

Village of Schoharie - Planning Board Fee Schedule

The Village of Schoharie Board of Trustees adopted the following schedule of fees for the administration and processing of applications for major and minor subdivisions, special use permits, and site plan reviews. Prior to approaching the planning board, the applicant should pick up a project application from the Village Office to determine if a project falls within legal boundaries of Village of Schoharie law.

- MAJOR SUBDIVISION (5 or more lots) . . . \$50 per lot or dwelling
- MINOR SUBDIVISION (4 or fewer lots) . . . \$50 per lot or dwelling
- SPECIAL USE PERMIT . . . \$50
- SITE PLAN REVIEW . . . \$50 per lot or dwelling unit

State Environmental Quality Review (SEQR) or Use Variance Related Fees, etc.

In addition to the above-stated fees, the applicant shall reimburse the village for expenses incurred in the review of proposed actions. If the Board deems it necessary to enlist the expertise of a consultant to make an informed decision, reimbursement to the village for such services shall occur at cost.

Note: The Village Planning Board shall hold no public hearing nor take any action to endorse or approve any application until all applicable fees and reimbursable costs have been paid to the village, with receipt therefore proved to the Board.

Application for Site Development Plan Approval Village of Schoharie

Name of Application: _____

Description of Action: _____

Owner: _____

Name: _____ Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Applicant (if different from owner): _____

Name: _____ Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Subject Property: _____

Name or other identification of site (address): _____

Situated on the _____ side of _____ (Road) _____ (feet)

From the intersection of _____ (Road)

Tax map description _____

Section _____ Block _____ Lot _____

What are the ownership intentions, i.e., purchase options

What are the current land use of site (agriculture, commercial, undeveloped, etc.)

What are the proposed use(s) of site

What State and federal permits needed (list type and appropriate department)

What is the total site area (square feet or acres)

When do you anticipate starting construction _____

Will development be staged or in phases? _____

Please describe the current condition of site (buildings, brush, etc.)

Please Describe the character of surrounding lands (hamlet, forested, residenital, agriculture, wetlands, etc.) _____

What is the Estimated cost of proposed improvements on this property? _____

Describe the anticipated increase in number of residents, shoppers, employees, etc. (as applicable)

Describe proposed use, including primary and secondary uses; ground floor area; height; and number of stories for each building: (for residential buildings include the number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three- or more bedrooms) and number of parking spaces to be provided. For non-residential buildings, include total floor area and total sales area; number of automobile and truck parking spaces, and other proposal structures.) (Use separate sheet if needed)

Total gross floor area of Principal Building? _____

Size of accessory building? _____

Proposed setbacks? Front _____ Rear _____ Side _____

Number of parking spaces _____

Building Height? Feet _____ # stories _____

Is there an existing curb cut onto the site Yes No

Will the action require new curb cuts onto the street? Yes No

What street(s) will have the new curb cuts? _____

Are there existing buildings on site? Yes No

If so, please describe: _____

For the sketch plan conference with the Planning Board please attach a plan showing the following information

