



TOWN OF HARRIETSTOWN  
39 MAIN STREET  
SARANAC LAKE NY 12983

## SITE PLAN REVIEW CHECKLIST

1. An area map showing the parcel under consideration for site plan review, and all properties subdivisions, streets, easements adjacent to the boundaries thereof. Such area map shall be oriented to the nearest street or road intersection.
2. A map of site topography at no more than ten (10) feet contour intervals. If general site grades exceed five (5) percent or portions of the site have susceptibility to erosion, flooding or ponding, a soils overlay and a topographic map showing contour intervals of not more than five (5) feet of elevation should additionally be provided.
3. Title of drawing, including name address of applicant and person(s) responsible for preparation of such drawing.
4. North arrow, scale and date.
5. Boundaries or the property plotted to scale.
6. Existing watercourse.
7. Grading and drainage plan, showing existing and proposed contours at an appropriate interval to be specified by the Development Administrator.
8. Location, proposed use and height of all;
9. Location, design and construction materials of all parking and truck loading areas, with access and egress drives thereto.
10. Provision for pedestrian access.
11. Location of outdoor storage if any.
12. Location, design, and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.
13. Description of the method of securing sewage disposal and location, design, and construction materials of such facilities.
14. Description of the method of securing water supply and location, design, and construction materials of such facilities'
15. Location of fire and other emergency zones, including the location of fire hydrants.

16. Location, design, and construction materials of all energy distribution facilities, including electrical gas and solar energy.
17. Location, size, design, and construction materials of proposed signage.
18. Location and proposed development of all buffer areas, including identification of existing vegetative cover.
19. Location and design of outdoor lighting facilities, including data regarding lighting levels both within the site and at site boundaries.
20. Designation of the amount of building area proposed for retail sales or similar Commercial activity so that the adequacy of parking and other factors may be reviewed.
21. General landscaping plan and planting schedule.
22. Other elements integral to the proposed development, as considered necessary by the Planning Board, including identification of any State or County permits required for the project's execution.
23. Completion of the Short Environmental Assessment Form (SEQR).
24. Architectural features, color, specified exterior siding material, and elevations.
25. Location and dimension of existing and proposed buildings.
26. Adjacent land uses and physical features to protect those uses.

**\*\*\* SUBMIT 6 COPIES OF COMPLETED APPLICATION INCLUDING THE ABOVE\*\*\***



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39 MAIN STREET  
SARANAC LAKE NY 12983

## SITE PLAN REVIEW APPLICATION

**FEE: \$210.00**  
**ALL APPLICABLE FEES ARE NON-REFUNDABLE**

### APPLICANT INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

### OWNER INFORMATION (If different than applicant)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

### PROJECT INFORMATION (Also see page 4)

Name of Project \_\_\_\_\_

Current Use \_\_\_\_\_

Proposed Use \_\_\_\_\_

Area of Proposed Structure \_\_\_\_\_

Area of Existing Structure(s) \_\_\_\_\_

Number of New Lots or Units (if applicable) \_\_\_\_\_

Estimated Total Project costs \_\_\_\_\_

Demolition Planned \_\_\_\_\_

Other Permits \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

# Site Plan Information Checklist

(A complete site plan will include all of the following)

- \_\_\_\_\_ Scale 1" = 20' or less
- \_\_\_\_\_ Existing Fences, walls, signs, and lighting.
- \_\_\_\_\_ North arrow
- \_\_\_\_\_ Zone District(s) including adjacent properties.
- \_\_\_\_\_ Building Location (exist / proposed)
- \_\_\_\_\_ All grading or drainage pattern changes
- \_\_\_\_\_ All existing or proposed utilities (water, sewer, power, telephone, etc.)
- \_\_\_\_\_ Lot lines with setbacks and dimensions (For subdivision areas)
- \_\_\_\_\_ Public use areas on adjoining properties
- \_\_\_\_\_ All existing or proposed easements.
- \_\_\_\_\_ Existing trees over 6" diameter or more, Water bodies, Wetlands, Major landscape features.
- \_\_\_\_\_ Existing or proposed dumpster and/or storage facility sites.
- \_\_\_\_\_ Fire and/or other emergency facilities locations.
- \_\_\_\_\_ General Landscaping Plan and Planting Schedule.
- \_\_\_\_\_ Building Elevations at no less than 1/8" = 1' (See app. B, Chart 3.4, Criteria 12-16)

The following additional information may be required by the planning board.

- \_\_\_\_\_ Floor area by use for existing and/or proposed structures.
- \_\_\_\_\_ Number of occupants and employees protected and as a result of this project.
- \_\_\_\_\_ Number of seats in restaurant, theatre, or similar facility.
- \_\_\_\_\_ Hours of operating for new commercial, institutional, or other use.
- \_\_\_\_\_ Existing traffic patterns or counts.
- \_\_\_\_\_ Projected traffic patterns or counts as a result of this project.

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## For Office Use Only

**Application fee paid:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Receipt number:** \_\_\_\_\_  
**Received by:** \_\_\_\_\_  
**Recorded:** YES \_\_\_\_\_ NO \_\_\_\_\_

## **PLANNING BOARD APPLICATION CHECKLIST**

- APPLICATION COMPLETED AND SIGNED BY PROPERTY OWNER, MAPS AND DESCRIPTION INCLUDED (6 COPIES)
- DIAGRAMS – INCLUDE LAYOUT, SIDE AND FRONT ELEVATIONS (6 COPIES)
- SEQR FORM COMPLETED (6 COPIES)
- LETTER OR COMMUNICATION, WHICH RESULTED IN APPLICATION TO THE ZONING BOARD OF APPEALS (IF APPLICABLE) (6 COPIES)
- LIST OF CONTIGUOUS PROPERTY OWNERS CONTAINING NAMES, TAX ID NUMBERS, PHYSICAL AND MAILING ADDRESSES
- FEE PAID - \$210.00 PER SINGLE PROJECT – ALL APPLICABLE FEES ARE NON-REFUNDABLE
- ORIGINAL RECIEPT WITH APPLICANT, DUPLICATE WITH PAYMENT
- NOTICE OF PUBLIC HEARING PUBLISHED IN ADIRONDACK DAILY ENTERPRISE 10 DAYS PRIOR TO THE HEARING DATE
- NOTICE APPLICANT AND ADJOINING PROPERTY OWNERS VIA CERTIFIED MAIL WITH RETURN RECIEPT
- NOTICE AND APPLICATION DOCUMENTS TO PLANNING BOARD MEMBERS
- HEARING DATE SET; PUT ON AGENDA FOR THAT MEETING
- NOTICE OF DECISION
- PERMIT ISSUED (IF APPROVED)

# 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? 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 <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval, or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:		NO <input type="checkbox"/>	YES <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. or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or 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?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<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? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<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	YES	
	<input type="checkbox"/>	<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	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
	<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?  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?	NO	YES	
	<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? 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: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<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?	<b>NO</b>	<b>YES</b>
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	<b>NO</b>	<b>YES</b>
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? <b>If Yes,</b> a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<b>NO</b>	<b>YES</b>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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: _____	<b>NO</b>	<b>YES</b>
	<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: _____	<b>NO</b>	<b>YES</b>
	<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? <b>If Yes, describe:</b> _____	<b>NO</b>	<b>YES</b>
	<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 _____		