



Deposit Fee:

\$ _____

Application Fee:

\$ _____

TOWN OF CAZENOVIA • 7 ALBANY STREET • CAZENOVIA • NY 13035 • 315-655-9213

SITE PLAN APPLICATION

DEVELOPMENT & PROJECT DEPOSIT FEES SCHEDULE

Relative to: Local Law No. 3 - 2006 (adopted 10/2/06)

**The following fees must be placed on account with the
Town of Cazenovia at the time of application submittal.**

Site Plan Review Deposit Fee:

\$ 350.00

Site Plan Review Application Fee:

\$ 150.00

Escrow fees to offset legal, engineering, and other professional consultation expenses for any project before the Town of Cazenovia Boards (Town Board, Planning Board, Zoning Board of Appeals) are collected and placed in a separate escrow account at the time of application to the Board(s). The balance is returned to the applicant approximately 45 days after the completion of the project - or, if more funds are needed, a written request will be made.

The Development & Project Fee must be submitted in a separate check payable to the Town of Cazenovia.

In recent years, most Central New York towns and villages have enacted laws which require applicants for zoning relief to reimburse the municipality for professional fees associated with the review of such applications. In Cazenovia, Local Law 3-2006 would require that applicants for special permits, variances, site reviews and subdivisions as well as developers who construct new roads, drainage facilities, utilities or parks who apply for a new or extended special district, reimburse the Town for all engineering and legal expenses associated with the process. This reimbursement is completely separate from any application fees (which are used to offset the costs of the Codes Office, the ZBA and the Planning Board). The philosophy behind this reimbursement law is that applicants, the persons who will benefit from the application if approved, should pay the costs associated with the review process rather than the Town's taxpayers who receive no direct benefit from the application.

Normally, the attorneys review the application for compliance with Town requirements, review and help to guide the Boards through the environmental review process, prepare necessary documents for environmental review, prepare certain referrals to the County Planning Board, if required by statute, advise the Board with respect to legal issues involved and prepare resolutions as needed. Most applications require some, if not all of these items. If the application warrants, as determined by the reviewing Board, the application will be referred to the Town Engineers for review and recommendation. Normally, issues involving drainage or traffic will lead to engineering involvement.

At the time your application is submitted to the Town, you must also submit the required deposit AND any pertinent application fee(s). The reviewing Board will not accept your application as complete nor will it process your application unless the application fee and the development deposit are delivered to the Town.

Developer deposits are an estimate of what it will take to complete a review of your application under normal circumstances. If the deposit is exceeded, you will be required to pay additional amounts. If there is a balance left after final action by the Town, it will be returned to you. You are only required to pay fees that are reasonable and necessary. This is not a "blank check" process. A formal review procedure exists for any questions you may have regarding professional billings.

Engineering and legal costs can be minimized by the submission of complete applications, including required plans in the detail required by the zoning law or subdivision regulations, as the case may be. Copies of the pertinent Town laws, including the Developer Fees Law, can be obtained from the Town Clerk's Office.

To: Applications for Site Plan Review
From: Town of Cazenovia Planning Board

What is our goal for Cazenovia Lake's shoreline?

Preserving and improving the lake's water quality is of primary importance. Preventing erosion and stormwater runoff via appropriate vegetation helps to maintain water quality. Preserving the beautiful view of the shoreline from the lake is important also. When owners of lakeshore lots propose to make changes that disturb existing vegetation or soils they will require approval by the Planning Board.

The Planning Board advises that in order to preserve and/or restore the natural shoreline, owners should:

- Preserve as many trees as possible.
- Use native vegetation.
- Be cautious in locating patios or terraces adjacent to the lakeshore.
- Remember that bark chips and gravel will tend to be washed into the lake; a stabilizing mat and appropriate vegetation are better choices.

Stormwater Management

The impervious surface requirements in our zoning law are meant to minimize runoff into the lake. But limiting impervious surfaces is only one of the several steps that should be taken to manage runoff. The resources listed below will help lakeshore homeowners learn to manage runoff more effectively. Ground cover and other vegetation is usually better than lawns/grass at absorbing water. And finally, there are a number of ways to engineer diversion of run-off from impervious surfaces, including gutters, alternate drainage solutions and silt fences.

Resources

The Cazenovia Lake Association has a number of useful documents on its website, including "Corps of Engineers Aquatic Plant Management Techniques" and "Minimizing Runoff." Go to <http://www.cazlake.org/index.html>. Click on "who we are" and "printed materials."

Cornell Cooperation Extension, Onondaga County: www.cce.cornell.edu/onondaga. Click on "water quality" then "landscaping for water quality." This includes an informative booklet on landscaping, information on rain gardens, and other information and links.

The New York Sea Grant at SUNY Oswego's "Lake Ontario Shoreline Stewardship Guide," at <http://www.nysgextension.org/glhabitat/epacd/introduction.html> includes guidelines for evaluating your property in terms of sun, soils, erosion, views, etc., as well as useful information on native plants and plants to prevent shoreline erosion and a very comprehensive list of recommended trees and shrubs, ground covers, aquatic plants and wildflowers.