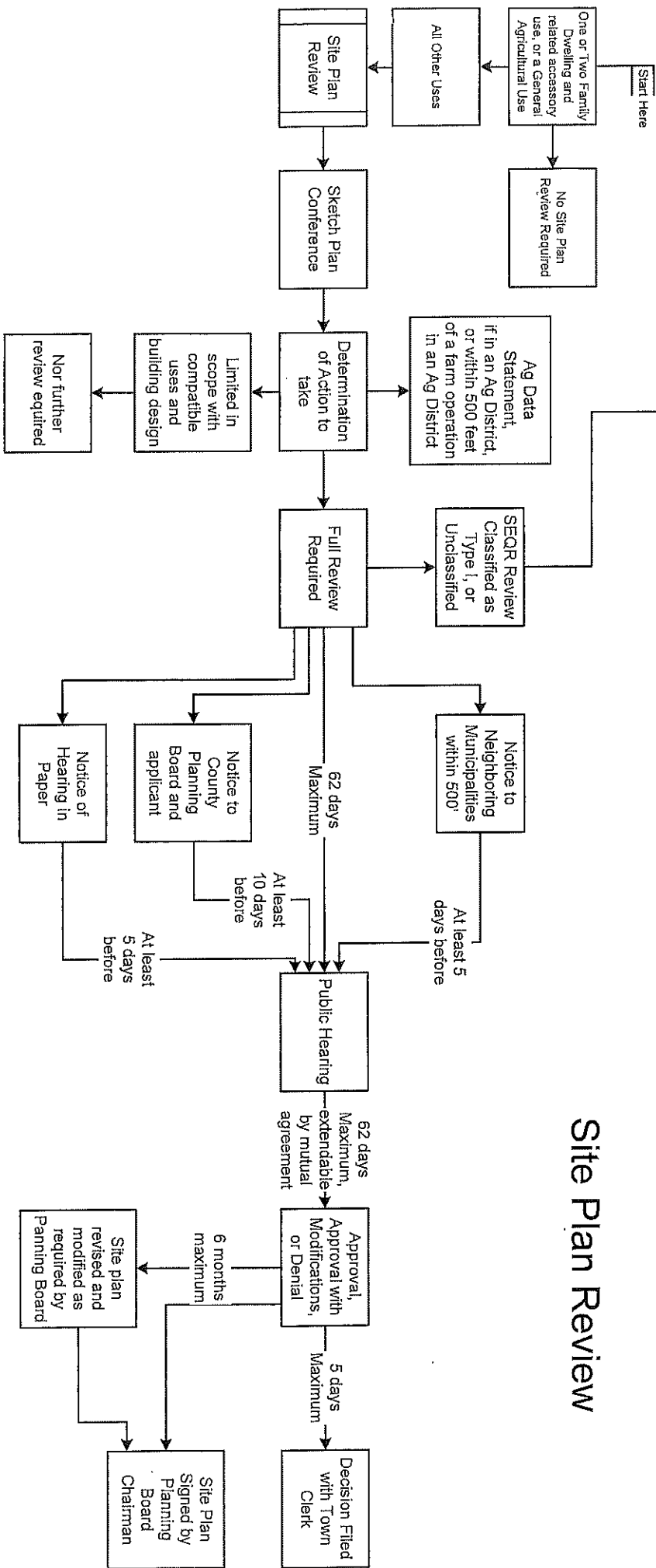
- a. A statement and rough sketch showing the locations and dimensions of principal and accessory structures, parking areas, access signs (with descriptions), existing and proposed vegetation, and other planned features; anticipated changes in the existing topography and natural features; and, where applicable, measures and features to comply with flood hazard and flood insurance regulations;
- b. An area map showing the parcel under consideration for site plan review, and all properties, subdivisions, streets, rights-of-way, easements and other pertinent features within 200 feet of the boundaries of the parcel; and
- c. A topographic or contour map of adequate scale and detail to show site topography.
- d. A sketch showing locations of natural features such as wetlands, streams, or lakes.

For the site plan application, please attach the following information, except as may be waived by the Planning Board:

- a. Title of site plan, including name and address of applicant, and person responsible for preparing such drawing.
- b. North arrow, scale and date.
- c. Boundaries of property plotted to scale.
- d. Location, size, and existing use of buildings on premises.
- e. Location and ownership identification and address for all adjacent lands as shown on the latest tax records.
- f. Location, name and width of all existing public streets, easements, other reservations of land or areas dedicated to public use within 500 feet of the applicant's property.
- g. Location, width, and identification of all existing and proposed rights-of-way, easements, setbacks, reservations, and areas dedicated to public use on or adjoining the property.
- h. Grading and drainage plans showing existing and proposed contours and water course within, and extending 50 feet beyond, applicant's property, and soil erosion and sediment control plan if required by DEC or other local statutes or regulations (See requirements of Article D (6)(b)).
- i. Location, design, type of construction, and exterior dimensions of all proposed buildings and structures.
- j. Identification of the amount of gross floor area, proposed division of building into units of separate occupancy and hours of operation for retail sales and services offices and other commercial or industrial facilities.
- k. Location, design, type of construction, and area of all parking and truck loading areas (including number of parking spaces) showing access and egress.
- l. Provision for pedestrian access, including public and private sidewalks, if applicable.
- m. Location of outdoor storage and solid waste disposal, and location and description of any hazardous materials to be used or stored on site.
- n. Location and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences.
- o. Description of the method of sewage disposal and the location of such facilities, including the location of the collection system.
- p. Description of the method of securing water, location of such facilities, design and construction materials, approximate quantity of water required and location of distribution system.
- q. Location of fire lanes and other emergency zones, including the location of fire hydrants, if required.
- r. Location, size, design and type of construction of all proposed signs.
- s. Location and design of existing and proposed outdoor lighting facilities.
- t. General landscaping plan and planting schedule.
- u. Identification of any permits from other governmental bodies required for the project's execution and a record of applications and approval status of all necessary permits from federal, state, county and local agencies.

