

To: Applicant/Sponsor for Subdivision, Site Plan Review, or Lot-Line Adjustment

From: Town of Cape Vincent Planning Board

Enclosed are the guidelines and application forms for a subdivision, site plan review, or lot-line adjustment. If you have questions or require assistance with the application, please contact the Chair of the Planning Board, Robert Brown at 315-654-4083.

Depending upon the type of action you take, it is recommended that you purchase a copy of the Town of Cape Vincent Subdivision or Zoning Laws from the Town Office at 1964 NY State Rte 12E. These Laws can assist you in determining the application requirements and procedures followed by the Planning Board during the review process.

When you complete the application, contact the Chair of the Planning Board for an appointment to submit the application. Only the Chair or the Secretary is authorized to accept the application. Applications must be submitted at least seven days before the next regularly scheduled Planning Board meeting. Meetings are held the second Wednesday of each month at the Recreation Park Building at 602 S. James Street, Cape Vincent.

Review fees are as follows:

ACTION	FEE
Lot-Line Adjustment	\$75
Subdivision (plus any additional legal fees)	
Minor	\$150
Major (per lot)	\$200
Site Plan Review	\$250

The Planning Board has the right to require the applicant to establish a discretionary fund based upon the nature of the project.

Consultation fees, if any, may be added to the cost of the review. The fee must be submitted with the application, payable to the Town of Cape Vincent.

Town of Cape Vincent

AGRICULTURAL DATA STATEMENT

This Statement is to be submitted with all applications required for Site Plan Review approval, Use Variance, or Subdivision review for proposed projects occurring within an agricultural district or with 500 feet of a farm operation in an agricultural district (reference Town Law X.283-a*). For information and maps regarding Cape Vincent's agricultural districts, contact the Planning Board or the Zoning Enforcement Officer.

This information will be used to evaluate the possible impacts of the proposed project upon the farm operations within the agricultural district.

APPLICANT NAME: _____

ADDRESS & PHONE NUMBER: _____

_____ (____) _____

PROJECT DESCRIPTION: _____

List the name and address of all agricultural district farmland owners within 500' of the proposed project. Attach a tax map or clearly drawn map showing the proposed project location relative to the farm operations. Owners of land as identified in the Agricultural Data Statement will receive written notice of the proposed project. The Applicant is responsible for the cost of mailing the notice.

1. _____

2. _____

3. _____

4. _____

5. _____

*Farm operation as defined by Agriculture and Markets Law, Article 25-AA, means the land used in agricultural production, farm buildings, equipment, and farm residential buildings.

Town of Cape Vincent

Water and Septic Statement

The following is an example of the Water and Septic Statement which, those wishing to subdivide must provide to the Planning Board at the time of application for a subdivision.

I, _____, will notify the buyer (or buyers) that the water supply may NOT be available by normal means, i.e., drilled well and that an alternate water system may be required.

I, _____, will notify the buyer (or buyers) that a Perk Test will be required in order to obtain a Building Permit and, if the Perk Test does not meet New York State Code, an alternate (other than normal leach filed) system will be required.

TOWN OF CAPE VINCENT

SITE PLAN REVIEW APPLICATION

The application for site plan approval consists of Parts A and B, an Environmental Assessment Form as required by the State Environmental Quality Review Act (SEQRA), an Agricultural Data Statement, and the payment of application fees, as established by Resolution of the Town Board.

Refer to the Town Zoning Law for additional information and Site Plan Review criteria and process.

PART A: PROJECT DESCRIPTION

Provide all information requested to assure a clear understanding of the proposed project. Attach supplemental information if necessary. Incomplete information may render the application incomplete.

1. Applicant(s) name, address, and telephone number:

2. Owner(s) name, address, and telephone number, if not the same as applicant:

3. Describe the proposed use of the site:

4. Project Description: (Refer to sample Site Plan Drawing) Include photographs, if applicable.

5. Site location: _____

6. Total site area (square feet or acres): _____
7. Tax Map Section _____ Block _____ Lot _____
8. Zoning District property is located in: _____
9. List below Town, school, county, state, and federal permits/agreements i.e., road access, Department of Health, NYS Uniform Fire & Building Code, D.E.C., PILOTS.

10. Attach a copy of the above-listed permits/agreements.
11. Describe infrastructure anticipated: (For example, water, sewer, power, roads)

12. Anticipated construction schedule: _____

13. Current land use and condition of the project site (agricultural, commercial, undeveloped, residential, etc.):

14. Character of surrounding area (residential, agricultural, wetlands, etc.):

15. Anticipated number of residents, employees, shoppers, as is applicable:

16. Other project information necessary to adequately describe the project and inform the Zoning Enforcement Officer, Zoning Board of Appeals, and Planning Board:

Applicant Signature

Owner Signature

Date

SITE PLAN REVIEW APPLICATION, Cont.

PART B. - SITE PLAN REVIEW DRAWING

The intent of the site plan review drawing is to show the layout and design of the project on the site. At the pre-submission conference, the Planning Board may require that any or all of the following items be included on the site plan drawings. If no pre-submission conference is held, all of the following items are required on the site plan. Attach supplemental information if necessary.

1. Name of project, name and address of applicant and person responsible for preparing the site plan drawing.
2. Date, North point, written and graphic scale.
3. Boundaries of the project site drawn to scale, including distances, bearings, and areas.
4. Project Tax Map #Section, Block, Lot .
5. Location and ownership of all adjacent lands as shown on the latest tax records.
6. Location, name, width, and right-of-way of adjacent roads.
7. Location, width, and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use.
8. Location, size, and design of the following:
 - a. Existing and proposed structure(s)
 - b. Driveways and parking areas
 - c. Outdoor storage areas
 - d. Sidewalks or pedestrian paths
 - e. Drainage, sewage, and water facilities
 - f. Sign
 - g. Outdoor lighting
 - h. Landscaping or screening
 - i. Snow storage areas
 - j. Lot exclusion area
 - k. Vegetative buffers, screening and/or fencing.
9. Plans for controlling soil erosion and sedimentation during development.
10. Plans for grading and drainage showing existing and proposed contours of five-foot intervals.
11. Percentage of open space.
12. Designation of the amount of gross floor area and gross leasable area proposed for each non-residential use.
13. Other elements integral to the proposed development as considered necessary by the Planning Board.

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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			

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: 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)

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