural plans, associated details, CD, and all fees.

Do not include copies of these instructions (pages 1 & 2) as part of the submittal.

3. SUBMISSION REQUIREMENTS:

When submitting plans, please provide SIX (6) sets of the items below as well as one CD of these items*:

Plans and other materials must be COLLATED into sets (packet 1, pages A, B, C, etc.; packet 2, pages A, B, C, etc. and so on) and **folded smaller than 11” x 14” and secured** with paper clips, binder clips or rubber bands. Rolled or unfolded plans will not be accepted.

- a. Completed application - **one application must have original signatures.** Faxes or scanned reduced copies will NOT be accepted; and
- b. State Environmental Quality Review (SEQR) short form. Complete PART 1 only - **one SEQR short form must have original signature;** and
- c. Full-sized set of original site plan; and
- d. Full-sized set of architectural plans; and
- e. A current survey.

Plans must be stamped!

***Each subsequent submission shall include only those items that have been revised as well as a CD.**

Any project dropped off that is not collated as described above will be deemed incomplete and charged an administrative fee of \$25.

4. APPLICATION FEES: Please submit a separate check for each:

- a. **All Site Plan Review (SPR) Applications: Base Fee: \$500**
if new construction, alteration, repair, or conversion of 1000 SF or more, signs and other structures:

<1 acre	No additional fee.
>1 acre - < 3 acres	(\$500) plus \$1000
>3 acres	(\$500) plus \$2500
- b. Amended Site Plan Review : \$250
- c. Technical Engineering Fees: range of \$300-\$4000 (determined at draft review)

The Applicant prepays the Town for technical review fees (i.e.: engineering, legal, etc.) and any unused balance will be returned at completion of the project or, if more funds are needed, a written request will be made. PLEASE CONTACT THE P&Z OFFICE to determine the amount of the escrow fee to be SUBMITTED in a SEPARATE CHECK made payable to the “Town of DeWitt”.

**SITE PLAN REVIEW APPLICATION
TOWN OF DEWITT PLANNING BOARD**

INTERNAL USE:

Project Name _____ Project # _____ SUBM Date: _____
 CHKD By: _____

SPR fee: _____ Rcpt.# _____
 Check# _____

ENG fee: _____ Rcpt.# _____
 Check# _____

Name/Date _____	Name/Date _____
Name/Date _____	Name/Date _____

INFORMATION:

1. Name of Applicant (*Principal Contact*): _____
 Title: _____ Email: _____ Phone: _____
2. Project Address: _____ City/ST/Zip _____
3. Property Owner's Name: _____ Phone: _____
4. Property Owner's Address: _____ City/ST/Zip _____
5. Tax Map No.: _____ Bldg. size _____ Zoning Dist.: _____ Total Lot Area: _____
6. Licensed Designer: _____ Email: _____
7. Attorney (if applicable) _____ Email: _____
8. Is property in floodplain or floodway? Yes _____ No: _____ Or is property in Federal or State Wetland? Yes: _____ No: _____
9. BRIEFLY DESCRIBE THE PROJECT: Include intended use(s) and facilities and proposed site modifications:

SUBMISSION: In general, all information is required. Check yes/no to indicate information included with application. Insert "NA" if item is not applicable. (Please refer to the Town of DeWitt Site Plan Review Design Guidelines on our website.)

1. Yes _____ No _____ **CURRENT, COMPLETE SURVEY** showing all site/legal modifications to the property signed by a NYS licensed surveyor.
2. Yes _____ No _____ **ARCHITECTURAL PLANS** of the structure to be added or modified.
3. Yes _____ No _____ **SITE PLANS** and associated details of property and its modification & CD.
4. Yes _____ No _____ Transportation permits and/or applications. (**include copies**)
5. Yes _____ No _____ Copies of application, licenses, and/or permits from other governmental agencies which have jurisdiction or funding interest. Specify agency(s): _____

6. ZONING - GENERAL REQUIREMENTS:

	<u>ORDINANCE</u>	<u>PROPOSAL</u>		<u>ORDINANCE</u>	<u>PROPOSAL</u>
Parking Spaces	_____ #	_____ #	Front Yard Setback	_____ FT	_____ FT
Lot Coverage	_____ %	_____ %	Side Yard Setback	_____ FT	_____ FT
Building Coverage	_____ %	_____ %	Rear Yard Setback	_____ FT	_____ FT
Maximum Height of Building	_____ FT	_____ FT			

7. I am familiar with Town of DeWitt zoning and planning requirements and all NYS & Federal regulations for land disturbance and development. To the best of my knowledge this application and accompanying documents are an accurate and complete description of intended changes in the subject property. I understand that the *Principal Contact* will be the person contacted by the Town and the Town will rely on this person to communicate with applicant and his/her agents and will coordinate all submissions to the Town Planning & Zoning office.

Signature of Applicant/Date

Signature of Owner (**REQUIRED**)/Date

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:			
5. Urban Rural (non-agriculture) Industrial Commercial Residential (suburban)			
<input type="checkbox"/> Forest Agriculture Aquatic 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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <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? 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?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <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 <input type="checkbox"/> <input type="checkbox"/>	YES <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 Agricultural/grasslands Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> 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
	<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, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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: _____		