

Town of West Bloomfield

P.O. Box 87
West Bloomfield, NY 14585

Application for Site Plan Review
\$500.00

Date: _____
Name of proposed Development or Subdivision: _____

Applicant: _____ **Plans Prepared By:** _____
Address: _____ **Address:** _____

Telephone: _____ **Telephone:** _____

Owner (if different): _____ ***If more than one owner, provide**
Address: _____ **information for each on another**
Telephone: _____ **sheet of paper**

Location of Site: _____
Proposed use of Site: _____

Tax Map Description: _____
Current Zoning Classification: _____

State & Federal Permits needed (list type and appropriate department): _____

Proposed Use of Site: _____
Total Site Area (Square feet or acres): _____
Anticipated Construction Time: _____

Current land use of site (agriculture, commercial, undeveloped, etc.): _____

Current condition of Site (buildings, brush, etc.): _____

Character of surrounding lands (suburban, agriculture, wetlands, etc.): _____

Estimated cost of proposed Improvement \$ _____

Applicant's Signature

Date

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				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		NO <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		NO <input type="checkbox"/>	YES <input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?		NO <input type="checkbox"/>	YES <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? 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: _____ _____		NO <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?		NO <input type="checkbox"/>	YES <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 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 _____ _____		NO <input type="checkbox"/>	YES <input type="checkbox"/>

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)

PRINT

Town of West Bloomfield
Supervisor
Todd D Campbell
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West Bloomfield NY 14585

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NOTICE TO ALL APPLICANTS

By resolution of the Town Board of West Bloomfield, all Costs incurred by the Town for Engineering and Legal review of this Application will be charged to the Applicant.

These Fees are a direct Pass Thru of exact cost to the Town therefore, exact amount is not available until the Town receives a bill from its' Engineer and/or Attorney.

Please note all Pass Thru Fees must be paid prior to Final Approval and Signature by the Code Enforcement Officer.

I have read the above and agree that payment of all Pass Thru Fees shall be paid upon receipt of Invoice.

By: _____ Date: _____

§ 140-150. Site plan review.

- A. Authority. Subject to the procedures, standards and limitation set forth in this chapter, the Planning Board shall review and approve, approve with conditions or deny applications for site plans.
- B. Purpose. The site plan review process recognizes that some developments and uses, even though generally suitable for location in a particular district, are, because of their design (materials, size, details), character, nature, complexity or other indicia of probable impact, capable of adversely affecting the goals for which this chapter is established, unless careful consideration has been given to critical design elements. It is the purpose of this section to provide a vehicle for the review of the applicant's attention to such elements.
- C. Site plan review standards.
- (1) Site plan review in accordance with this section shall be required in the following cases, with the exception of accessory structures not changing land use or density and projects involving no site or external structure alterations. Site plan review shall be required for any development or redevelopment that includes construction, enlargement or addition to any building or site preparation for a site or use that does not include or require a building as outlined in this section.
 - (2) The following shall be submitted with all site plans:
 - (a) Application form, notes and other required written information;
 - (b) Title of drawings, including the name of the development, the name, telephone number and address of the applicant and the name of the person who prepared the drawing;
 - (c) Key plan, North point, professional stamp, scale (one inch equals 20 feet or other appropriate scale) and date;
 - (d) Zoning, land use and ownership of surrounding and adjacent properties, including all structures on adjacent and surrounding properties;
 - (e) A boundary survey of the proposed development, plotted to scale, and existing topographic features, including contours, spot elevations, large trees, buildings, structures, streets, property lines, utility easements, rights-of-way and land use;
 - (f) All lot dimensions, including but not limited to lot frontage, lot area, building coverage, lot coverage, front yard, side yard, rear yard, building heights and floor area ratio, where applicable;
 - (g) All improvement dimensions, including but not limited to access roads, snow removal/storage areas, parking areas, walkways, buildings, etc.;
 - (h) Existing and proposed streets and pedestrian paths immediately adjoining and within the proposed site and the names of all proposed streets;

- (i) Location and dimensions of all parking, loading and stacking areas with access drive;
- (j) Paving, including typical cross sections and profiles of proposed streets, pedestrian walkways and bike ways;
- (k) Location, proposed use, height, building elevations, floor plans and finished floor elevations of all structures;
- (l) Colors, materials, dimensions, access and rooftop plans of all structures;
- (m) Location and proposed development of all open spaces, including parks, playgrounds, etc.;
- (n) Existing and proposed watercourses, direction of flow and the impact on the watershed;
- (o) Drainage plan showing existing and finished grades, stormwater management plan and the impact on the watershed;
- (p) Water supply plan, including existing and proposed location of fire hydrants;
- (q) Sewage disposal method;
- (r) Landscape plan indicating location, type and size of existing trees and vegetation, identifying those to be preserved or removed as well as the location, type and size of trees, vegetation and amenities to be provided;
- (s) Location, design and illumination field of lighting, fences and walls;
- (t) Location and dimension of all signs as required in this chapter;
- (u) Garbage screening and enclosures;
- (v) Size and location of hazardous storage areas;
- (w) Proposed easements, restrictions, covenants and provisions for homeowners' associations and common ownerships;
- (x) Estimated construction schedule and phasing plan for buildings, earthwork and landscaping;
- (y) Tentative budgeting and financing sources.

D. Procedure.

- (1) Application. Applications for site plans shall be submitted in a form and in such numbers as required by this article. A nonrefundable fee, as established from time to time by the Town Board to help defray administrative costs, shall accompany each application. The Planning Board may also request such other and further information and documentation as deemed necessary or appropriate to a full and proper consideration and disposition of the particular application.

