

**TOWN
OF
LANCASTER**

SITE PLAN REVIEW REGULATIONS

**Adopted by the Town Board
November 1990**

**As part of Chapter 400 "Zoning"
of the Code of the Town of Lancaster**

Revised: June 2021

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LANCASTER TOWN CODE

Section 400-75. Site Plan Review.

- A. Intent. The intent of site plan review is to evaluate specified land uses in terms of their suitability to natural site conditions, their compatibility with surrounding land uses and their conformance with overall plans for the community, thus minimizing possible adverse effects on the health, safety and welfare of local residents.
- B. Required site plan review. A site plan must be submitted for all:
- (1) Multiple-unit apartment complexes and condominium units. Residential developments for townhouse units and patio homes are subject to the subdivision regulations of the Town of Lancaster.
 - (2) New commercial, industrial, recreational, religious or institutional developments.
 - (3) Alterations or additions to existing commercial, industrial or public developments which increase original gross floor area by seven hundred fifty (750) square feet or more.
 - (4) Modifications to off-street parking, loading and stacking areas and structures.
 - (5) All development within any overlay district established by this chapter.
 - (6) Any changes in use or intensity of use which the Code Enforcement Officer determines will significantly impact the characteristics of the site in terms of parking, loading, access, drainage, utilities, traffic or other environmental impact for any commercial, industrial or multi-family use.
 - (7) Any use involving outside storage or expansion of outdoor storage areas or movement of outside storage areas.
 - (8) Any use involving construction or alteration of drive-in or drive-through business facilities.
 - (9) Any non-residential use in a residential district.
 - (10) A site plan must be submitted for all applications to modify any previously approved site plan.
- C. Site plan required information. The site plan shall include the following information, except where the Planning Board may choose to waive certain requirements set forth in this section as deemed appropriate. The site plan shall be prepared by a licensed New York State professional engineer, architect or licensed land surveyor as appropriate (please note that the town requires drawings to be in a CAD and GIS readable format):
- (1) Application form, notes, and other required written information.
 - (2) Title of drawing, including name of development, name and address of applicant and person who prepared the drawing.
 - (3) Location plan. North point, professional stamp, scale (one-inch equals 20 feet or other appropriate scale) and date.
 - (4) A boundary survey plotted to scale of the proposed development, including its acreage, a legal description thereof, existing topographic features including contours or spot elevations at a fifty-foot grid, large trees (six inches or greater in diameter), buildings, structures, streets, property lines, utility easements, rights-of-way, sewers, water mains, fire hydrants, culverts and other significant man-made features, delineated wetlands and land uses, and an aerial photo map of the site being considered for the site.
 - (5) Geotechnical evaluation demonstrating the suitability of the site for the project.

- (6) The lines and names of existing and proposed streets and sidewalks immediately adjoining and within the proposed site.
- (7) Layout, number and dimension of lots.
- (8) Location, proposed use, height and floor plan of all nonresidential and all residential structures containing three (3) or more dwelling units, location of all parking, loading and stacking areas with access drives.
- (9) Location and proposed development of all open spaces, including parks, playgrounds and open reservations.
- (10) Existing and proposed watercourses and direction of flow.
- (11) Topographic map and drainage plan showing existing and finished grades, engineering calculations and the potential impacts to local surface waters.
- (12) Water supply plan, including location of fire hydrants.
- (13) Paving, including typical cross sections and profiles of proposed streets, pedestrian walkways, bikeways and parking lots.
- (14) Sewage disposal plans, for information only.
- (15) A landscape plan indicating location, type and size of trees and vegetation, identifying those to be preserved; and location, type and size of trees, vegetation and other amenities to be provided.
- (16) Location and design of lighting facilities, fences, walls and signs.
- (17) Location and dimension of all signs for which use permits are required under this chapter.
- (18) Proposed easements, restrictions, covenants and provisions for homeowner's associations and common ownerships.
- (19) Plans for residential and non-residential construction shall show front, side and back elevation. Drawings shall include type of building material, color of building and color of roof. Plans should include an architectural rendering of the finished building.
- (20) Site location map on USGS Quad Ranking Scale and/or a recent Town map.
- (21) Stormwater pollution prevention plan. A stormwater pollution prevention plan consistent with the requirements of this chapter and Chapter 300, Stormwater Management and Erosion and Sediment Control, shall be required for site plan approval. The SWPPP shall meet the performance and design criteria and standards of this chapter. The approved site plan shall be consistent with the provisions of this chapter and Chapter 300.
- (22) Silt fencing shall be installed at the curb line at the time of excavation of a lot in a subdivision serviced by the Town of Lancaster storm sewer system. The Town of Lancaster Department of Code Enforcement may direct an additional silt fence to be installed on any building lot in the Town of Lancaster to prevent the siltation materials into a retention, detention or drainage ditch or stream. All silt fencing shall be installed in accordance with the New York State Department of Environmental Conservation (NYSDEC) Stormwater Design Manual.

