

## **SITE PLAN PROCEDURE**

- 1. Meet with Codes officer to determine need for Site Plan review as prescribed in the Town Code. Codes Officer will provide applicable code section and list of requirements, applications, documents etc.**
- 2. Ask Town Clerk to be placed on the agendas of the Planning Board.**
- 3. Applicant will return completed forms with back up documentation to Codes Officer at least two Weeks before Planning board meeting. Codes Officer will review package for completeness and work with applicant. If County Planning review is required, it may require up to thirty days for review and recommendation. Town Clerk will make applicant aware of date and time of Planning Board meeting.**
- 4. Planning Board may require a public hearing.**
- 5. If Planning Board approves site plan, applicant will resubmit Building, Zoning permit applications to Codes Officer for approval and issuance.**

# APPLICATION TO PLANNING BOARD/ZONING BOARD OF APPEALS

## TOWN OF LENOX

Fee for Variance application- \$30.00

Paid \_\_\_\_\_

Date of application \_\_\_\_\_.

Application # \_\_\_\_\_

For:

1. Interpretation of Zoning Ordinance, Variance: Code section \_\_\_\_\_
2. Site plan approval \_\_\_\_\_
3. Special use permit: Section \_\_\_\_\_
4. Area/Use Variance: \_\_\_\_\_
5. Appeal of Interpretation or action of Zoning Officer: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner of Property: \_\_\_\_\_

Address of Owner: \_\_\_\_\_  
\_\_\_\_\_

Applicant (if different): \_\_\_\_\_

Address: \_\_\_\_\_

Phone, Email: \_\_\_\_\_ Tax ID of Property: \_\_\_\_\_

Justification for request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner shall provide supporting material to include: Plans, maps or any other documents relevant to this request.

Signature of Property Owner \_\_\_\_\_

# 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.

<b>Part 1 – Project and Sponsor Information</b>			
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?			NO
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.			YES
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO
If Yes, list agency(s) name and permit or approval:			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, are adjoining or near the proposed action:			
5. <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,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<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?	NO	YES	
If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services 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 the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<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?	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

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 plan?	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,	NO	YES
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	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"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		

Project:

Date:

## *Short Environmental Assessment Form*

### *Part 2 - Impact Assessment*

**Part 2 is to be completed by the Lead Agency.**

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:	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
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"/>

Project: Date: 

### ***Short Environmental Assessment Form***

#### ***Part 3 Determination of Significance***

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.

- ☐ 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.
- ☐ 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.

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 Name of Lead Agency

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 Date

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 Print or Type Name of Responsible Officer in Lead Agency

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 Title of Responsible Officer

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 Signature of Responsible Officer in Lead Agency

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 Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**

## APPLICATION FOR ZONING PERMIT

### INSTRUCTIONS

- A. This application **must** be typewritten or completed in ink and submitted to the Town Hall or the Code Enforcement Officer.
- B. All applications must include a site plan. Use survey map where possible. Locate clearly and distinctly all buildings whether existing or proposed and indicate all setbacks with dimensions from property lines. Give lot dimensions according to deed and show location and name of address and street. Show the location of the waste water treatment system (septic) and the water source (well).
- C. Any commercial or industrial application is required to have site plan approval from the planning board.
- D. For construction less than 1500 sq. ft., Licensed Design Professional seal is preferred but not required. Plans must show the dimensions of the building, and dimensions to the property lines. The site plan must provide enough information that the proposed construction complies to the Town of Lenox or Village of Wampsville zoning regulations.
- E. The Codes Department will approve or disapprove the plans within 10 business days.
- F. THE WORK COVERED BY THIS APPLICATION MAY NOT BE STARTED BEFORE THE ISSUANCE OF A ZONING PERMIT. A Zoning Permit shall be effective to authorize the commencement and completion of work in accordance with this application, with a valid Building Permit, plans and specifications on which it is based for a period of 12 months after the date of issuance. For good cause the enforcing officer may allow such extension of time, as he may deem reasonable. Where the work described in the application, plans and specifications is not completed within the period allowed by the permit or performed according to this application and any extension thereof, the enforcing officer may order the owner of the premises to remove any structure and fill any excavation which he shall deem detrimental to public health, safety or welfare.
- H. Upon the approval of the application, the Code Enforcement Officer will issue the zoning permit to the applicant together with other required permits.
- I. Notify the Code Enforcement Officer when work is ready for inspection. Refer to inspection schedule with permit.

