

**APPLICATION FOR PRELIMINARY SITE PLAN REVIEW/LAND USE PERMIT**

Application Date: \_\_\_\_\_

Tax Parcel # \_\_\_\_\_

Name of Business/Project: \_\_\_\_\_ Located at: \_\_\_\_\_

Business Plan or Project Goal(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Required Permits (if applicable):  Health Dept.  Dept. of Motor Vehicles  Sign  Building Permit

Flood Hazard Area Development  Other (specify): \_\_\_\_\_

***\* Provide a map or sketch***

***\*All items on Site Plan Checklist (back) must be addressed or added to map or sketch.***

Will there be construction?  No (skip to name)  Yes, Type of: \_\_\_\_\_

No. of Stories \_\_\_\_\_ No. of units \_\_\_\_\_ No. of baths \_\_\_\_\_

Type of Heat \_\_\_\_\_ Sq. ft. – Basement \_\_\_\_\_ 1<sup>st</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_

The undersigned applies for permission to do the above, in accordance with ALL the laws & Regulations of the Town of Groton, New York, or others having jurisdiction, and affirms that all statements and information given herein are correct to the best of their belief.

Applicant's Name \_\_\_\_\_ Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Fax# \_\_\_\_\_ Applicant Signature \_\_\_\_\_

*Landowner Information (required if it is not the applicant)*

Name / Address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Fax# \_\_\_\_\_ Landowner Signature \_\_\_\_\_

Mail or bring application packet to Groton Town Clerk's Office PO Box 36, 101 Conger Blvd. Groton, NY 13073

Land Use Type: \_\_\_\_\_

Zone (circle one): RA L M1 M2 H I1 I2

Approved  Approved With Modifications  Denied Date \_\_\_\_\_

Public Hearing Date \_\_\_\_\_ Time \_\_\_\_\_

Signed: \_\_\_\_\_

Planning Board Chair

<b>For Office Use Only</b>	
Date Received	_____
Fees <2000 sq. ft. \$100.00	>2000 sq. ft. \$200.00
Paid	<input type="checkbox"/> \$100 <input type="checkbox"/> \$200
Receipt #	_____

## SITE PLAN CHECKLIST

*Please address all items on the following list.  
Where applicable show on the map and/or write a description on a separate sheet.*

Enlarged tax maps can be obtained through the Town Clerk's office or via the Assessment Dept. web site  
<http://www.tompkinscountyny.gov/assessment/online>

Indicate with N/A  
For Not Applicable

	a. Title block showing name of project, title of drawing, including name and address of applicant and person responsible for preparation of the drawing.
	b. North arrow, and drawing scale in graphic form, and date.
	c. Boundaries of the property plotted to scale
	d. Existing watercourses and water bodies, both natural and man-made, as well as wetlands..
	e. Proposed grading and drainage plan, showing existing and proposed contours.
	f. Size, location, construction materials and use of all existing and/or proposed buildings and structures, access drives, above and below ground utilities and other improvements to the site.
	g. Location and description of all existing vegetation on the site.
	h. Location of adjacent streets and highways, both public and private.
	i. Location, design, and construction materials of all parking and truck loading areas, showing access and egress.
	j. Provision for pedestrian access.
	k. Location, design of outdoor storage areas or facilities.
	l. Location, design, and construction materials of all existing or proposed site utilities and other improvements, including drains, culverts, retaining walls, fences and storm water facilities.
	m. Description of the methods of sewage treatment and disposal and location, design, and construction materials of such facilities.
	n. Description of the method of securing potable water and location, design, and construction materials of such facilities.
	o. Location of fire and other emergency zones, including the location of fire hydrants.
	p. Location, design, and construction materials of all energy distribution facilities, including electrical, gas, and solar or wind energy systems.
	q. Location, size, design, and construction materials of all proposed signs.
	r. A landscaping plan and plant materials schedule, including location and types of planting materials, and all buffer areas.
	s. Location and design of outdoor lighting facilities.
	t. Designation of the amount and location of building area proposed for each activity type.
	u. Other elements integral to the proposed development as considered necessary by the Planning Board, including identification of any Federal, State, or County permits required for the project's execution. ( As identified under Required Permits)

**If you have any questions or concerns on this matter please feel free to contact us at 898-4428 or 898-5035.**

# Town of Groton Agricultural Data Statement

Name and Address of applicant: \_\_\_\_\_

\_\_\_\_\_

Location of proposed action: \_\_\_\_\_

Name, address, telephone number (if known) and type of farm of owner (s) of land within the agricultural district which land contains farm operations (s) and upon which the project is proposed or which is located within 500 feet of the boundary of the property upon which the project is proposed:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Type of farm: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Type of farm: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Type of farm: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Type of farm: \_\_\_\_\_

Tax map or other map showing the site of proposed project relative to the location of farm operations identified to the Ag Data Statement.

Comment by presiding Board:

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<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? 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.			<b>NO</b>	<b>YES</b>
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:			<b>NO</b>	<b>YES</b>
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations?  b. Consistent with the adopted comprehensive plan?	<b>NO</b>	<b>YES</b>	<b>N/A</b>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<b>NO</b>	<b>YES</b>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	<b>NO</b>	<b>YES</b>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?  b. Are public transportation service(s) available at or near the site of the proposed action?  c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<b>NO</b>	<b>YES</b>	
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: _____ _____	<b>NO</b>	<b>YES</b>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____ _____	<b>NO</b>	<b>YES</b>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____ _____	<b>NO</b>	<b>YES</b>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?  b. Is the proposed action located in an archeological sensitive area?	<b>NO</b>	<b>YES</b>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	<b>NO</b>	<b>YES</b>	
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?	<b>NO</b>	<b>YES</b>	
16. Is the project site located in the 100 year flood plain?	<b>NO</b>	<b>YES</b>	
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 _____ _____	<b>NO</b>	<b>YES</b>	

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: _____ _____ _____	<b>NO</b>	<b>YES</b>
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: _____ _____ _____	<b>NO</b>	<b>YES</b>
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: _____ _____ _____	<b>NO</b>	<b>YES</b>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> 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?”

<div style="background-color: yellow; text-align: center; padding: 5px;"><b>THIS PORTION IS FOR THE PLANNING BOARD</b></div>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
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)