D. Site Plan review procedure.

- (1) All plans must be submitted 21 days prior to the Planning Board meeting.
- (2) The Building Inspector shall review the site plan application to ensure that it is complete and in conformance with this chapter, the approved development plan, if one exists, and all other applicable laws. Thereafter he shall forward the plan to the Planning Board and other agencies for review as appropriate.
- (3) Within thirty (30) days of its receipt of the application, each agency shall review it and notify the Planning Board in writing of its comments or recommendations.

- (4) Within sixty (60) days of its receipt of the application for site plan approval and after holding an open meeting, the Planning Board shall issue its recommendation for action and notify the Building Inspector, Town Clerk and applicant of its recommendation. This time period may be extended by the written request of the applicant. In evaluating the application, the Planning Board may seek advice from the agencies it deems appropriate. The Planning Board's recommendation shall be issued in the form of a written report of approval or disapproval of the site plan. In a recommendation to approve the site plan, the Planning Board may recommend conditions limiting the use and the occupancy of the land or proposed buildings consistent with the intent and purposes of this chapter. If the Planning Board recommends disapproval, it shall state its reasons.
- (5) SEQR shall be completed for all site plan projects, as required by law, with the Planning Board providing an advisory opinion to the Town Board, or other appropriate agency, as lead agency.
- (6) Criteria. In considering the site plan for approval, the Planning board shall evaluate, and the Town Board shall consider, the public health, safety, welfare, comfort and convenience of the public in general, the residents of the proposed development, and the residents of the immediate surrounding area. The Town Board may prescribe such appropriate conditions and safeguards as may be required in order that the results of its action shall, to the maximum extent possible, further the following:
 - (a) Compatibility. The character of proposed use is compatible with the surrounding neighborhood and the Town's Comprehensive Plan.
 - (b) Vehicular access. The number of proposed access points is not excessive, all access points are an adequate width, grade alignment and visibility, access points, proximity to intersections or places of public assembly, and similar safety considerations are reviewed for all site plan approvals.
 - (c) Lighting. Exterior lighting shall be planned, erected and maintained so the light is confined to the property and will not cast direct light or glare upon adjacent properties or public roads. The light source shall not be higher than 20 feet. High-intensity lighting shall not be permitted.
 - (d) Parking. Adequate off-street parking, queuing and loading spaces are provided to minimize the number of cars parked or standing on public roads.
 - (e) Pedestrian circulation. The interior circulation system is adequate to provide safe accessibility to all parking areas and ensure adequate separation of pedestrian and vehicular traffic.
 - (f) Landscaping and screening. All parking, storage, loading and service areas on properties adjacent to residential areas are reasonably screened and the general landscaping of the site reflects the character of the neighborhood and surrounding area.
 - (g) General screening requirements.

[1] Open storage areas, exposed machinery and outdoor areas used for the storage and collection of solid waste as permitted by this chapter shall be visually screened from roads and surrounding land uses. Suitable types of screening include opaque and semi-opaque fences of a height necessary to screen the intended use. Where planted hedges are proposed, plant species, size, and layout should be developed to provide an effective screen within three years of installation. Native or naturalized species of low-maintenance trees and scrubs should be planted wherever possible.

[2] In locations where potential health or safety hazards may arise, such as solid waste storage/collection areas, a fence as otherwise permitted by this chapter may be required to prevent unauthorized access to the premises. At all intersections and driveways, for a distance of 30 feet from the edge of the right-of-way (or the pavement where streets are private) screening shall be restricted to a maximum height of 2 ½ feet and trees shall be maintained to a clearance of seven feet above the ground to ensure sight lines remained unobstructed.