- v. Estimated project construction schedule.
- w. Other elements integral to the proposed development as may be specified by the Planning Board at the sketch plan conference.
- x. State Environmental Quality Review Act (SEQRA) Environmental Assessment Form.
- y. Elevation and façade treatment plans of all proposed structures, if required.
- z. Any pertinent natural features that may affect the proposed use such as water courses, swamps, wetlands, wooded areas, areas subject to flooding, steep slopes (more than 15%), areas of frequent outcrops, etc.

Site Plan Review



SCHOHARIE COUNTY AGRICULTURAL DATA STATEMENT

Instructions: *This form must be completed for any application for a special use permit, site plan approval, use variance, or subdivision approval requiring municipal review that would occur on property located in an agricultural district or within 500 feet of a farm operation located in a NYS Department of Ag. & Markets certified Agricultural District.*

Town/Village of: _____

Date: _____

Applicant Name: _____

Applicant Address: _____

Owner Name (if different from applicant): _____

Owner Address (if different from applicant): _____

Type of Application:

_____ **Special Use Permit**

_____ **Site Plan Approval**

_____ **Use Variance**

_____ **Subdivision Approval**

Tax Map Number(s) of Parcel (s) involved in application: _____

Description of Proposed Project: _____

Check with your local assessor if you do not know the following:

Is the parcel within an Agricultural District? _____ **NO** _____ **YES**

Agricultural District Number: _____

Is this parcel actively farmed? _____ NO _____ YES

List Names and Addresses of all land owners in Agricultural Districts within 500 feet of your proposed project (*Attach additional sheets if necessary*)

Name: _____ Address: _____ _____
Is the parcel actively farmed? (<i>Please circle</i>) Yes NO

Name: _____ Address: _____ _____
Is the parcel actively farmed? (<i>Please circle</i>) Yes NO

Name: _____ Address: _____ _____
Is the parcel actively farmed? (<i>Please circle</i>) Yes NO

Name: _____ Address: _____ _____
Is the parcel actively farmed? (<i>Please circle</i>) Yes NO

Name: _____ Address: _____ _____
Is the parcel actively farmed? (<i>Please circle</i>) Yes NO

Signature of applicant: _____

Signature of Owner (*if other than applicant*): _____

Reviewed by: _____ **Date:** _____

Notice to Clerk of the Town/Village Board, Planning Board and Zoning Board of Appeals: *A copy of this agricultural data statement must be sent to the property owners identified above. The applicant shall pay the cost for this mailing to the town/village at the time the application is submitted for review. Failure to pay at such times means the application is not complete and cannot be acted upon by the respective Board*

The Planning Board, Zoning Board of Appeals, Town Board, or Village Board of Trustees shall evaluate and consider the agricultural data statement in its review of the possible impacts of the proposed projects upon the functioning of farm operations within such agricultural district.

