

To: Applicant/Sponsor for Subdivision, Site Plan Review, or Lot-Line Adjustment

From: Town of Cape Vincent Planning Board

Enclosed are the guidelines and application forms for a subdivision, site plan review, or lot-line adjustment. If you have questions or require assistance with the application, please contact the Chair of the Planning Board by calling the Town Office 315 654-3660.

Depending upon the type of action you take, it is recommended that you purchase a copy of the Town of Cape Vincent Subdivision or Zoning Laws from the Town Office at 1964 NY State Rte 12E. These Laws can assist you in determining the application requirements and procedures followed by the Planning Board during the review process.

When you complete the application, you may drop it off to the Town Clerk or by mail at PO Box 915, Cape Vincent, NY 13618. If you wish to set up an appointment with the Chair of the Planning Board, please contact the Town Office 315 654-3660. Applications must be submitted to the Town at least eight days before the next regularly scheduled Planning Board meeting. Meetings are held the second Wednesday of each month at 7pm in the Recreation Park Building at 602 S. James Street, Cape Vincent.

Review fees are as follows:

| <b>ACTION</b>                                | <b>FEE</b> |
|----------------------------------------------|------------|
| Lot-Line Adjustment                          | \$75       |
| Subdivision (plus any additional legal fees) |            |
| Minor                                        | \$150      |
| Major (per lot)                              | \$200      |
| Site Plan Review                             | \$250      |

The Planning Board has the right to require the applicant to establish a discretionary fund based upon the nature of the project.

Consultation fees, if any, may be added to the cost of the review. The fee must be submitted with the application, payable to the Town of Cape Vincent.

# Town of Cape Vincent

## AGRICULTURAL DATA STATEMENT

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This Statement is to be submitted with all applications required for Site Plan Review approval, Use Variance, or Subdivision review for proposed projects occurring within an agricultural district or with 500 feet of a farm operation in an agricultural district (reference Town Law X.283-a\*). For information and maps regarding Cape Vincent's agricultural districts, contact the Planning Board or the Zoning Enforcement Officer.

This information will be used to evaluate the possible impacts of the proposed project upon the farm operations within the agricultural district.

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**APPLICANT NAME:** \_\_\_\_\_

**ADDRESS & PHONE NUMBER:** \_\_\_\_\_

\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**PROJECT DESCRIPTION:** \_\_\_\_\_

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

List the name and address of all agricultural district farmland owners within 500' of the proposed project. Attach a tax map or clearly drawn map showing the proposed project location relative to the farm operations. Owners of land as identified in the Agricultural Data Statement will receive written notice of the proposed project. The Applicant is responsible for the cost of mailing the notice.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

\*Farm operation as defined by Agriculture and Markets Law, Article 25-AA, means the land used in agricultural production, farm buildings, equipment, and farm residential buildings.

# **Town of Cape Vincent**

## **Water and Septic Statement**

The following is an example of the Water and Septic Statement which, those wishing to subdivide must provide to the Planning Board at the time of application for a subdivision.

I, \_\_\_\_\_, will notify the buyer (or buyers) that the water supply may NOT be available by normal means, i.e., drilled well and that an alternate water system may be required.

I, \_\_\_\_\_, will notify the buyer (or buyers) that a Perk Test will be required in order to obtain a Building Permit and, if the Perk Test does not meet New York State Code, an alternate (other than normal leach field) system will be required.

# TOWN OF CAPE VINCENT

## SITE PLAN REVIEW APPLICATION

The application for site plan approval consists of Parts A and B, an Environmental Assessment Form as required by the State Environmental Quality Review Act (SEQRA), an Agricultural Data Statement, and the payment of application fees, as established by Resolution of the Town Board.

Refer to the Town Zoning Law for additional information and Site Plan Review criteria and process.

### PART A: PROJECT DESCRIPTION

Provide all information requested to assure a clear understanding of the proposed project. Attach supplemental information if necessary. Incomplete information may render the application incomplete.

1. Applicant(s) name, address, and telephone number:

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2. Owner(s) name, address, and telephone number, if not the same as applicant:

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3. Describe the proposed use of the site:

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4. Project Description: (Refer to sample Site Plan Drawing) Include photographs, if applicable.

