

**TOWN OF NEVERSINK  
PLANNING BOARD  
P.O. Box 307 - 273 Main Street  
Grahamsville, NY 12740  
(845) 985-2262**

**CONTENTS OF SITE PLAN REVIEW PACKET**

1. Application for review and approval of Site Plan.
2. Agricultural Data Statement
3. Short Environmental Form (S.E.Q.R.)
4. Information to be submitted with application.
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6. Site Plan Checklist
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**NOTICE TO ALL APPLICANTS**

**ALL SITE PLANS ARE SUBJECT TO ALL REQUIREMENTS AS SET FORTH IN CHAPTER 50, ENTITLED "ZONING CODE OF THE TOWN OF NEVERSINK"**

**NOTE: TO BE PLACED ON THE AGENDA, ALL REQUIRED INFORMATION MUST BE SUBMITTED TO THE PLANNING BOARD CLERK NO LATER THAN 4:00 PM ON THE 10<sup>TH</sup> DAY PRIOR TO THE MEETING AT WHICH REVIEW IS DESIRED.**

**APPLICATION FOR REVIEW AND APPROVAL OF SITE PLAN**  
**FOR SPECIAL USE PERMIT**

Title/Name of Drawing \_\_\_\_\_

Location of Project:

Street or Road \_\_\_\_\_  
Tax Map # Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Zone Designation \_\_\_\_\_  
Fire District \_\_\_\_\_  
School District \_\_\_\_\_  
Utility District \_\_\_\_\_

Type of Use \_\_\_\_\_

Owner of Record:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

Agent for Owner: (Notarized authorization from owner required)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

Person Preparing Preliminary Sketch:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

Engineer/Surveyor/other site plan professional:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

**Lot and Site Information**

Total acreage of project lot \_\_\_\_\_

Other property of owner adjoining project lot:

Size \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Dimensions of site to be developed on project lot  
\_\_\_\_\_

Existing watercourses on project lot \_\_\_\_\_

Existing water supply on project lot \_\_\_\_\_

Existing septic detail on project lot \_\_\_\_\_

Is proposed plan for an existing lot \_\_\_\_\_ or part of a subdivision  
plan \_\_\_\_\_

Other information you may deem pertinent or helpful for review:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_  
Owner/Agent (Specify)

**NOTARIZATION:**

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

**OWNER'S AUTHORIZATION  
(Individual)**

The undersigned, owner of premises located on \_\_\_\_\_  
in the Town of Neversink and shown on the Town of Neversink tax map as Section \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_ hereby authorize \_\_\_\_\_  
to appear as my Agent in all proceedings relating to subdivision of the aforementioned parcel.

\_\_\_\_\_  
Owner's Signature

Sworn to before me this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

**OWNER'S AUTHORIZATION  
(Corporate)**

The undersigned, \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ owner of premises located on \_\_\_\_\_  
\_\_\_\_\_ in the Town of Neversink and shown of the Town of Neversink tax map as  
Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ hereby  
authorize \_\_\_\_\_ to appear as my Agent in all  
proceedings relating to subdivision of the aforementioned parcel.

\_\_\_\_\_  
By: \_\_\_\_\_

State of New York    )  
  ) ss  
County of                )

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally came  
\_\_\_\_\_ to me known, who duly sworn, did depose and say  
that he/she resides at \_\_\_\_\_, that he/she is  
the \_\_\_\_\_ of the corporation described in and which executed the  
foregoing instrument by order of the Board of Directors of said corporation, and that he/she signed  
his/her name thereto by like order.

**AGRICULTURAL DATA STATEMENT**

Per § 305-a of the New York State Agriculture and Markets Law, any application for a special use permit, site plan approval, use variance, or subdivision approval requiring municipal review and approval that would occur on property within a New York State Certified Agricultural District containing a farm operation or property with boundaries within 500 feet of a farm operation located in an Agricultural District shall include an Agricultural Data Statement.

A. Name of applicant: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
\_\_\_\_\_

B. Description of the proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Project site address: \_\_\_\_\_ Town: \_\_\_\_\_

D. Project site tax map number: \_\_\_\_\_

E. The project is located on property:  
 within an Agricultural District containing a farm operation, or  
 with boundaries within 500 feet of a farm operation located in an Agricultural District.

F. Number of acres affected by project: \_\_\_\_\_

G. Is any portion of the project site currently being farmed?  
 Yes. If yes, how many acres \_\_\_\_\_ or square feet \_\_\_\_\_ ?  
 No.

H. Name and address of any owner of land containing farm operations within the Agricultural District and is located within 500 feet of the boundary of the property upon which the project is proposed.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Attach a copy of the current tax map showing the site of the proposed project relative to the location of farm operations identified in Item H above.

