

Application for Site Development Plan Approval

Preliminary ☐ Date _____
(Check appropriate box)

Final ☐ Date _____

Name of Proposed Development: _____

Applicant:

Name _____

Address _____

Telephone _____

Plans Prepared By:

Name _____

Address _____

Telephone _____

Owner: (if different)

Name _____

Address _____

Telephone _____

(If more than one owner, provide information)

Ownership Intentions, i.e., purchase options: _____

Location of Site: _____

Tax Map Description: _____

Section _____ Block _____ Lot _____

Current Zoning Classification: ___ AG-R ___ R-2 ___ R-1 ___ C ___ I ___ LC ___ FP

State and Federal Permits Needed (list type and appropriate department) _____

Proposed Use(s) of Site _____

Total Site Area (Square feet or acres) _____

Anticipated Construction Time _____

Will Development Be Staged? _____

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: \$ _____

Anticipate 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 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.
- Other proposal structures.

(Use separate sheet if needed)

Procedures and Standards for Site Plan Review:

Respond with answers to subjects 1-14.

1. Map of applicants entire parcel drawn to scale with North arrow and legend.
2. Title of drawing, including name and address of applicant and person responsible for preparing of such drawing.
3. A topographical map shall be required.
4. Grading, drainage and storm water management plans, showing watercourses and existing and proposed contours.
5. Location, proposed use and height of all buildings and effect on surrounding properties view sheds.
6. Location, design and construction materials of all driveways, parking and truck loading areas, showing access and egress.
7. Provision for pedestrian access.
8. Location for outdoor storage, if any.
9. Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, fences and utility lines.
10. Location of proposed potable water supply.
11. Description of the method for sewage disposal and location, design and construction materials of such materials.
12. Location, size, design and construction materials of all proposed signs.
13. General landscaping plan and planting schedule with location and proposed development of all buffer areas, including existing vegetative cover.
14. Location and design of outdoor lighting facilities and effects if any on surrounding properties.

NOTE: All of the above will be determined by specific District constraints and limitations.

Site Development Plan Review Checklist

Proposed Development:

Name _____

Applicant:

Name _____
Address _____

Telephone _____

Procedural Sequence:

Initial Contact With Enforcement Officer

Pre-submission Conference

Preliminary Application

Fee Paid: Amount \$ _____

Public Hearing Notice

Public Hearing

Tentative action: Approval
 Approval with Modifications
 Disapproval
 Resubmitted

Lapse Time for Final Approval

Final Application

Referral

Comments Returned

Final Action: Approval _____
 Approval with Modifications _____
 Conditions Satisfied _____
 Disapproval _____
 Resubmitted _____

Building Permit Granted

Performance Bond Required ☐ Yes ☐ No

Amount \$ _____

Period _____

Improvements Covered _____

Performance Bond Satisfied ☐ Yes ☐ No

Certificate of Occupancy Issued ☐ Yes ☐ No

Site Development Plan Review Checklist (Continued)

Technical Considerations	<u>Items Satisfied</u>
North arrow, scale, date	_____
Property boundary, dimensions & angles	_____
Easements & deed restrictions	_____
Names, locations, and widths of adjacent streets	_____
Land use, zoning, ownership and physical	
Improvements of adjacent properties	_____
Conformity with comprehensive plan	_____
Impact on environs:	
Land use	_____
Transportation	_____
Community facilities & services	_____
Aesthetics	_____
Environmental, i.e., air, water, noise, etc.	_____
Energy conservation	_____
Historic preservation	_____
Environmental impact statement	_____
Existing, on-site physical improvements	_____
Existing natural features:	
Geologic features	_____
Soil characteristics	_____
Topography	_____
Vegetation	_____
Hydrologic features	_____
Proposed developments:	
Grading and drainage plan	_____
Buildings and other structures	_____
Improvements such as parking, storage	
and recreation areas	_____
Vehicular and pedestrian ways	_____
Utility lines and appurtenances	_____
Outdoor lines and public address systems	_____
Outdoor signs	_____
Landscaping plans	_____
Architectural plans	_____
Materials specifications	_____
Construction schedule	_____

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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?			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
			<input type="checkbox"/>
			<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			NO
If Yes, list agency(s) name and permit or approval:			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 _____ acres			
or controlled by the applicant or project sponsor?			
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			

	NO	YES	N/A
5. Is the proposed action, 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 <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?	NO <input type="checkbox"/>	YES <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 <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?	NO <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <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 <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	NO <input type="checkbox"/>	YES <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		

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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <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.

- ☐ 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.

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