[3] Except as otherwise required herein, screening shall be no lower than six feet unless the Planning Board determines lower height is required for safety reasons.

(h) Natural features. The proposed use is compatible with geologic, hydraulic, and soil conditions of the site and adjacent areas and the existing natural scenic features are preserved to the greatest possible extent.

(i) Public facilities. The public facilities that service the proposed use, including water, sanitary sewer, drainage, roads and related facilities, parks and open space are adequate for the intended level of use.

(j) Avoidance of nuisance. The proposed use will not create noise, odor, dust or smoke as to create a nuisance or to be detrimental to adjoining properties.

(k) Stormwater management and drainage requirements. The proposed development shall:

[1] Not result in post-development discharge rates and volumes that exceed predevelopment discharge rates and volumes to adjoining properties.

[2] surface water runoff shall be minimized and detained on site as long as possible and practical to facilitate groundwater recharge. When available, municipal stormwater sewers may be employed to handle excess runoff.

[3] If stormwater cannot be channeled into municipal stormwater sewers, stormwater runoff shall be detained on-site. In no case shall increase runoff due to development activity be directed onto adjacent property. Techniques for delaying surface stormwater runoff shall be developed to prevent any increase in the runoff rate as a result of storms with a twenty-five-year or less recurrence frequency.

[4] The natural state of watercourses, swales or rights-of-way shall be maintained as much as possible. All drainage facilities shall be designed for a ten-year storm minimum. The Town Board may, on the Town Engineer's recommendation, require facilities sized for more intensive storms should development conditions in the vicinity of the site warrant a greater degree of protection.

(l) In no case shall plans be approved that would alter the course of a natural watercourse shown on the United States Geodetic Survey maps and the Official Town Map, or that would restrict or impede the free flow of water in these waterways, with piping or other structures, except by approval of the Town Board (which may require a public hearing) and, where applicable, a NYSDEC permit.

(m) If the site plan is approved, no topsoil removal, excavation, filling, grubbing, grading or stripping shall be commenced without a determination by the Town Engineer and Building Inspector that said activities will not create issues with erosion, sediment, dust control and drainage, including ponding of water.

(7) Standards for recommending site plan approval. The Planning Board shall recommend approval of a site plan if it finds that:

(a) The proposed site plan is consistent with the development plan if one is required.

(b) The proposed site plan is consistent with the intent, objectives and specific requirements of this chapter.

(c) Adequate services and utilities will be available prior to occupancy.

(d) The site plan is consistent with all other applicable laws.

(e) When evaluating an application for development within an ERPOD, the Planning Board and Town Board shall consider:

[1] Protection of environmentally sensitive areas, as defined in this section.

[2] Open space/natural resource management.

- [3] Protection of trees and wildlife habitat.
 - [4] Opportunities for public access.
 - [5] Creation of visual buffers and screens.
- (8) Town Board proceedings. Town Board action. Following completion of planning Board review and upon receipt of the Planning Board's report regarding the site plan, the Town Board shall, within 60 days:
- (a) Refer back to the Planning Board for additional data, if necessary;
 - (b) Approve the site plan;
 - (c) Approve the site plan with conditions limiting the use and the occupancy of the land or proposed buildings consistent with the intent and purposes of this chapter; or
 - (d) Deny the site plan application.
- (9) Except for subdivisions that have been duly filed in the office of the County Clerk, if construction of the approved development has not commenced within two years from the time of site plan approval, that approval shall be deemed revoked. Extensions of this period may be granted by the Town Board.