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**FARM NOTE**

Prospective residents should be aware that farm operations may generate dust, odor, smoke, noise, vibration and other conditions that may be objectionable to nearby properties. Local governments shall not unreasonably restrict or regulate farm operations within State Certified Agricultural Districts unless it can be shown that the public health or safety is threatened.  
~~~~~

\_\_\_\_\_  
Name and Title of Person Completing Form

\_\_\_\_\_  
Date



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.

<b>Part 1 - Project and Sponsor Information</b>			
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			





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"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
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.
_____	_____
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)

**PRINT**

**INFORMATION TO BE SUBMITTED WITH APPLICATION FOR SITE PLAN REVIEW**

1. Principal use(s) of lots in immediate area of proposed plan.
2. Public sites, facilities, utilities, emergency facilities, etc. in immediate area of proposed plan.
3. Motorized traffic patterns in immediate area of proposed plan, including flow (light/medium/heavy), traffic controls, major accesses, parking areas, loading or delivery areas, pavement surfaces, etc.
4. Pedestrian traffic patterns in immediate area of proposed plan, including sidewalks, intersections, crosswalks, etc.
5. Existing vegetation or other natural buffering, fencing or screening between applicant's site and adjoining properties.
6. Proposed buffering, fencing or screening between applicant's site and adjoining properties.
7. Environmentally sensitive spots in immediate area of proposed plan (to determine flooding, ponding, erosion potential)
8. Agricultural data statement
9. Names and addresses of all adjoining property owners (including those across the road).
10. Completed S.E.Q.R. Form
11. Application fee.

**NOTE:**

The following uses **MUST** meet additional standards and criteria in accordance with Chapter 50, Section 50-21D of the Zoning Code

Automotive repair/ body shops  
Automotive service/ gas stations  
Campgrounds/ recreational vehicle parks  
Clubhouses/ organizational meeting halls  
Commercial residential facilities (indoor & outdoor)  
Mining of sand, stone, gravel  
Mobile home parks  
Motels  
Multiple dwellings  
Sawmills – commercial  
Veterinary Clinics & Kennels  
Wholesale storage and Warehouses

## SKETCH PLAN INFORMATION

A sketch plan conference may be held between the Planning Board and the applicant prior to submission of a formal site plan. The applicant should provide the following information on the informal sketch plan:

1. Outline sketch of project lot.
2. Location and dimensions of principal and accessory structures.
3. Proposed vegetation and other planned features.
4. Changes in topography and/or natural features.
5. Measures and features to comply with Flood Hazard Regulations.
6. Location of site with respect to nearby streets, right-of-ways, easements, adjoining properties and other pertinent features.
7. Topography and contours at intervals of 20 ft. or less.

**SITE PLAN CHECKLIST**

The following information on this checklist has been included on or with an application for site plan review.

\_\_\_\_\_ Permitted use in zoning district

\_\_\_\_\_ Applicant/Agent Notarization

\_\_\_\_\_ Person responsible for drawing

\_\_\_\_\_ North arrow, scale, date

\_\_\_\_\_ Boundaries of property (to scale)

\_\_\_\_\_ Existing watercourses

\_\_\_\_\_ Proposed watercourses

Control plans showing contours at intervals of 5 feet or less for:

_____ grading	existing _____	proposed _____
_____ drainage	existing _____	proposed _____
_____ soil erosion	existing _____	proposed _____
_____ sedimentation	existing _____	proposed _____

\_\_\_\_\_ Location, design, type of construction for proposed use; including exterior dimensions of buildings, parking and loading areas, ingress and egress, walkways and outdoor storage.

\_\_\_\_\_ Location and amount of building area proposed for retail sales or similar commercial activity.

\_\_\_\_\_ Location, design and material for site improvement (drains, culverts, retaining walls, fences)  
existing \_\_\_\_\_ proposed \_\_\_\_\_

\_\_\_\_\_ Sewage disposal location, design and materials.

\_\_\_\_\_ Water supply location, design and construction materials.

\_\_\_\_\_ Location of buffer areas: existing \_\_\_\_\_ proposed \_\_\_\_\_

\_\_\_\_\_ General landscaping plan/planting schedule.

\_\_\_\_\_ Location of fire and other emergency zones.

\_\_\_\_\_ Location, size and design of signs.

\_\_\_\_\_ Location and design of outdoor lighting.

\_\_\_\_\_ Record of application and approval of all necessary permits from other agencies.

\_\_\_\_\_ Compliance with S.E.Q.R. (State Environmental Quality Review).

\_\_\_\_\_ Other information as needed by Planning Board.



