

Town of Bolton
**SITE PLAN REVIEW
APPLICATION**

Planning and Zoning Department
PO Box 355 (4949 Lakeshore Drive) Bolton Landing, NY 12814
Phone: (518) 644-2893 Fax: (518) 644-2476
e-mail: planning@town.bolton.ny.us

Site plan review application # _____

FEE: \$45.00

TYPE I TYPE II

1. Property Owner's Name _____ Phone: _____

Mailing Address _____

City, State, Zip _____

2. Representative's Name _____ Phone: _____

Mailing Address _____

City, State, Zip _____

3. Parcel Id: Section: _____ Block: _____ Lot: _____ Zone(s): _____

4. Property location (911 Address)*: _____

* If a 911 address is not available, please provide a description of how to find the property: _____

5. Present use of property: _____

6. Description of site plan proposal: _____

7. Easements or other restrictions on property (If yes, attach copy of deed): _____

8. Is the subject lot within 500 feet of a County or State right-of-way, park, municipal boundary or watershed draining into any County or State facilities, requiring review of the Warren County Planning Board:

() Yes

() No

9. Total site area (square footage or acreage) : _____

10. Anticipated construction time: Start: _____ Finish: _____

11. List any other required permits or approvals associated with proposal and their status (Lake George Park Commission, APA, DEC): _____

12. Existing condition of site (buildings, brush, open field, forest): _____

13. Character of surrounding lands (suburban, agricultural wetlands, water etc.): _____

14. Please provide the following information (use additional pages if necessary):

a) An estimated project construction schedule: _____

b) Proposed colors of siding and roof, and lighting if applicable: _____

c) Any additional information pertinent to your site plan request: _____

15. Ownership intentions, such as purchase options: _____

16. The following criteria must be met in order for the Planning Board to approve any Type I or Type II Site Plan Review:

A) Does the use comply with all other requirements of the zoning ordinance, including the dimensional regulation of the zoning district in which it is proposed to be located?

Explain: _____

-
-
- B) Is the use in harmony with the general purpose and intent of the zoning ordinance, specifically taking into account the location, character, and size of the proposed use and the description and purpose of the district in which such use is proposed, the nature and intensity of the activities to be involved in or conducted in connection with the proposed use, and the nature and rate of any increase on the burden of supporting public services and facilities which will follow the approval of the proposed use?

Explain: _____

- C) Would the establishment, maintenance or operation of the proposed use create public hazards from traffic, traffic congestion, or the parking of automobiles or be otherwise detrimental to the health, safety or general welfare of persons residing or working in the neighborhood of such proposed use, or be detrimental or injurious to the property and improvements in the neighborhood or the general welfare of the Town?

Explain: _____

- D) Would the project have an undue adverse impact upon the natural, scenic, aesthetic, ecological, wildlife, historic, recreation or open space to provide supporting facilities and services made necessary by the project – taking into account the commercial, industrial, education, residential, recreational or other benefits that might be derived from the project. In making this determination, the Planning Board shall consider those factors pertinent to the project contained in the development consideration set forth hereof, and in so doing, the Planning Board shall make a net overall evaluation of the project in relation to the development objectives and general guidelines set forth in Section 200-28 of this article.

Explain: _____

Prepared by _____ Date _____
Circle one: owner / representative

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			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
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?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing potable water: _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
b. Is the proposed action located in an archeological sensitive area?			
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	
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: _____			
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	
16. Is the project site located in the 100 year flood plain?	NO	YES	
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	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	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.

- 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)

Town of Bolton
Office of the Zoning Administrator

This page provides an Authorization to Act as Agent Form, Professional Review Fee Disclosure, Authorization for Site Visits, Other Permit Responsibilities and Agreement to Provide Required Documentation.

- 1) Complete the following if the owner of the property is authorizing an agent to appear on their behalf to present the application and speak on behalf of the proposed project:

Owner: _____

Designates: _____

Project Description: _____

As owners agent regarding:

Variances _____ Subdivision _____ Septic _____ All Permits _____
Site Plan _____ Cert. of Comp. _____ Storm Water _____