Revised 12.09

Village of Schoharie Major Subdivision Preliminary Plat Data Checklist

(See Section 6-6.4 and 6-6.10 of the Land Use Law)

SEVEN COPIES OR MORE AS NEEDED OF THE APPLICATION AND THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION AT LEAST 10 DAYS PRIOR TO THE REGULAR MEETING OF THE PLANNING BOARD. THE APPLICATION SHALL ALSO INCLUDE:

- _____ 1. Conditions of dedication of areas proposed to be dedicated to public use.
- _____ 2. Preliminary design of bridges and culverts.
- _____ 3. Grading plan
- _____ 4. Drainage system plan and stormwater management plan.
- _____ 5. Draft of any protected covenants proposed by applicant.
- _____ 6. Full Environmental Assessment Form or Draft Environmental Impact Statement.
- _____ 7. Fee as established by Village Trustees and completed agreement executed by the applicant to reimburse the Village of all professional fees.

UNLESS WAIVED BY THE PLANNING BOARD, THE MAJOR PRELIMINARY SUBDIVISION PLAT SHALL BE ON ONE SHEET AND NO SMALLER THAN 50' TO THE INCH AND SHALL CONTAIN:

- _____ 1. Standard title block, key map, North arrow, and map scale.
- _____ 2. All existing and proposed property lines showing the relation of the Plat to abutting property and to the Street(s) on which the Plat abuts, building set back lines, and easement and right-of-way lines with dimensions.
- _____ 3. All monuments, iron pipes and bench marks, accurately located and of a type approved by the Planning Board.
- _____ 4. Names of owners of all adjacent properties.
- _____ 5. Street rights-of-way and widening of rights-of way within the subdivision and within two hundred (200) feet of its boundaries, including name and right-of-way width and location; type, width and elevation of surfacing; any legally-established centerline elevations including those at intersections and other critical points; and culverts.
- _____ 6. The width and location of any existing streets or public ways within the area to be subdivided, and the width, location, grades, paving and street profiles of all streets or public ways proposed by the applicant.

- _____ 7. All property reserved by the owner or dedicated to the public use and the conditions of such dedication.
- _____ 8. The proposed use and number of each lot.
- _____ 9. Watercourses, marshes, wetlands (regulated or non-regulated), rock outcrops and other important land features, within the subdivision or within two hundred (200) feet of its boundaries.
- _____ 10. Any proposed park or playground.
- _____ 11. Subsurface data in accordance with applicable state and local requirements, including date, location and graphic representation of findings for all test holes, location and results of percolation and other tests to ascertain subsurface soil, rock and groundwater conditions, and depth of ground water unless pits are dry at a depth of five (5) feet.
- _____ 12. All waste water disposal systems, storm drainage facilities, and water supply facilities which shall be designed to meet the minimum specifications of these regulations, the Village and State authorities.
- _____ 13. All utility lines, including but not limited to telephone lines, electric lines, gas lines, water transmission lines and cable television lines.
- _____ 14. Contour lines with intervals of ten (10) feet or less as required by the Planning Board including elevations on existing roads. If natural contours are to be changed more than two (2) feet, a grading plan, with contour intervals of two (2) feet must be included.
- _____ 15. Standards of accuracy noted on the map and certified by a land surveyor registered in New York State or a professional engineer licensed in New York State.
- _____ 16. The Major Subdivision Final Plat shall contain the signature and seal of a professional engineer and of a land surveyor.

Village of Schoharie Minor Subdivision Plat Data Checklist

(See Section 6-5.3 of the Land Use Law)

SEVEN COPIES OR AS MANY AS NEEDED, OF THE APPLICATION AND THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION AT LEAST 10 DAYS PRIOR TO THE REGULAR MEETING OF THE PLANNING BOARD. UNLESS WAIVED BY THE PLANNING BOARD, THE MINOR SUBDIVISION PLAT SHALL BE ON ONE SHEET AND NO SMALLER THAN 50' TO THE INCH AND SHALL CONTAIN:

- ____ 1. All information contained on the sketch plan.
- ____ 2. Standard title block, key map, North arrow and map scale.
- ____ 3. All monuments, iron pipes, and benchmarks.
- ____ 4. The width and location of any existing streets or public ways and within the subdivision and within two hundred (200) feet of its boundaries and any culverts in the streets.
- ____ 5. All property reserved by the owner or dedicated to the public use and the conditions of such dedication including but not limited to right-of-ways, easements, deed restrictions, or plat notes.
- ____ 6. Subsurface data including date, location and graphic representation of findings for all test holes, location and results of percolation and other tests.
- ____ 7. All waste water disposal systems, storm drainage facilities, and water supply facilities.
- ____ 8. The original signature and seal of a professional engineer or land surveyor along with the date of the completion of the field survey and the name of the subdivision, if any.