E. Enforcement of Site Plan; security; penalty.

- (1) Upon approval of a site plan the owner/developer shall meet the conditions imposed by the Town Board, including but not limited to the landscaping, buffer zones, fencing, finished exteriors, parking areas, dumpster location, etc., within sixty (60) days of issuance of the certificate of occupancy by the Building Inspector, unless extension is granted by the Town Board.
- (2) A violation of the site plan is a violation of the Zoning Law and may be enforced as provided in this chapter.
- (3) The owner/developer shall be required to post a performance bond or cash security in a form acceptable to the Town Attorney and Town Board in a sum equivalent to estimated cost of work to be completed at the time the Building Inspector issues a certificate of occupancy.
- (4) The Building Inspector and Town Engineer shall calculate the estimated cost of completion. Failure to comply with the conditions within sixty 60 days of posting the security or performance bond shall result in forfeiture of the bond or security.
- (5) All drainage systems' as-built elevations for inverts, receiver rims and finished grade topography shall be submitted to the Town Engineer for review and acceptance prior issuance of a certificate of occupancy/compliance. This shall apply for all commercial projects, residential subdivisions and any improvements conveyed to the Town of Lancaster.
- (6) To assist future lot buildouts in residential subdivisions:
 - (a) Piped rear yard drainage systems, drain risers shall be marked with design finished grade.
 - (b) Non-piped rear yard drainage systems, grade stakes indicating finished grade shall be set and maintained until lot completion.

Section 258-36. Site Plan Review Fee.

B. A site plan review fee is required. Where an application is made to the Town of Lancaster to review or amend a site plan as required by Chapter 400, Zoning, of the Code of the Town of Lancaster, the following site plan review fees shall be imposed as part of the review process:

Area (Acres)	Fee
0 to 1	\$600
Greater than 1	\$600 plus \$175 for each additional acre or fraction thereof

Section 258-37. Stormwater pollution prevention plan review and inspection fee.

A stormwater pollution prevention plan review and inspection fee shall be paid by the applicant for the review of the stormwater pollution prevention plan (SWPPP), the review of any subsequent revisions to a SWPPP, and all inspections of development activities/sites associated with enforcing/overseeing implementation of the SWPPP as follows:

A. For single-phase residential and commercial development projects (Scheme A):

Area Acres	Fee
0 to 5	\$500
5 to 10	\$850
Greater than 10	\$850 plus \$300 for each additional 5 acres (or a fraction thereof) over 10

B. For multiphase residential and commercial development projects (Scheme B):

- (1) When the entire project is first being reviewed and approved by the municipality, use Scheme A above to determine an initial fee based on the entire acreage of the project to be developed in several phases.
- (2) Add \$500 for each subsequent phase after the first initial phase, to be collected at the beginning of each subsequent phase.

Section 258-34. State Environmental Quality Review Act fees.

The Town is subject to the State Environmental Quality Review Act. In addition to any other fees imposed in this section, to cover professional expenses in reviewing submittals, any application for a non-Type II activity shall, in addition to any other fees imposed, include the following State Environmental Quality Review Act fees.

A. Review fee for a short-form EAF: \$100.

B. Review fee for a long-form EAF: \$250.

**TOWN OF LANCASTER
APPLICATION FOR
SITE PLAN APPROVAL**

(Name of Project or Development)

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Have you obtained Emergency 911 development and street name clearance from the Town of Lancaster Police Chief? Circle: Yes No
It is necessary to do so before this application is filed with the Town Clerk. () Check here if Police Chief advises you that name
clearance is not necessary for this project.

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Received ____/____/____

Site Plan Fee: \$ _____ SEQR Act Fee \$ _____ SWPP Fee: \$ _____

To: The Town Planning Board c/o the Town Clerk

The undersigned owner(s) hereby requests approval by the Town Planning Board of the site plan, more specifically enumerated below.

Transmitted, herewith, are thirty-one (31*) prints, no larger than 36"x24" in size, **folded to a size not larger than 10" by 13"**, of a site plan for the proposed development along with an aerial photo map of the site which includes an area within 3,000 feet of the proposed boundaries of the site being considered for site plan approval and our check in the amount of \$ _____ payable to the Town of Lancaster for the site plan review fee. * Thirty-two [32] prints if project is located on Transit Road.

Development Name: _____

Location (SBLno.) _____

Briefly describe development: _____

Signature and address of applicant:

(Signature)	(Name - Print)
(Address)	(Phone No.)

Signature and address of property owner:

(Signature)	(Name - Print)
(Address)	(Phone No.)

=====

Person designated to receive **ALL** official correspondence from the Town of Lancaster

(Print Name)	
(Address)	(Phone No.)