- (2) Public hearing. A public hearing may be set, advertised and conducted by the Planning Board in accordance with § 140-145.
 - (3) Action by Planning Board.
 - (a) Within 30 days following receipt by the Planning Board of a completed application or such longer time as may be agreed to by the applicant, the Planning Board shall cause such application and the attached plans to be reviewed for compliance with this chapter and shall render a decision.
 - (b) Upon concluding the review of the application, the Planning Board shall return one copy of the applicant's plans marked to show either approval, approval subject to further specified approvals, approvals with conditions, or denial. All conditions shall be clearly and permanently marked on such plans.
 - (c) Approval or denial.
 - [1] The Planning Board will issue a final decision on each site plan. The decision of the Planning Board shall be final and could include:
 - [a] Approval of the application;
 - [b] Approval of the application with conditions; or
 - [c] On the basis of such findings, a declination to approve the application: In any case where an application is denied, the Planning Board shall state the specific reasons and shall cite the specific provisions of this chapter upon which such denial is based.
 - [2] The Planning Board Chairperson shall sign each copy of the application. The Planning Board shall stamp each copy of the application and plans to reflect the action taken and shall return one copy of each to the applicant and shall retain one copy of each in Town records for such period as it may deem necessary or as may be required by law.
- E. Letters of credit.
- (1) Each applicant shall be required to provide evidence of the financing plan that the applicant proposes to use to complete the proposed project, which may include a letter of credit or similar security acceptable to the Town. The letter of credit in favor of the Town of West Bloomfield for the estimated cost of required site improvements shall be unconditional and irrevocable for a period of not to exceed two years. The agreement shall also be irrevocable for a period of two years and shall permit the Town of West Bloomfield to enter the subject property and to install such improvements if the applicant fails to do so within the period of time specified in the agreement.
 - (2) Such letter of credit or similar security, and the agreement, each in a form satisfactory to the Planning Board, shall be submitted prior to obtaining a building permit as a condition of site plan approval.

- (3) Should the applicant fail to perform the required site improvements within the agreed period of time, the Code Enforcement Officer shall issue a written notice of such failure to the applicant. It shall be sufficient service of such notice if it is mailed to the applicant at the address provided by him in the site plan application. If the applicant fails to perform the required site improvements within 15 business days of the issuance of such notice, the Town Board is authorized to draw upon the letter of credit or to access any other offered security as may be necessary to cover the costs to the Town to perform work which the applicant failed to perform. The applicant may request a hearing before the Code Enforcement Officer within five days from the issuance of the notice. The hearing will be held before the expiration of the fifteen-business-day notice period.
 - (4) The letter of credit or other security described in this subsection may be waived by the Planning Board where:
 - (a) No site improvements or alterations to the site are associated with the application for site plan approval and no site improvement conditions have been attached to such approval.
 - (b) None of the proposed or required site improvements will have any discernible impact on adjacent private property or on the public right-of-way, and such improvements primarily affect the user of the property and not adjacent property owners or the general public.
 - (c) Evidence of the applicant's satisfactory completion of prior site plan review projects is offered in lieu of a letter of credit.
 - (d) Evidence of a satisfactory financing plan that will guarantee completion of the required site improvements.
- F. Effect of issuance of site plan approval.
- (1) If the Planning Board shall approve the application, or approve it subject to further specified approvals or to modifications which are acceptable to the applicant, such approval shall not authorize the establishment or expansion of any use, or the development, construction, reconstruction, alteration or moving of any building or structure, but shall merely authorize the preparation, filing and processing of applications for any permits or approvals which may be required by the codes and ordinances of the Town.
 - (2) The issuance of a site plan approval shall not authorize the establishment or expansion of any use or the development, construction, relocation, alteration or moving of any building or structure and shall not abrogate the requirements for any additional permits and approvals which may be required by the codes and ordinances of the Town.
 - (3) No site plan approval shall be valid for a period longer than one year, or as otherwise extended, from the date of issue, unless a building permit is issued and construction is actually begun within that period and is thereafter diligently

pursued to completion or an occupancy permit is obtained and a use commenced within that period.

- G. Limitations on site plan approval. A site plan approval shall become null and void six months after the date on which it was issued, unless a building permit is obtained and maintained. If a building permit has not been obtained within six months of the date of approval, the approval shall lapse and be of no further effect.
- H. Appeal.
- (1) Appeals of site plan decisions made by the Planning Board shall be made to the Zoning Board of Appeals within 30 days of the decision.
 - (2) An appeal from any final decision of the Zoning Board of Appeals as to any matter regarding the site plan may be taken within 30 days of the filing of such decision by any person aggrieved or by any authorized officer, department or board of the Town in accordance with Article 78 of the New York Civil Practice Law and Rules.

§ 140-151. Special permits.

- A. Authority. As a matter of its original jurisdiction, the Planning Board may, subject to the procedures, standards and limitations hereinafter set out, hear, review and finally decide applications authorizing development of uses listed as special permit uses.
- B. Purpose. Special permits are those uses having some special impact or uniqueness which requires a careful review of their location, design, configuration and special impact to determine, against fixed standards, the desirability of permitting their establishment on any given site. They are uses that may or may not be appropriate in a particular location depending on a weighing, in each case, of the public need and benefit against the local impact and effect.
- C. Special permit requirements. Any special permit shall be granted only if evidence is presented which establishes that:
- (1) The proposed building or use will be in conformity with the general purpose, goals, objectives, standards and implementation strategies of the Comprehensive Plan, including the future land use plan, and this chapter.
 - (2) The proposed building or use will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, parking, essential services and other matters affecting the public health, safety and general welfare.
 - (3) The proposed building or use will not dominate the immediate vicinity, adversely affect property values in the neighborhood or be constructed, arranged or operated so as to interfere with the development and use of neighboring property in accordance with the applicable district regulations.