The Planning Board may also require other information as decided at the Sketch Plan Review:

- ____ 9. Offer of land dedication in a form approved by the Village Board for land in easements, parks and playground areas.
- ____ 10. Copies of all applications for approval of the proposed water supply and wastewater disposal facilities, connections or other permits required for the project.
- ____ 11. Final design of bridges and culverts.
- ____ 13. Drainage system plan, erosion and sediment control plan, or both.
- ____ 14. A certificate of the County Treasurer, School Tax Collector, or of an abstract of title

company or attorney stating that all taxes, tax liens or any special benefit assessments affecting the subject property have been paid.

Village of Schoharie Sketch Plan Data Checklist for All Subdivisions and Lot Line Adjustments

(See Section 6-3.2 of the Land Use Law)

THREE COPIES OF THE APPLICATION OR MORE AS NEEDED AND THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION AT LEAST 10 DAYS PRIOR TO THE REGULAR MEETING OF THE PLANNING BOARD. THE SKETCH PLAN SHALL BE ON ONE SHEET AND NO SMALLER THAN 200' TO THE INCH.

- _____ 1. Tax map section, block and lot number(s).
- _____ 2. All existing streets within 300 feet of the property.
- _____ 3. Distance to nearest existing street intersection.
- _____ 4. Relationship of the property to be subdivided to the entire tract of land.
- _____ 5. Existing structures on property and property setback dimensions.
- _____ 6. Approximate location of existing or proposed water supply and wastewater disposal systems.
- _____ 7. Statement of soil conditions according to the Schoharie County Soil Survey.
- _____ 8. Description of utilities that are available to serve the lots.
- _____ 9. Proposed layout of lots including lot dimensions and acreage of each.
- _____ 10. Proposed building envelopes for house(s) and structures.
- _____ 11. Proposed location of driveway(s).
- _____ 12. Proposed streets.
- _____ 13. Existing wooded areas, parks, playgrounds, open space and other important land features.
- _____ 14. All apparent watercourses, floodplains, and wetlands.
- _____ 15. All apparent historic structures, archaeological sites, cemeteries, and other features of local community importance.
- _____ 16. Completed SEQRA Environmental Assessment Form.
- _____ 17. Fee as established by the Village Trustees.



Memo

To: Applicants for Sub-Division Maps
From: Indy Jaycox, Schoharie County Clerk
Date: 2011
Re: After being Approved for a Sub-Division

**ALL SUB-DIVISION MAPS NEED TO BE FILED AT THE COUNTY CLERK'S OFFICE WITHIN
62 DAYS OF APPROVAL BY THE PLANNING BOARD.**

Planning Board - - -

1. Gives approval to property owner
2. Chair of Planning Board stamps one **Mylar Copy** and two **Paper Copies**

- If property is in a Town, owner needs the **Town Tax Collector** to sign, on all maps, that taxes are paid (Dates to do this are: **JAN to MAY**)
- If property is in a Village, owner needs the **Village Tax Collector** to sign, on all maps, that taxes are paid (Dates to do this are: **JUNE to AUG**)
- If School Taxes are being collected, (Dates to do this are: **SEPT to OCT**) then all maps must be signed by the **School Tax Collector** that taxes are paid
- Owner must bring the signed maps to the County Office Building
 - First, to the Real Property Tax Services Office for their sticker
 - Second, to the Treasurer's Office, where a fee will be collected (currently \$10.00)
 - Third, to the County Clerk's Office, where a fee will be collected (currently \$10.00) and the maps will be filed

****** NOTE: If the Sub-Division is 5 or more lots, of less than 5 acres each, then the Health Dept. must also provide approval BEFORE the maps can be filed with the County Clerk's Office ******