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5. Site location: \_\_\_\_\_

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6. Total site area (square feet or acres): \_\_\_\_\_
7. Tax Map Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_
8. Zoning District property is located in: \_\_\_\_\_
9. List below Town, school, county, state, and federal permits/agreements i.e., road access, Department of Health, NYS Uniform Fire & Building Code, D.E.C., PILOTS.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
10. Attach a copy of the above-listed permits/agreements.
11. Describe infrastructure anticipated: (For example, water, sewer, power, roads)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
12. Anticipated construction schedule: \_\_\_\_\_
- \_\_\_\_\_
13. Current land use and condition of the project site (agricultural, commercial, undeveloped, residential, etc.):
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
14. Character of surrounding area (residential, agricultural, wetlands, etc.):
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
15. Anticipated number of residents, employees, shoppers, as is applicable:
- \_\_\_\_\_
16. Other project information necessary to adequately describe the project and inform the Zoning Enforcement Officer, Zoning Board of Appeals, and Planning Board:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Applicant Signature

Owner Signature

Date

## **SITE PLAN REVIEW APPLICATION, Cont.**

### **PART B. - SITE PLAN REVIEW DRAWING**

The intent of the site plan review drawing is to show the layout and design of the project on the site. At the pre-submission conference, the Planning Board may require that any or all of the following items be included on the site plan drawings. If no pre-submission conference is held, all of the following items are required on the site plan. Attach supplemental information if necessary.

1. Name of project, name and address of applicant and person responsible for preparing the site plan drawing.
2. Date, North point, written and graphic scale.
3. Boundaries of the project site drawn to scale, including distances, bearings, and areas.
4. Project Tax Map #Section, Block, Lot .
5. Location and ownership of all adjacent lands as shown on the latest tax records.
6. Location, name, width, and right-of-way of adjacent roads.
7. Location, width, and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use.
8. Location, size, and design of the following:
  - a. Existing and proposed structure(s)
  - b. Driveways and parking areas
  - c. Outdoor storage areas
  - d. Sidewalks or pedestrian paths
  - e. Drainage, sewage, and water facilities
  - f. Sign
  - g. Outdoor lighting
  - h. Landscaping or screening
  - i. Snow storage areas
  - j. Lot exclusion area
  - k. Vegetative buffers, screening and/or fencing.
9. Plans for controlling soil erosion and sedimentation during development.
10. Plans for grading and drainage showing existing and proposed contours of five-foot intervals.
11. Percentage of open space.
12. Designation of the amount of gross floor area and gross leasable area proposed for each non-residential use.
13. Other elements integral to the proposed development as considered necessary by the Planning Board.

# 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 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                      |
|                                                                                                                                                                                                            |  |            | <input type="checkbox"/> |
|                                                                                                                                                                                                            |  |            | <input type="checkbox"/> |
| 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                      |
|                                                                                                                                                                                                            |  |            | <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 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,<br>a. A permitted use under the zoning regulations?<br>b. Consistent with the adopted comprehensive plan?                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | NO<br><br><input type="checkbox"/><br><br><input type="checkbox"/>                                 | YES<br><br><input type="checkbox"/><br><br><input type="checkbox"/>                                 | N/A<br><br><input type="checkbox"/><br><br><input type="checkbox"/> |
| 6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | NO<br><br><input type="checkbox"/>                                                                 | YES<br><br><input type="checkbox"/>                                                                 |                                                                     |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?<br>If Yes, identify:                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | NO<br><br><input type="checkbox"/>                                                                 | YES<br><br><input type="checkbox"/>                                                                 |                                                                     |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels?<br>b. Are public transportation services available at or near the site of the proposed action?<br>c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?                                                                                                                                                                                                                                                                                             | NO<br><br><input type="checkbox"/><br><br><input type="checkbox"/><br><br><input type="checkbox"/> | YES<br><br><input type="checkbox"/><br><br><input type="checkbox"/><br><br><input type="checkbox"/> |                                                                     |
| 9. Does the proposed action meet or exceed the state energy code requirements?<br>If the proposed action will exceed requirements, describe design features and technologies:<br>_____                                                                                                                                                                                                                                                                                                                                                                                                                      | NO<br><br><input type="checkbox"/>                                                                 | YES<br><br><input type="checkbox"/>                                                                 |                                                                     |
| 10. Will the proposed action connect to an existing public/private water supply?<br>If No, describe method for providing potable water: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                               | NO<br><br><input type="checkbox"/>                                                                 | YES<br><br><input type="checkbox"/>                                                                 |                                                                     |
| 11. Will the proposed action connect to existing wastewater utilities?<br>If No, describe method for providing wastewater treatment: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NO<br><br><input type="checkbox"/>                                                                 | YES<br><br><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?<br>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<br><br><input type="checkbox"/><br><br><input type="checkbox"/>                                 | YES<br><br><input type="checkbox"/><br><br><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?<br>b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?<br>If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____<br>_____                                                                                                                                                                                              | NO<br><br><input type="checkbox"/><br><br><input type="checkbox"/>                                 | YES<br><br><input type="checkbox"/><br><br><input type="checkbox"/>                                 |                                                                     |



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