**Full Environmental Assessment Form
Part 1 - Project and Setting**

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. 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; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, <input type="checkbox"/> Yes <input type="checkbox"/> No or Village Board of Trustees		
b. City, Town or Village <input type="checkbox"/> Yes <input type="checkbox"/> No Planning Board or Commission		
c. City Council, Town or <input type="checkbox"/> Yes <input type="checkbox"/> No Village Zoning Board of Appeals		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>i. Coastal Resources.</p> <p> i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p> ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p> iii. Is the project site within a Coastal Erosion Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? Yes No

- If Yes, complete sections C, F and G.
- If No, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? Yes No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? Yes No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) Yes No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? Yes No

If Yes, identify the plan(s):

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. Yes No
If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? Yes No

c. Is a zoning change requested as part of the proposed action? Yes No

If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? _____

b. What police or other public protection forces serve the project site? _____

c. Which fire protection and emergency medical services serve the project site? _____

d. What parks serve the project site? _____

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)? _____

b. 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

c. Is the proposed action an expansion of an existing project or use? Yes No

i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? Yes No

If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types) _____

ii. Is a cluster/conservation layout proposed? Yes No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will proposed action be constructed in multiple phases? Yes No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

• Total number of phases anticipated _____

• Anticipated commencement date of phase 1 (including demolition) _____ month _____ year

• Anticipated completion date of final phase _____ month _____ year

• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? Yes No
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? Yes No
 If Yes,

i. Total number of structures _____

ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length

iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? Yes No
 If Yes,

i. Purpose of the impoundment: _____

ii. If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____

iii. If other than water, identify the type of impounded/contained liquids and their source. _____

iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres

v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length

vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite) Yes No
 If Yes:

i. What is the purpose of the excavation or dredging? _____

ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?

- Volume (specify tons or cubic yards): _____
- Over what duration of time? _____

iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____

iv. Will there be onsite dewatering or processing of excavated materials? Yes No
 If yes, describe. _____

v. What is the total area to be dredged or excavated? _____ acres

vi. What is the maximum area to be worked at any one time? _____ acres

vii. What would be the maximum depth of excavation or dredging? _____ feet

viii. Will the excavation require blasting? Yes No

ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No
 If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will proposed action cause or result in disturbance to bottom sediments? Yes No
If Yes, describe: _____

iv. Will proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No
If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No
If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No
If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No
- Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project? Yes No
If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No
If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No
If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No
If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No

- Do existing sewer lines serve the project site? Yes No
- Will line extension within an existing district be necessary to serve the project? Yes No

 If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No
 If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge, or describe subsurface disposal plans):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No
 If Yes:

- How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or _____ acres (impervious surface)
 _____ Square feet or _____ acres (parcel size)
- Describe types of new point sources. _____
- Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

 - If to surface waters, identify receiving water bodies or wetlands: _____
 - Will stormwater runoff flow to adjacent properties? Yes No

iv. Does proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No
 If Yes, identify:

- Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

- Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

- Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No
 If Yes:

- Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No
- In addition to emissions as calculated in the application, the project will generate:
 - _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 - _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 - _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 - _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 - _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)
 - _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No

If Yes:

i. Estimate methane generation in tons/year (metric): _____

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No

If Yes:

i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.

ii. For commercial activities only, projected number of semi-trailer truck trips/day: _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? Yes No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____

vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? Yes No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____

iii. Will the proposed action require a new, or an upgrade to, an existing substation? Yes No

l. Hours of operation. Answer all items which apply.

<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
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m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? Yes No
 If yes:
 i. Provide details including sources, time of day and duration: _____

ii. Will proposed action remove existing natural barriers that could act as a noise barrier or screen? Yes No
 Describe: _____

n.. Will the proposed action have outdoor lighting? Yes No
 If yes:
 i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures: _____