You will find the following offices at the Schoharie County Office Bldg., 284 Main St., Schoharie, NY 12157:

REAL PROPERTY TAX SERVICES (518) 295-8349

COUNTY TREASURER - - - MAP FEE \$10.00 (518) 295-8386

COUNTY CLERK'S OFFICE - - - MAP FEE \$10.00 (518) 295-8316

HEALTH DEPT. (518) 295-8365



COUNTY CLERK'S OFFICE OF SCHOHARIE COUNTY

P.O. BOX 549, 254 MAIN STREET, SCHOHARIE, NY 12157



M. INDICA JAYCOX
-COUNTY CLERK-

COUNTY CLERK'S OFFICE
(518) 295-8316 / FAX (518) 295-8338

DEPARTMENT OF MOTOR VEHICLES
(518) 295-8317 / FAX (518) 295-8484

LAWRENCE J. CAZA
-EXECUTIVE DEPUTY CLERK-
RECORDS MANAGEMENT / ARCHIVES
(518) 296-8385 / FAX (518) 295-8444

2011

Town and Village Planning Boards
Of Schoharie County

Dear Board Chair:

Many property owners who come to the County Clerk's Office to file Sub-Division Maps are in need of guidance. My staff has put together a quick handout, which you may copy, that can be given to applicants for Sub-Division Maps to help them better understand the process.

At a glance:

Planning Board - - -

1. Gives approval to property owner
2. Chair of Planning Board stamps one Mylar Copy and two Paper Copies
3. Board tells property owner they have 62 days from approval date to file map with the County Clerk's Office

Planning Board Instructs Property Owner on How To File a Map - - -

1. If property is in a Town, owner needs the **Town Tax Collector** to sign, on all maps, that taxes are paid (Dates to do this are: JAN to MAY)
2. If property is in a Village, owner needs the **Village Tax Collector** to sign, on all maps, that taxes are paid (Dates to do this are: JUNE to AUG)
3. If School Taxes are being collected (Dates to do this are: SEPT to OCT) then all maps must be signed by the **School Tax Collector** that taxes are paid
4. Owner must bring the signed maps to the County Office Building
First, to the Real Property Tax Services Office for their sticker
Second, to the Treasurer's Office, where a fee will be collected (currently \$10.00)
Third, to the County Clerk's Office, where a fee will be collected (currently \$10.00) and the maps will be filed

**** NOTE: If the Sub-Division is 5 or more lots, of less than 5 acres each, then the Health Dept. must also provide approval BEFORE the maps can be filed with the County Clerk's Office ****

**Application for Special Use Permit Approval
Village of Schoharie**

Name of Application: _____

General Description of Action:

Owner:

Name: _____ Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Applicant (if different from owner):

Name: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Subject Property:

Name or other identification of site (address): _____

Situated on the _____ side of _____ (Road) _____ (feet)

From the intersection of _____ (Road)

Tax map description:

Section _____ Block _____ Lot _____

What is the nature of the use being proposed? Please describe (Attach additional sheets if necessary, along with the site plan or sketch map).

Is a site plan approval also required for proposed land use? ___ Yes ___ No

(If a site plan is also required, please fill out the Site Plan Application and submit together with this Application so they can be processed together.)

What is the current land use of the site (commercial, underdeveloped, etc.)

What other local, county, state or federal permits are needed (list type and appropriate department)

What is the total site area? (square feet or acres) _____

When do you anticipate starting construction? _____

How long will construction take? Will development be staged or in phases?

Please describe the current conditions of the site (buildings, brush, etc.) _____

Please describe the character and land uses of adjacent lands _____

What is the Estimated cost of proposed improvements on this property? _____

Describe the anticipated increase in number of users to this site, traffic increases, changes in hours of operation, etc. (as applicable)

Describe proposed use, including primary and secondary uses; ground floor area; height; and number of stories for each building:

How many parking spaces are proposed? _____

What will be the hours of operation? _____

Will this use produce any traffic increases, noise, dust, odors, or release of harmful substances, glare or other potential nuisances? Yes No If yes, please describe:

Will any outside lighting be required? Yes No If yes, please describe:

Have you filled out and attached Part I of either the Short or Full Environmental Assessment Form?