The University of Connecticut NEMO Program (Nonpoint Education for Municipal Officials) includes information about "pervious constructing materials" and "pervious landscape materials": http://nemo.uconn.edu/tools/reducing_runoff/runoff.html. See also New York State's Department of Environmental Conservation website on stormwater management: <http://www.dec.state.ny.us/website/dow/toolbox/swmanual/>

Town of Cazenovia SITE PLAN REVIEW APPLICATION

Planning Board File # _____

Name & Address of Owner _____

Name & Address of Applicant _____

Tax Map # and Location _____

Phone: Owner (h) _____ (w) _____

Applicant (h) _____ (w) _____

Project _____

Directions to Property _____

Site Plan Checklist

Your site plan must include the following information:

- ☐ A survey (or an accurately drawn map) of property depicting the following:
 - ☐ Existing structures and proposed projects plotted to scale.
 - ☐ Accurate measurements of size of structures (existing and proposed), as well as accurate measurements from all existing and proposed structures/projects to property boundaries.
 - ☐ Any streams, seeps, springs, or other bodies of water; wetlands.
 - ☐ Steep slopes greater than 15% for areas adjacent to and within 200 ft of wetlands or bodies of water.
 - ☐ Forest buffers.
- ☐ A narrative of species and vegetation within subject property.
- ☐ A percentage calculation of existing impervious surfaces and proposed impervious surfaces on parcel. (See page 5)

Photographs are helpful, but not required.

To be provided by the Town:

- ☐ Vicinity map to include all properties within 500 ft. of subject property (tax map).
- ☐ Limits of the one-hundred-year flood plain.
- ☐ Hydric solids mapped in accordance with the NRCS soil survey.

Signature of Owner _____ Date _____

Signature of Applicant _____ Date _____

Zoning Enforcement Officer _____ Date _____

IMPERVIOUS SURFACE CALCULATIONS

Impervious Surface: Any surface which will absorb less than 5% of the stormwater which falls on it or crosses it. Examples of such surfaces are: concrete pavements, most asphalt pavements, roofs of structures, decks or patios with tight joints, etc.

Local Law No. 2 of the year 2004 (Watershed Impervious Surfaces) is meant to limit for future development the amount of impervious surfaces in the Lake Watershed Zone.

A copy of the law in its entirety may be obtained at the Town Office.

To calculate impervious surface:

1. Determine lot size (in ft²)
2. Determine total area of impervious surface (in ft²)
3. Divide total area of impervious surface by total lot size and multiply by 100 to get percentage

Lot area = _____ (acre = 43,560 ft²)

Impervious surfaces:

	<u>Existing</u>	<u>Proposed</u>
House	_____ ft ²	_____ ft ²
Accessory Bldg(s) (shed, detached garage, barn, etc.)	_____ ft ²	_____ ft ²
Driveway(s)	_____ ft ²	_____ ft ²
Concrete Surfaces (walkways, patio, etc.)	_____ ft ²	_____ ft ²
Other	_____ ft ²	_____ ft ²
Total	_____ ft ²	_____ ft ²
	_____ %	_____ %

SOIL TYPES & LIMITATIONS

In answering this section, the Madison County Soil Survey (1981 Edition) must be used. This survey has identified the various types of soil found throughout Madison County. Please use this survey to identify those soil types found within the boundaries of your property.

	<u>Map Abbreviation</u>	<u>Type of Soil</u>
Soil 1	_____	_____
Soil 2	_____	_____
Soil 3	_____	_____
Soil 4	_____	_____

The characteristics of each of the above soil types may be found in Table 13, page 227 of the Soil Survey and should be used for obtaining the following required information about each soil type:

	Seasonal High Water Table	Depth to Bedrock	Frost Heave Potential	Flooding Potential
Soil 1	_____			
Soil 2	_____			
Soil 3	_____			
Soil 4	_____			

TOWN OF CAZENOVIA

**APPLICATION FOR USE VARIANCE,
SUBDIVISION/CONTROLLED SITE/SPECIFIC PERMIT**

1. The property is within an Agricultural District containing a farm operation or on property with boundaries within 500 feet of a farm operation located in an Agricultural District:

_____ YES _____ NO

2. If the above answer is yes, the Applicant must prepare an Agricultural Data Statement which is annexed hereto.
3. I, the Applicant, have made the above determinations by a review of the Town Real Property Tax Maps and the applicable Agricultural District Maps.

APPLICANT

BY:_____
(Title)

TOWN OF CAZENOVIA
AGRICULTURAL DATA STATEMENT

1. Name and address of applicant:

2. Description of the project and its location (*i.e.*, application for a specific permit controlled site approval, use variance, subdivision approval):

3. Is applicant's property located within a designated agricultural district? ___ Yes ___ No.
If yes, list the name and address of all farm operations within the same district.

4. Name and address of owners of land (within the Agricultural District) containing farm operations which are located within 500 feet of the boundary of the project property:

5. Attach copy of tax map showing all properties listed in response to items 1 and 3 above.

Dated: _____

Signature of Applicant

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.

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	YES
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.		☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		☐	☐
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:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
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?	NO	YES	
If Yes, identify:	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
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?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☐	☐	
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?	NO	YES	
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?	☐	☐	
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: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ 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 or 500-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? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO ☐ ☐ ☐	YES ☐ ☐ ☐
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: _____	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 ☐
21. Is the project located within, or within ½ mile of, a disadvantaged community? If No, could impacts from the project affect a disadvantaged community? If Yes to either question in 21, answer the following question. a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management): _____	NO ☐ ☐	YES ☐ ☐
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		