

**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. Short Environmental Assessment Form (S.E.Q.R.).
3. Information to be submitted with application.
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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 10th 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

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?	NO	YES	N/A
	<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"/>	
	<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"/>	
	<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	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input type="checkbox"/>	<input type="checkbox"/>	
	<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	
	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<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)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	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.
_____	_____
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 THE 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. Names and addresses of all adjoining property owners (including those across the road).
9. Completed S.E.Q.R. Form
10. 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/auto body shops
Automotive service/gas stations
Campgrounds/recreational vehicle parks
Clubhouses/organizational meeting halls
Commercial recreational facilities (indoor & outdoor)
Mining of sand, stone, gravel
Mobile Home Parks
Motels
Multiple dwellings
Sawmills - commercial
Veterinary Clinics & Kennels
Wholesale storage and warehouses

**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 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.

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.

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.

TOWN OF NEVERSINK PLANNING BOARD

Site Plan Review Fees

Name of Applicant _____

Location (Sect/Block/Lot #) _____

APPLICATION FEE Payable upon Submission of Application

Application Fee \$50.00

DATE REC'D _____ AMT REC'D \$ _____

PUBLIC HEARING FEE Payable prior to scheduling of Public Hearing

Per Hearing \$25.00

_____ notices @ \$5.54 each \$ _____

TOTAL \$ _____

DATE REC'D _____ AMT REC'D \$ _____

TOTAL FEES \$ _____

COMMENTS:
