

Village of Groton Planning Board
Application for
Article XVI Site Plan Review - §200-77

Date: _____ **Tax Map #:** _____ **Fee of \$50:** _____ pd date

Name/Address of Applicant: _____

Phone#: _____ **Email:** _____

Name/Address of Property Owner (if different from applicant):

1. Brief description of the purpose and intention of this site plan review application:

2. Optional pre-submission conference. §200-77.4

a. Sketch plan submitted with items listed in the section §200-77.5.

Y/N _____ Date _____

OR

_____ Pre-submission conference not held.

3. Required for submissions. 200-77.5

a. Seven (7) copies of scaled site plan map and related information (~~§200-77.5-~~ attached) to be submitted, accompanied by a fee of \$50, to Village Clerk's Office, no later than six (6) months after the date listed in 2.a, above.

• The Village Clerk's Office shall note the date of submission date: _____

b. Applicant shall submit with application, appropriate State Environmental Quality Review Act form with Part I completed. (SEQR)

Signature of Applicant: _____ **Date:** _____

For Office Use Only:

Verification that application is complete:

1. Fees paid: \$ _____ Date: _____ Check#/Cash: _____
2. Application is complete: _____ Date: _____
3. If Incomplete Application - Within 10 days of submission will be returned to applicant.
Date: _____
 - a. The application lacks _____

Before taking action (30 days) on certain site plan review applications, such applications shall be referred to the Tompkins County Planning Dept. for review and report in accordance with the provisions of Section 239-m of the General Municipal Law. Submittal date: _____

Performance Bonds required: **Y/N** In the amount of: \$ _____

Bond approved by Village Attorney on (date): _____

Public Hearing to be held for the Planning Board to make a decision to approve, approve with conditions, or disapprove application within sixty-two (62) days after the close of the public hearing.

Date of Public Hearing date: _____

Approved _____ Disapproved _____

Approved with any conditions: **Y/N** Date of decision: _____

If Yes - List conditions:

Signature Planning Board Chairperson

Date

Village of Groton, NY
Wednesday, October 17, 2018

Chapter 200. Zoning

Article XVI. Site Plan Review

§ 200-77.4. Procedure.

A. Presubmission conference.

(1) Prior to the submission of a formal site plan, an optional presubmission conference may be held with the Planning Board to discuss the proposed site plan so that the necessary subsequent steps may be undertaken with a clear understanding of the Village's requirements in matters relating to the development of the site. The applicant shall submit a map showing the important existing natural and man-made features in and around the site and a sketch plan showing the major features of the proposed development. The Planning Board may request that the sketch plan include, without limitation:

- (a) The general location of the proposed development;
- (b) Approximate boundaries of parcels involved;
- (c) Existing and proposed land use;
- (d) Approximate location of existing and proposed buildings, or significant structures;
- (e) Approximate location of adjacent or nearby highways;
- (f) General topography of the area;
- (g) General indication of potentially significant natural or cultural features on or adjacent to the site (e.g. wetlands, creeks, steep slopes, or historic structures);
- (h) Existing land uses of adjacent properties;
- (i) Written explanation of the purpose and character of the proposed development including type and density of development, water and sewer systems proposed and general timetable for development.

(2) At this time, the Planning Board may indicate those requirements for approval that can be waived.

- B. Within six months following the optional presubmission conference, seven copies of the site plan and any related information shall be submitted to the Village Clerk's Office, accompanied by a fee in accordance with the schedule of fees of the Village of Groton, payable to the Village Clerk. If not submitted within this six-month period, another presubmission conference may be necessary.
- C. The applicant shall also complete and submit Part I of the appropriate State Environmental Quality Review Act form for the purposes of an environmental review. The Long Environmental Assessment Form (Long EAF) is required for Type I actions under the SEQRA.
- D. The Code Enforcement Officer or Chair of the Planning Board shall verify for each site plan or amendment whether or not the application is complete in accordance with § 200-77.5 and whether the plan meets the requirements of all Zoning Ordinance provisions other than those of this article regarding site plan review. The Code Enforcement Officer or Chair of the Planning Board shall act to certify the application or return it to the applicant for completion or revision within 10 days of submission by the applicant.
- E. The Planning Board shall hold a public hearing on the site plan application. Such hearing shall be held within 62 days from the day an application is received by the Planning Board and shall be duly advertised in accordance with the New York State Village Law.
- F. The Planning Board shall make a decision to either approve, approve with conditions, or disapprove the application within 62 days of the close of the public hearing. Such sixty-two-day period may be extended by mutual consent of the applicant and the Planning Board.
- G. Before taking action on certain site plan review applications, such applications shall be referred to the Tompkins County Planning Department for review and report in accordance with the provisions of § 239-m of the General Municipal Law.

