

FOR OFFICE USE ONLY

Application No. _____
Date Received . _____
Date County Referral (if required) _____
Hearing Date: _____
Date of Decision: _____
Decision: _____

APPLICATION FOR SITE PLAN APPROVAL

TOWN OF ONONDAGA

Preparation:

Prepare application and environmental assessment form in original and 6 copies.

Filing:

File in Codes Enforcement Office.

A. Statement of Ownership.

The applicant(s) _____
(is) (are) the owner(s) of property situated at the
following address: _____; Telephone Number
_____; Farm Lot No. _____; Subdivision (if any) _____;
Zoning District Classification _____; Property Tax Number is
_____.

Attorney's name, if any, address and telephone number: _____

B. Request.

1. The current use of the subject premises is _____

2. The names and complete addresses of all adjoining owners and the current zoning classification of each adjoining parcel are as follows:

Name

Address

Zoning Classification

North:

East:

South:

West:

(Data must be current, complete and accurate)

3. The proposed use of the subject premises is _____

4. The subject premises are within 500 feet of:

A. The boundary of any city, village or town;

Yes No

B. The boundary of any existing or proposed county or state park or any other recreation area;

Yes No

C. The right-of-way of any existing or proposed county or state parkway, runway, expressway, road or highway;

Yes No

D. 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;

Yes No

E. The existing or proposed boundary of any county or state owned land on which a public building or institution is situated;

Yes No

F. The boundary of a farm operation located in an agricultural district as defined by article twenty-five-AA of the agriculture and markets law.

Yes

No

5. Before a building permit may be issued, drawings shall be submitted to the Town Board relating to all proposed construction and land use. Such drawings shall include a professionally certified site plan with contours, parking, access, ingress, egress, screening, signs, architectural features, location and dimension of buildings, traffic patterns, all elevations of buildings, proposed building materials, dimensions, sewer, water and drainage and landscape plans, and such related information as the Town Board may require. No building permit shall be issued until such plans have been approved by the Town Board or its authorized representative.
6. Before any building permit is issued, the proposed construction and use shall be reviewed by the Town Board or its authorized representative to determine the extent to which the proposed use will produce discharge of wastes into air, soil or water; the extent to which such proposed use will emit noise, light, radiation or any substance or factor detrimental to health, safety or the environment; and the extent to which the proposed use will affect surface water drainage and traffic flow. No building permit shall be issued until the Town Board or its designated agent shall have certified that:
 - A. Discharge of wastes into soil, air or water is in conformity with state, county and town laws, rules and regulations.
 - B. Emission of noise, light, radiation or any other substance or factor is controlled and is within limits set by federal, state, county and town laws, rules and regulations.
 - C. Adequate provisions have been made to control surface water drainage.
 - D. Adequate provisions have been made to regulate the amount and direction and flow of motor vehicle traffic.
7. The Town Board, as part of such certification, may attach such requirements and conditions as it deems proper to accomplish the purposes of this section. Such conditions may be limited in time or indefinite, as the Board may see fit.
8. Construction and use shall be in accordance with plans finally approved by the Town Board. No certificate of occupancy shall be granted until such approved plans have been complied with. In addition to any other remedies, a certificate

of occupancy may be revoked by the Town Board upon notice to the owner if the plans, conditions and limitations which are part of the certification are not complied with for a period of more than ten (10) days. Precedent to such revocation by the Board, the Town Board shall hold a hearing to determine the facts. Written notice of the hearing must be given no less than ten (10) days and no more than thirty (30) days before the hearing date. Notice shall be complete when deposited in an official United States mail depository, addressed to the owner of record, with a copy addressed to the occupant at the location.

9. Site plans must show, to scale, the proposed location of any new or proposed structures or any use which is the subject of this application, including measurements to lot lines and between separate structures located or to be located on the same parcel.
10. Note to Applicant(s): Failure to provide complete and accurate data as required herein shall be grounds for denial of applicant's request. Should your application be denied due to an incomplete or inaccurate application or due to lack of documentation or for any other reason, any subsequent application shall be considered a new application.
11. The Board will not give consideration to your request until your application is complete, current and accurate.

Dated: _____, _____.

Individual Signature

Corporate Name

By: _____
Officer

Mailing Address of Applicant

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
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
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
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
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
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?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
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?		
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?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	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?		
11. Will the proposed action create a hazard to environmental resources or human health?		

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)