Tax Map #: Section _____ Block _____ Lot _____

- 2) Professional Review Fees: Bolton Code Section 150-13B and Stormwater and Erosion Control (Regulations) Section 125-13(c) provide that the Zoning Administrator or Planning Board may require that the applicant reimburse the Town of Bolton for “the actual costs of reasonable and necessary legal and technical assistance” for review of an application, review and the planning process may result in the assessment of the actual costs of engineering or other professional review, and the applicant agrees to pay same. **No permits shall be issued or subdivision plats signed pertaining to this parcel until all Town Engineering fees are paid in full.**
- 3) Authorization For Site Visits: The applicant hereby authorizes members of the Zoning Board of Appeals, Planning Board and employees of the Town of Bolton and their agents to enter the subject properties at reasonable times for the purpose of reviewing the application submitted.
- 4) Official Meeting Minutes Disclosure: Proceedings of meetings in review of an application upon acceptance by the board as its official minutes shall constitute the official record of board proceedings. Any claimed discrepancy between the official minutes shall be deemed the official, accurate record.
- 5) Further Permits: Each applicant is advised that construction, alteration and activities related to approvals reviewed and granted by the Town of Bolton may require additional approvals of other jurisdictions, which may include the Lake George Park Commission, Warren County Planning Board, Adirondack Park Agency, New York State Department of Health and other boards of review. The applicant has the responsibility to obtain all such permits.

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF AGENT: _____ DATE: _____

**PROCEDURES TO FOLLOW WHEN APPLYING FOR
SITE PLAN REVIEW
AND APPEARING BEFORE THE
PLANNING BOARD IN THE TOWN OF BOLTON**

PROCEDURES FOR APPLYING:

- 1) The application must be filled out in its entirety.
- 2) 10 completed sets are required. *(It is suggested that prior to making 10 sets, that the zoning administrator review the application, construction drawings and site plan for completeness).*
- 3) In the addition to the application the following must be included:
 - a) Name of owner(s) of record, if different from applicant.
 - b) Name of person or firm preparing the plan or map.
 - c) Current zoning classification of property, including exact zoning boundary if in more than one district.
 - d) Property boundary line plotted to scale. Distances, angles and area should be shown.
 - e) North arrow, scale and date
 - f) Locations, widths, elevations and names of existing and proposed adjacent streets.
 - g) Location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within and adjoining the property
 - h) Other requirements which the Planning Board might deem necessary, including but not limited to a licensed survey.
- 4) You must place the pink placard in a conspicuous place on the property as representation of the project/proposal that will be reviewed by the Planning Board or the Zoning Board of Appeals.
 - a) If the property is located off of the main road, post this card near the main road and contact this office for additional cards to be placed at the property. The board members will be visiting the site this month and it is hoped that the above referenced card will help aid them in locating the same.
 - b) You may want to cover it with some type of plastic to protect it from inclement weather.

ITEMS TO INCLUDE ON THE PLOT PLAN

The scale of the plot plan you are using, i.e. 1" = 20' (1 inch equals 20 feet), 1" = 50' (1 inch equals 50 feet), etc. It is very important that your plot plan be drawn to some type of scale and is accurate. A survey map works well, if available.

All structures, existing and proposed, must be accurately placed on your plot plan. **Dimensions of structures must include overhangs.**

Proposed parking, if applicable.

Proposed lighting, if applicable.

Proposed signage, if applicable.

The distances between your proposed construction and all property lines and watercourses. This helps determine setbacks.

Streams, ponds, lakes, etc., if applicable.

Right-of-ways and easements, if applicable.

Make certain that you know exactly where the edge of the State, County, or Town right-of-ways are located. You must contact the appropriate agency to determine this.

You may be asked to submit additional information as deemed necessary.

ITEMS TO INCLUDE WITH CONSTRUCTION DRAWINGS

Elevation drawings **drawn to scale.**

The scale of the construction drawing you are using. This is very important.

The height of the structure and overall dimensions, **including overhangs**, are to be physically shown on the drawings.

THE VARIOUS BOARDS FOR WHICH APPROVALS SHALL/MAY BE REQUIRED

All site plan review applications within the following thresholds are referred to the Warren County Planning Board for their review and comments:

- 1) Within 500 feet of the Town boundary;
- 2) Within 500 feet of an existing or proposed County or State park or recreation area, right-of-way, parkway, thruway, road or highway, stream, public building or institution.

It is mandatory that you or your representative attend the town Planning Board meetings. You will be notified of the date(s) on which your application will be heard. You must go to the podium and present your application.

PROJECT IDENTIFICATION

TOWN OF BOLTON
PLANNING BOARD

----- SITE PLAN REVIEW

NAME:-----

PLANNING OFFICE