- H. The Planning Board shall have the authority to impose such reasonable conditions and restrictions as are directly related to and incidental to a proposed site plan. Upon its approval of said site plan, any such conditions must be met in connection with the issuance of permits by applicable enforcement agents or officers of the Village of Groton.
- I. Improvements and performance bond.
- (1) Following approval of the site plan by the Planning Board, the applicant shall file with the Village Clerk a performance bond to cover the full cost of any required improvements in an amount set by the Planning Board upon advice of the consultant to the Planning Board or Village Engineer. If the value of improvements is less than \$25,000, unless the Planning Board determines that improvements of lesser costs are important to the health and welfare of the Village or the immediate area, the Planning Board may waive the bonding requirements.
 - (2) Said bond shall be in a form satisfactory to the Municipal Attorney of the Village of Groton and may be in cash or in the form of surety company bonds and, if a surety company bond, shall be in the amount of 100% of the estimated cost or, if a cash bond, 50% of the estimated cost, as certified by the consultant to the Planning Board or Village Engineer, of proposed screening and landscaping, including planting and maintenance thereof for a minimum of one year and a maximum of three years at the discretion of the Planning Board, stormwater drainage systems, public and private streets and drives, water and sanitary sewer systems, outdoor lighting and off-street parking areas, loading areas, means of vehicular access and egress to and from the site onto public streets and recreation areas, including playgrounds and garbage collection stations and fire alarm systems (if any).
 - (3) Said bond shall be conditioned upon the property owner's or developer's completing said work enumerated herein and set forth on the approved site plan in a manner satisfactory to the Village Engineer or other enforcement agent or officer of the Village of Groton and upon the proper functioning of said systems for a period of one year from their completion. In default thereof, said bond or deposit shall be forfeited, and the Village shall use the amount thereof to complete any incomplete portion of said work or to make repairs as are necessary to assure proper functioning of said improvements; provided, however, if any amount of money remains after the Village has completed said work, such excess money will be returned to the surety or the person putting up the required deposit.
 - (4) Said surety bond or cash deposit may be reduced by resolution of the Planning Board upon the certification of the consultant to the Planning Board or Village Engineer that one or more particular items required by the Planning Board have been satisfactorily completed. If a fifty-percent cash bond has been posted, such reduction shall be in the ratio that the completed item or items bear to the total estimated costs of the required improvements. The installation of all improvements shall be under the direct supervision of a registered architect or professional engineer.
- J. Time limit on validity of approval. Approval of a site plan by the Planning Board shall be valid for a period of six months from the date thereof for the purposes of obtaining a building permit. Failure to secure a building permit during the period shall cause the site plan to become null and void. An additional six-month extension period may be granted by the Planning Board.

§ 200-77.5. Site plan elements.

A. The applicant shall cause a scaled site plan map to be prepared by an architect, landscape architect, civil engineer, surveyor, land planner, or other equally licensed professional. The site plan shall include the elements listed herein which are appropriate to the proposed development or uses as indicated by the Planning Board in the presubmission conference. This information, in total, shall constitute the site plan.

- (1) Legal data.
 - (a) Name and address of the owner of record.
 - (b) Name and address of person, firm, or organization preparing the map.
 - (c) Date, north arrow, and written and graphic scale.
- (2) Natural features (when applicable).
 - (a) Existing contours with intervals of five feet or less.
 - (b) Approximate boundaries of any areas subject to flooding or stormwater overflows.
 - (c) Location of existing watercourses, marshes, wooded areas, rock outcrops, isolated trees with a diameter of either eight inches or more, measured three feet above the base of the trunk, and any other significant natural features.
- (3) Existing structures and utilities.
 - (a) Outlines of all structures and location of all uses not requiring structures.
 - (b) Paved areas, sidewalks, and vehicular access between the site and public streets.
 - (c) Locations, dimensions, grades and flow direction of any existing sewers, culverts, and water lines, as well as other underground and above ground utilities within and adjacent to the property.
 - (d) Other existing development, including fences, landscaping, and screening.
 - (e) Sufficient description or information to define precisely the boundaries of the property.
 - (f) The locations and owners of all adjoining lands as shown on the latest tax records.
 - (g) The locations, names, and existing widths of adjacent streets and curblines.
 - (h) Location, width, and purpose of all existing and proposed easements,

setbacks, reservations, and areas dedicated to public use within or adjacent to the property.

- (i) A complete outline of existing deed restrictions or covenants applying to the property.
 - (j) Existing zoning.
- (4) Proposed development.
- (a) The location of proposed buildings or structural improvements. Refuse and waste removal areas, service yards, storage yards and exterior work areas shall be screened from view from public ways, using materials harmonious with the building.
 - (b) Building components, such as windows, doors, eaves and parapets, shall have good proportions and relationships to one another. The pattern of placement, proportions and materials of windows and doors shall be considered. Metal or plastic frame windows are generally unacceptable unless they are anodized or painted. Shutters should be sized to match windows.
 - (c) Whenever possible, the use of natural materials is preferred.
 - (d) The location and design of all uses not requiring structures, such as off-street parking and loading areas.
 - (e) The location, direction, power, and time of use for any proposed outdoor lighting or public address systems. Exterior lighting shall be considered as part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with the building design.
 - (f) The location and plans for any outdoor signs, which must be in accordance with applicable sign regulations. Every sign shall have good scale and proportion in its design and in its visual relationship to buildings and the surroundings. Every sign shall be designed as an integral architectural element of the building and site to which it principally relates.
 - (g) The location, arrangement, and materials of proposed means of access and egress, including sidewalks, driveways, or other paved areas. Profiles indicating grading and cross sections showing width of roadway, location and width of sidewalks, and location and size of water and sewer lines. Proposed direct pedestrian connection to public parking lots or structures will also be shown.
 - (h) Proposed screening and other landscaping, including a planting plan. Where fences are to be used, wood, stone, iron or plant materials are preferred.
 - (i) The location and connection to Village facilities of all proposed water

lines, valves, and hydrants and all drainage and sewer lines or alternate means of water supply and sewage disposal and treatment facilities.

- (j) An outline of any proposed easements, deed restrictions, or covenants and a notation of any areas to be dedicated to a public agency.
- (k) Any contemplated public improvements on or adjoining the property.
- (l) Any proposed new grades, indicating clearly how such grades will meet existing grades of adjacent properties or the street.
- (m) Elevations of all proposed principal or accessory structures.
- (n) If the site plan only indicates a first stage, a supplementary plan shall indicate ultimate development.
- (o) Any other information deemed by the Planning Board to be necessary to determine conformity of the site plan with the spirit and intent of this chapter.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/> NO <input type="checkbox"/> YES		

<p>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)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		