

Welcome to the Town of DeWitt Planning Board. The following directions provide basic information you will need to complete your application. 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 for more information at www.townofdewitt.com/planningboardinfo.

PROCEDURE:

- **STEP 1:** PRIOR TO SUBMITTING AN APPLICATION, **schedule a meeting** through Kelly Hill at (315) 446-3910 x172 to discuss the proposed project with Sam Gordon, Director of Planning & Zoning.
- **STEP 2: Email your draft application and materials** to both Sam and Kelly to be reviewed at your scheduled appointment. sgordon@townofdewitt.com khill@townofdewitt.com
 - If projects are received at the counter to be submitted without prior draft review, the project will be deferred to the next meeting.
- **STEP 3:** During your draft review, corrections can be made at this time. Once your draft has been approved by staff, then continue with a final application and submittal (proceed to instructions and submittal requirements).
- **STEP 4:** You will be notified **via email** when the matter is scheduled to be heard 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 Town Hall, 5400 Butternut Drive on the **SECOND** and **FOURTH THURSDAY** of each month or as modified for Holidays.

SEE THE NEXT PAGE FOR INSTRUCTIONS AND SUBMISSION REQUIREMENTS.

INSTRUCTIONS:

- a) 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.
- b) **All submittals (see SUBMISSION REQUIREMENTS) must be received by Planning & Zoning staff and deemed complete on or before 3:00 PM of the Monday ten (10) days prior to the meeting** in order to be considered on the agenda for that Thursday night Planning Board meeting. In the event of a Monday Holiday, submission is required the Friday prior to the Holiday.
- c) 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.**
- d) Application Fees: **Please submit a separate check for each:**
 - 1a. **Site Plan Review Application: \$250**
 - if new construction, alteration, repair, or conversion of 1000 SF or more, signs and other structures: \$250 plus \$20 per 1000 Sq Ft Gross Floor Area
 - 1b. Amended Site Plan Review: \$150
 2. **Technical Engineering Fees: range of \$300-\$6000** (determined at draft review) The Applicant prepays the Town for technical review fees (ie: engineering, legal, etc.) and any unused balance will be returned at completion of the project.

SUBMISSION REQUIREMENTS:

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

1. Completed application - **one application must have original signatures.** Faxes or scanned reduced copies will NOT be accepted; and
2. State Environmental Quality Review (SEQR) short form. Complete PART 1 only - **one SEQR short form must have original signature;** and
3. Full-sized set of original site plan; and
4. Full-sized set of architectural plans; and
5. 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.

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

INTERNAL USE:

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

SPR fee: _____ Recpt# _____
Check# _____

ENG fee: _____ Recpt# _____
Check# _____

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

INFORMATION:

- Name of Applicant (*Principal Contact*): _____
Title: _____ Email: _____ Phone: _____
- Project Address: _____ City/ST/Zip _____
- Property Owner's Name: _____ Phone: _____
- Property Owner's Address: _____ City/ST/Zip _____
- Tax Map No.: _____ Bldg size _____ Zoning Dist: _____ Total Lot Area: _____
- Licensed Designer: _____ Email: _____
- Attorney (if applicable) _____ Email: _____
- Is property in floodplain or floodway? Yes ___ No: ___ Or is property in Federal or State Wetland? Yes ___ No: ___
- 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.)

- Yes ___ No ___ **CURRENT, COMPLETE SURVEY** showing all site/legal modifications to the property signed by a NYS licensed surveyor.
- Yes ___ No ___ **ARCHITECTURAL PLANS** of the structure to be added or modified.
- Yes ___ No ___ **SITE PLANS** and associated details of property and its modification & CD.
- Yes ___ No ___ Transportation permits and/or applications. (**include copies**)
- 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

NOTE: SUPERSEDES ALL PRIOR APPLICATION FORMS
Thank You, Department of Planning & Zoning Staff

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	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.				
<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
b. Consistent with the adopted comprehensive plan?			
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?	NO	YES	
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?			
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? <input type="checkbox"/> NO <input type="checkbox"/> 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? <input type="checkbox"/> NO <input type="checkbox"/> 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: <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	
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? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> 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)