Yes No

Have adequate utilities, access roads, drainage and/or necessary facilities been or are being provided? If yes, please explain:

Have adequate measures been or will be taken to provide ingress or egress as to minimize traffic congestion in the public street? If yes, please explain:

If you have any additional comments, please attach them on a separate sheet of paper.

Summary of Special Use Permit Process

1. Applicant submitted to CEO.
2. Application to the Planning Board / FEES
3. Schedule an information meeting
4. SEQRA
5. Referral to the County for 30-day review.
6. Public Hearing within 62 days of complete application
7. Minor project has 30 days from hearing for decision; Major projects have 62 days after hearing for decision (by resolution).
8. Decision is filed, in writing with Village Clerk within 5 days.
9. All major projects also must have site plan review approval; some minor ones are too. Combine processes and application materials in that case.

Summary of Site Plan Process

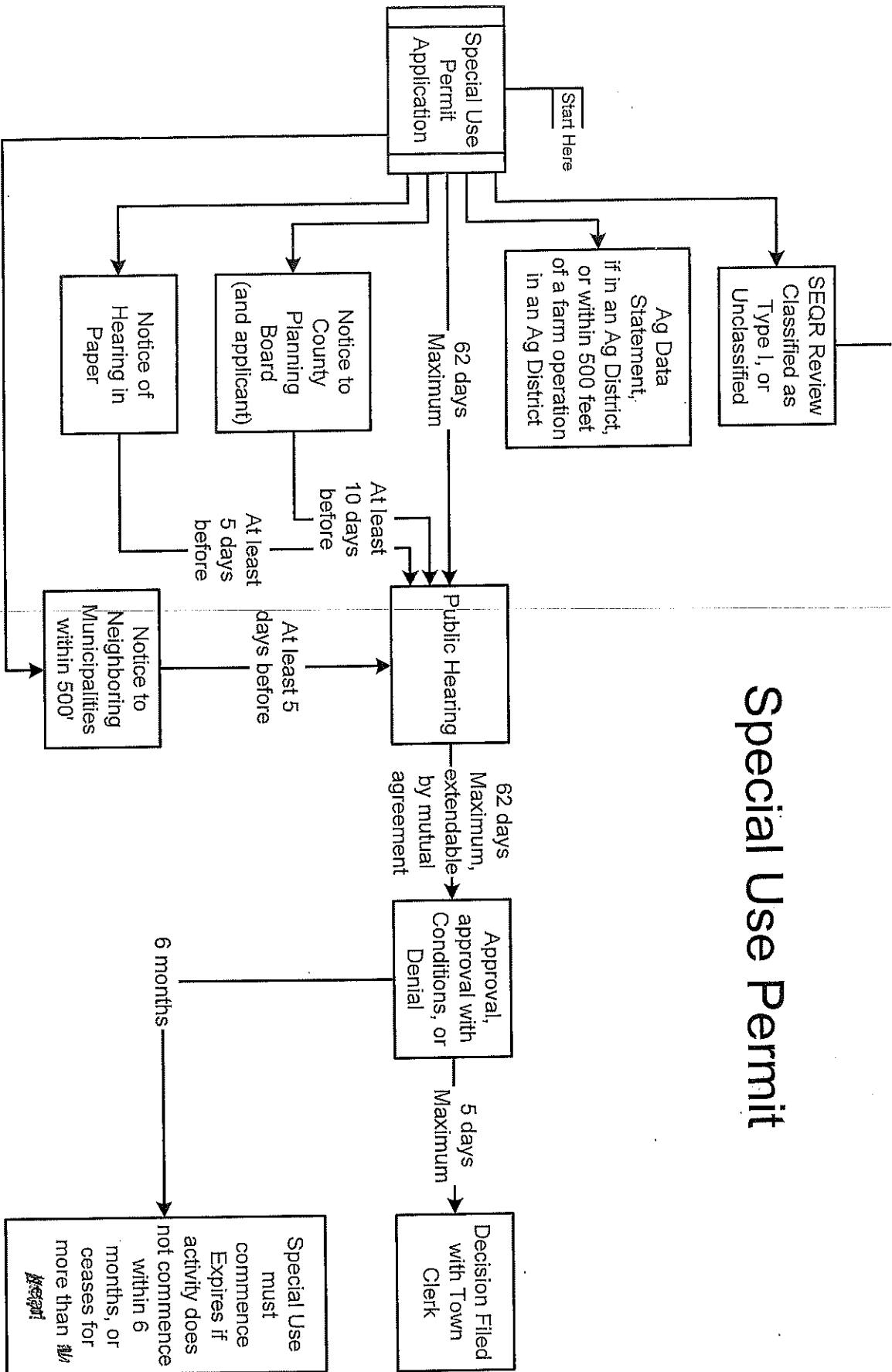
1. Applicant schedules pre-application meeting with Planning Board to discuss project
2. Application to Village Clerk for Planning Board with Fee, Application Form, Information from 5-2 unless waived by Board, plus 5-4 materials
3. Planning Board Determines if it is a Minor or Major Project
4. Major Site Plan Steps
 - a. SEQRA (Full EAF); determine if Escrow is needed
 - b. Schedule Public Hearing within 62 days application is received; Notice 10 days before hearing
 - c. Send to Schoharie County for 30-day review
 - d. Board makes decision within 62 days via resolution; Chairman stamps site plan (as per 5-4.5 (D). Incorporate what is needed from Special Use Section.
 - e. File decision with Village Clerk; mail copy to applicant
5. Minor Site Plan Steps
 - a. SEQRA (Short Form)
 - b. Decide to hold hearing or not
 - c. Send to County for review
 - d. Make decision within 62 days of receipt of complete site plan application. Incorporate what is needed from Special Use Section.