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? Yes No
 Describe: _____

o. Does the proposed action have the potential to produce odors for more than one hour per day? Yes No
 If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? Yes No
 If Yes:
 i. Product(s) to be stored _____
 ii. Volume(s) _____ per unit time _____ (e.g., month, year)
 iii. Generally describe proposed storage facilities: _____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? Yes No
 If Yes:
 i. Describe proposed treatment(s): _____

ii. Will the proposed action use Integrated Pest Management Practices? Yes No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? Yes No
 If Yes:
 i. Describe any solid waste(s) to be generated during construction or operation of the facility:
 • Construction: _____ tons per _____ (unit of time)
 • Operation : _____ tons per _____ (unit of time)
 ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:
 • Construction: _____
 • Operation: _____
 iii. Proposed disposal methods/facilities for solid waste generated on-site:
 • Construction: _____
 • Operation: _____

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No

If Yes:

i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____

ii. Anticipated rate of disposal/processing:

- _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
- _____ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: _____ years

t. Will proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No

If Yes:

i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

iii. Specify amount to be handled or generated _____ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: _____

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

Urban Industrial Commercial Residential (suburban) Rural (non-farm)

Forest Agriculture Aquatic Other (specify): _____

ii. If mix of uses, generally describe: _____

b. Land uses and covertypes on the project site.

Land use or Covertype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
If Yes,
i. Identify Facilities: _____

e. Does the project site contain an existing dam? Yes No
If Yes:
i. Dimensions of the dam and impoundment:
• Dam height: _____ feet
• Dam length: _____ feet
• Surface area: _____ acres
• Volume impounded: _____ gallons OR acre-feet
ii. Dam's existing hazard classification: _____
iii. Provide date and summarize results of last inspection: _____

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? Yes No
If Yes:
i. Has the facility been formally closed? Yes No
• If yes, cite sources/documentation: _____
ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____

iii. Describe any development constraints due to the prior solid waste activities: _____

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? Yes No
If Yes:
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? Yes No
If Yes:
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: Yes No
 Yes – Spills Incidents database Provide DEC ID number(s): _____
 Yes – Environmental Site Remediation database Provide DEC ID number(s): _____
 Neither database
ii. If site has been subject of RCRA corrective activities, describe control measures: _____

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? Yes No
If yes, provide DEC ID number(s): _____
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____

v. Is the project site subject to an institutional control limiting property uses? Yes No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? Yes No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ feet

b. Are there bedrock outcroppings on the project site? Yes No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %

c. Predominant soil type(s) present on project site: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: Well Drained: _____ % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained: _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? Yes No
 If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? Yes No

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? Yes No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? Yes No
 If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? Yes No

j. Is the project site in the 100 year Floodplain? Yes No

k. Is the project site in the 500 year Floodplain? Yes No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? Yes No
 If Yes:

i. Name of aquifer: _____

<p>m. Identify the predominant wildlife species that occupy or use the project site: _____</p> <p>_____</p> <p>_____</p>	
<p>n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Describe the habitat/community (composition, function, and basis for designation): _____</p> <p style="margin-left: 20px;">ii. Source(s) of description or evaluation: _____</p> <p style="margin-left: 20px;">iii. Extent of community/habitat:</p> <ul style="list-style-type: none"> • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres 	
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, give a brief description of how the proposed action may affect that use: _____</p> <p>_____</p>	
<p>E.3. Designated Public Resources On or Near Project Site</p>	
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, provide county plus district name/number: _____</p>	
<p>b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">i. If Yes: acreage(s) on project site? _____</p> <p style="margin-left: 20px;">ii. Source(s) of soil rating(s): _____</p>	
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature</p> <p style="margin-left: 20px;">ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____</p> <p>_____</p>	
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. CEA name: _____</p> <p style="margin-left: 20px;">ii. Basis for designation: _____</p> <p style="margin-left: 20px;">iii. Designating agency and date: _____</p>	

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on, or has been nominated by the NYS Board of Historic Preservation for inclusion on, the State or National Register of Historic Places?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District	
<i>ii.</i> Name: _____	
<i>iii.</i> Brief description of attributes on which listing is based: _____	
f. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Have additional archaeological or historic site(s) or resources been identified on the project site?	
If Yes:	
<i>i.</i> Describe possible resource(s): _____	
<i>ii.</i> Basis for identification: _____	
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Identify resource: _____	
<i>ii.</i> Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____	
<i>iii.</i> Distance between project and resource: _____ miles.	
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Identify the name of the river and its designation: _____	
<i>ii.</i> Is the activity consistent with development restrictions contained in 6NYCRR Part 666?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____