Note: If you have questions call:

Josh Stagnitti  
Code Enforcement Officer  
Town of Lenox/Village of Wampsville  
205 S. Peterboro St.  
Canastota, New York 13032  
315-697-5575 Office  
315-697-5514 Fax  
Email: [tolcodes@cnyemail.com](mailto:tolcodes@cnyemail.com)

#### Office Hours

Monday thru Friday

8:00 a.m. To 4:00 p.m.



# ZONING PERMIT

APPLICATION NUMBER: _____	ISSUED DATE: _____
APPROVED BY: _____	ISSUED BY: _____
SIGNED: x _____ Zoning Officer	SIGNED: x _____ Administration
VARIANCE DATE: _____	ZONING DISTRICT: _____
OFFICIAL USE	

DATE: _____	TAX MAP NUMBER: _____
ADDRESS OF JOB SITE: _____	

NATURE OF WORK: _____
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PROPOSED USE: _____
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EXISTING USE: _____
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PROPERTY OWNERS NAME: _____
ADDRESS: _____
PHONE NUMBER: _____

APPLICANTS NAME: _____
ADDRESS: _____
PHONE NUMBER, EMAIL: _____

APPLICANTS SIGNATURE: x _____
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**When was the last time you tested your smoke or carbon monoxide detector??**

Town of Lenox, NY  
Friday, June 10, 2016

## Chapter 134. Zoning

### Article VII. Enforcement; Administration; Amendments

#### § 134-68. Review and approval of site plan.

- A. Issuance of building permits. The Planning Board shall review or approve with modifications all uses requiring site plan approval before issuance of a special permit and/or building/zoning permit. This process shall be in accordance with § 274-a, Subdivision 1, of the Town Law.
- (1) It will be the discretion of the Town of Lenox Planning Board if an applicant can have an expedited public hearing at the same time of the preliminary site plan review. The applicant must have all completed information on the site plan to the Board two weeks prior to the meeting in order for a public hearing to be advertised and for the Board members to review information.  
[Added 9-14-2015 by L.L. No. 3-2015]
- B. Submission of site plan and supporting data. The applicant shall submit a site plan and supporting data, including all of the following, unless waived by the Planning Board:
- (1) Survey of the property, showing existing features of the property, including contours, large trees, buildings, structures, streets, utility easements, rights-of-way, land use, zoning and ownership of surrounding property.
  - (2) Site plan showing proposed lots, blocks, building locations and land use area.
  - (3) Traffic circulation, parking and loading spaces and pedestrian walks.
  - (4) Landscaping plans, including site grading, landscape design and open areas.
  - (5) Preliminary architectural drawings for buildings to be constructed, including floor plans, exterior elevations and sections.
  - (6) Preliminary engineering plans, including street improvements, storm drainage systems, public utility extensions, water supply and sanitary sewer facilities.
  - (7) Engineering feasibility studies of any anticipated problems which might arise due to the proposed development, as required by the Planning Board.
  - (8) Construction sequence and time schedule for completion of each phase for buildings, parking spaces and landscaped areas.
  - (9) A description of the proposed uses, including hours of operation, number of employees, expected volume of business and type and volume of traffic expected to be generated.
  - (10) Campgrounds will also show:

- (a) The number, location and size of all lots and plots.
  - (b) The location and width of roadways and walkways showing the type of construction.
  - (c) The location of service buildings and other structures.
  - (d) The location of water and sewer lines and other utilities, lighting and electrical systems.
  - (e) Plans and specifications for the water supply, sewage disposal and refuse collection and disposal systems.
- C. Site plan approval. The Planning Board shall review the site plan and supporting data before approval or approval with stated conditions is given and take into consideration the following:
  - (1) Harmonious relationship between proposed uses and existing adjacent uses.
  - (2) Maximum safety of vehicular circulation between the site and street networks.
  - (3) Adequacy of interior circulation, parking and loading facilities, with particular attention to vehicular and pedestrian safety.
  - (4) Adequacy of landscaping and setbacks in regard to achieving maximum compatibility and protection to adjacent residential districts.
- D. Should changes or additional facilities be required by the Board, final approval of the site plan shall be conditional upon the satisfactory compliance by the owner to the changes or additions.
- E. Any owner wishing to make changes in an approved site plan shall submit a revised site plan to the Planning Board for review and approval.
- F. Performance bond as a condition of site plan approval. The Planning Board may require as a condition of site plan approval that the owner file a performance bond in such amount as it determines to be in the public interest, to insure that the proposed development will be built in compliance with the accepted plans.