Summary of Subdivision Review Process

1. Pre-application meeting with applicant – informal discussion
2. Sketch Plan Meeting – Planning Board classifies project as lot line adjustment, minor or major subdivision; determines what information shall be included in the final subdivision plat application. Planning Board has 62 days to classify application and determine what information they will require.

3. Applicant makes complete submission including application form, fee, plat maps as required by the Planning Board.
4. Lot Line Adjustment
 - a. 62 days after receiving complete application, Board makes decision
 - b. If approved, makes written determination and files with Village Clerk
5. Minor Subdivision
 - a. After sketch plan and classification, applicant makes complete application.
 - b. Application referred to County for 30-day review
 - c. SEQRA
 - d. Public Hearing within 62 days of complete application (see page 82)
 - e. Decides on project within 62 days of hearing via resolution; Certify plat by Chair of Board; copy filed with Village Clerk within 5 days and applicant. If conditions are required, include list of conditions with mailing. Applicant files plat with County. That filing requires a signed map and perhaps a deed.
6. Major Subdivision
 1. Preliminary Plat Process (page 86 – 87)
 - a. Applicant applies for preliminary plat, with fee and appropriate materials as agreed in the sketch plan phase.
 - b. referral to the County for 30-day review.
 - c. SEQRA
 - d. Public Hearing within 62 days of completed preliminary plat
 - e. Decision within 62 days of hearing via resolution. Note that if no action is taken the preliminary plat is automatically approved.
 - f. Copy of resolution of decision filed with Village Clerk within 5 days.
 - g. Final plat must be submitted within 6 months of the preliminary approval unless an extension is given by the Planning Board. If no final plat is filed, the preliminary approval is revoked.
 2. Final Plat Process
 - a. Applicant submits final plat application and fee if one exists
 - b. If the final plat is in substantial agreement with the preliminary plat, approve or conditionally approve or disapprove within 62 days after submission.
 - c. If final plat is not in substantial agreement with the preliminary plat, Board must hold a hearing within 62 days. A decision must be made within 62 days of the hearing. Default approval if the Board does not meet those time frames or does not extend the time frames.
 - d. After decision, final approval, filing, stamping, etc.
7. Flexible Site Plan Process (Page 100 – 107) – allows for flexibility in lot size and arrangement with permanent preserved open space.

Special Use Permit



24 Months

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)