

Town of Hounsfield
Instructions for applying for a Site Plan Review, Special Use, or
Temporary Permit.

1. Applicant name (s), address, and phone number.
2. Name of property owner address, and phone number if different than applicant.
3. Individual or company that provided any drawings of the project.
4. Authorization from property owner that applicant may proceed with site plan review:
(if owner is different than applicant, attach a separate sheet if needed).
5. Physical location of property (i.e. address)
6. Tax map designation. Information may be located at, Town of Hounsfield Town Office, 18774, County Route 66, Watertown N.Y. 13601. Jefferson County Home page, real property, www.co.jefferson.ny.us, property owners, deed, or tax bill.
7. Property size, information may be located at Town of Hounsfield Town Office, 18774 County Route 66, Watertown N.Y. 13601, Jefferson County Home page, real property, www.co.jefferson.ny.us, and property owner's deed, tax bill.
8. Zoning District property is located; this information may be located at Town of Hounsfield Town Office, 18774, County Route 66, Watertown N.Y. 13601, Town of Hounsfield home page, www.townofhounsfield-ny.gov, under zoning officer.
9. List current use of property, (Use separate sheet of paper if necessary).
10. List proposed use of property, (Use separate sheet of paper if necessary).
11. List all current easements or restrictive covenants affecting property, check N/A if there are none or use separate sheet of paper if necessary.
12. List all agencies involved i.e. Federal, State, County, other Towns or Villages.
13. List permits needed, Federal, State, County, and Town.
 - 13.1 NYS Environmental Quality Review Act (SEQR), information may be obtained at the Town Clerk's Office or by the planning board chairperson.
 - 13.2. Town of Hounsfield Zoning permit. www.townofhounsfield-ny.gov,
 - 13.3 New York State building permit, information may be found at Jefferson County Building Code Office 175 Arsenal Street Watertown (315)785-5130.
 - 13.4 Permit for Construction within Town Right-of-Way. www.townofhounsfield-ny.gov,

14. List name, address and phone number of consultants used for project
15. Estimated cost of project.
16. What is the construction schedule? How many phases? When will construction start, end. Will it continue for several years?
17. List infrastructure improvements mark N/A if none are anticipated.
18. Site Plan must be prepared by licensed architect, engineer, landscape architect or surveyor and shall contain the following: (18.1 – 18.12). Eight copies of the survey.
19. An Environmental Assessment Form (EAF) completed in compliance with the New York State Environmental Quality Review Act. Contact Planning Board Chairperson for more information, @ www.townofhounsfield-ny.gov.
20. The Planning Board recommends a pre-submission conference before submitting projects for Site Plan Review, to avoid confusion on what is required of applicant. Contact the Planning Board Chairperson for information @ www.townofhounsfield-ny.gov
21. Applicant is responsible for any reimbursement fees incurred by the Planning Board during their review.
22. Applicant signature, if more than one applicant, each needs to sign application.
23. Owner's signature authorizing the Site Plan Review.
24. Date application was filled out.
- 25 Application Approved, Application Denied, Chairperson will check appropriate box. Documentation will be provided to applicant by the Planning Board Chairperson pertaining to the decision reached.
26. The name of the Planning Board Chairperson
- 27 The signature of Planning Board Chairperson, signing the application as approved or denied.

Official Use Only

Case No: _____ Date Approved: _____ 8 Site Plan Copies Submitted: Y ()
Date Denied: _____ N ()

Town of Hounsfield Application

Site Plan Review () Special Use Permit () Temporary Permit ()
Other () _____ 239-m, Yes ___ No ___ Presubmission ()

Date: _____ Fee: _____ Tax Parcel #: _____ Section: _____ Block: _____ Lot: _____
Application due fourteen days prior to Planning Board Meeting, to be on agenda

1. Name of Applicant: _____

1.1 Address of applicant: _____

1.2 Applicant's phone number: _____

2. Name of Owner: _____

2.1 Address of owner: _____

2.2 Phone number of owner: _____

3. Person responsible for submitted drawings: _____

4. Authorization from property owner that applicant may proceed with site plan review:

5. Property Location: _____

6. Tax Map Designation: _____

7. Property size: _____

8. Zoning District property is in: (AR) (H) (I) (MU) (MR) (ACP)

9. Current use of property: _____

10. Proposed use of property: _____

11. Current easements or restrictive covenants affecting property: (N/A) _____

12. Other involved agencies: _____

13. List permits required: _____

14. Name, Address and phone number of consultants: N/A _____

15. Estimated cost of construction: _____

16. Construction schedule: _____

17. Infrastructure improvements: _____

18. Site Plan prepared by licensed architect, engineer, landscape architect or surveyor containing the following:

- 18.1. Date, north point, written and graphic scale;
- 18.2. Boundaries of the area plotted to scale, including distances, bearings and areas;
- 18.3. Location and ownership of all adjacent lands as shown on the latest tax records;
- 18.4. Location, name, and existing width and right-of-way of adjacent roads;
- 18.5. Location, width and purpose of all existing and proposed easements, set backs, reservation and area dedicated to public use or adjoining the property;
- 18.6. Location, size, design of the following: existing and proposed Buildings, driveways, parking, outdoor storage, sidewalks or pedestrian paths, drainage facilities, sewage facilities, water facilities, signs, outdoor lighting, landscaping or screening and snow storage.
- 18.7. Plans for controlling soil erosion and sedimentation during the development;
- 18.8. Plans for grading and drainage showing existing and proposed contours of five-foot intervals;
- 18.9. Designation of the amount of Net Floor Area proposed for each non-residential use;
- 18.10 Inset containing location map;
- 18.11 All Zoning district boundaries or municipal boundaries; and
- 18.12. Location of any significant natural features such as lakes, ponds, streams, rivers, waterways, wetlands, forested areas, etc.

19. An Environmental Assessment Form (EAF) completed in compliance with the New York State Environmental Quality Review Act.

20. Does the applicant wish to have a pre-submission conference with the Planning Board? (YES)_____ (NO) _____ *Application due fourteen days prior to Planning Board Meeting, to be on agenda*

21. I _____ understand that I am responsible for all fees established for Site Plan Review including reimbursement of the Town Planning Board for fees incurred for Planning Board's consultants' review.

22. Applicant signature: _____

23. Owner's signature: _____

24. Date of application: _____

25. Application Approved () Application Denied () Date: _____

26. Planning Board Chairperson: _____

27 Signature of Planning Board Chairperson: _____

What to expect after filling out a Site Plan Review Application

The Zoning Law is at www.townofhounsfield-ny.gov in its entirety.

1. Plan on filling out application and submit fourteen days before the next Planning Board meeting along with your fee to ensure your application is on the meeting agenda. The Planning Board meets the first Tuesday of each month.
2. Ask for a pre-submission conference to avoid any confusion before your application's review.
3. The purpose of Site Plan Review is to allow the Town Planning Board to insure that reasonable safeguards and conditions are in place for certain uses in order to mitigate the potential deleterious effects on the environment, the character of the neighborhood, or the Town residents' health, safety and welfare those uses might produce.
4. The Planning Board is authorized to attach reasonable conditions to its approval of uses subject to Site Plan Review, which are, in its judgment, appropriate to mitigate adverse effects, or to disapprove a use where such effects cannot be reasonably mitigated.
5. Uses subject to Site Plan Review shall be required to comply with all requirements of The Town of Hounsfield Zoning Law pertaining to the District in which the use is located and to comply with the performance standards of this Article.
6. Please remember that no uses subject to Site Plan Review shall be commenced until it has been granted Site Plan Approval by the Town Planning Board.
7. The Town Planning Board may require whatever additional information, tests or surveys as it determines to be reasonably necessary to review the application.
8. Once a completed application has been formally received by the Planning Board, the Board shall have a maximum of ninety (90) days (from the date of receipt) to review and approve, approve with conditions, or disapprove the proposal.
9. The Town Planning Board shall refer all Site Plan matters that fall within those areas specified under New York State General Municipal Law section two hundred thirty nine-m (239-m) to the Jefferson County Planning Board upon receipt of a completed application from the applicant. The Town Planning Board shall follow the same procedure outlined in Section 820.D. of Town of Hounsfield Zoning Local Law. Jefferson County Planning Board meets on the last Tuesday of each month.
 - 9.1 If project applies to real property within five hundred feet of the following:
 - 9.1.1 The boundary of any city, village or town.
 - 9.1.2 The boundary of any existing or proposed county or state park any other recreation area.

- 9.1.3 The right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway.
 - 9.1.4 The existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines.
 - 9.1.5 The existing or proposed boundary of any county or state owned land on which a public building or institution is situated
 - 9.1.6 The boundary of a farm operation located in an agricultural district, as defined by article twenty-five-AA of the agriculture and markets law, except this subparagraph shall not apply to the granting of area variances.
10. Within forty-five (45) days from the date the Planning Board has received the completed application; a public hearing shall be held. Notice shall be published in the official newspaper of the Town at least five (5) days prior to the hearing.
 11. All interested parties are allowed to speak about the project.
 12. The Planning Board shall render its final decision within forty-five (45) days following the hearing, in writing, specifying the reasons for the decision, any conditions attached to an approval and the vote by the Planning Board members. All decisions shall be filed in the Office of the Town Clerk and a copy mailed to the applicant.
 13. Remember communication with the Planning Board is key to a quick and successful outcome of your project.

Town of Hounsfield Site Plan Review / Special Use Review Procedure

	<u>Date of Action</u>
Application accepted as complete	_____
Type of SEQR action determined to be:	
<input type="checkbox"/> Type 1 <input type="checkbox"/> Unlisted <input type="checkbox"/> Other	
Environmental significance determined by:	
<input type="checkbox"/> positive declaration <input type="checkbox"/> negative declaration <input type="checkbox"/> conditional negative declaration	_____
Application submitted to County Planning Agency	_____
County Planning Agency response reviewed	_____
Motion to hold <input type="checkbox"/> waive <input type="checkbox"/> Public Hearing:	_____
Notice of Public Hearing published in paper:	_____
Notice of Public Hearing mailed to applicant:	_____
Public Hearing Held – motion to close Public Hearing:	_____
Action taken on application:	_____
<input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Disapproval	
Resolution addressing County Planning Agency:	_____
Report filled with County Planning Agency:	_____
Application endorsed by Town Planning Board:	_____
Records filed with Town Clerk:	_____
Decision mailed to applicant:	_____
Zoning Permit issued:	_____
Certificate of Occupancy issued:	_____

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
			<input type="checkbox"/>	<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	YES
			<input type="checkbox"/>	<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"/>
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