

**VILLAGE OF SOLVAY
APPLICATION FOR SITE PLAN**

Must submit 20 copies of all applications & documentation

Payment/Deposit Fee \$1,000.00 (non-refundable application fee-\$250.00)

Payment Date _____

Property Address: _____

Tax Map number: _____

Zoning District: _____

NOTE: The Village Board puts the application on the next available meeting, so they can request the Planning Board to make a recommendation of the project. The Planning Board schedules a Public Hearing and makes a recommendation to the Village Board who puts the application back on their next Board Meeting to be Acted upon.

Applicant: () Owner () Lessee () Contract Purchaser () Other
*** If not owner, provide authorization to apply for Owner.

Property Owner _____

Address _____

D/B/A _____

Party to be Contacted: () Owner () Attorney () Architect
() Contractor () Other

Name _____

Address _____

Phone _____

Nature of Request/Project Description

NOTE: If Agent Authorization is not attached, Owner must also sign.

Owner/Applicant _____

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
			<input type="checkbox"/>	<input type="checkbox"/>
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
			<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, 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				

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
	<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: _____ _____	NO	YES
	<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? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	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?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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)

PRINT

Village Code Section, 165-31.1

Site Plan review [Added 7-22-2003]

- (A) The following provisions are applicable to all districts and to all users in the Village except one-family and two-family dwellings and uses accessory thereto, and for structures on a site measuring less than 200 square feet. [Amended 1-22-2008]
- (B) Before a building permit is issued, a professionally certified site plan shall be submitted for review to the Village Board relating to all proposed construction and land use and including, at minimum and as relevant to the project.
1. Contours of the land.
 2. Traffic patterns and traffic regulatory devices.
 3. Points of traffic ingress and egress.
 4. Right-of-way and cross sections of adjacent streets.
 5. Location and designs of any intersection in close proximity to the site.
 6. Location and design of parking and loading facilities.
 7. Locations of pedestrian walkways.
 8. Elevation of buildings.
 9. Proposed building location and shape.
 10. Proposed building materials.
 11. Proposed building dimensions.
 12. Sufficient setbacks from existing highway.
 13. Sewer, water and drainage plans.
 14. Existing and proposed utilities.
 15. Landscape plans.
 16. Such other and further information required by the Village Board.
- (C) As a prerequisite to the approval of any site plan, the Village Board shall make the following general findings:
1. The proposed use is in compliance with all other applicable regulations of this chapter, inclusive of specific district controls and controls applicable to all districts, and all other applicable local, state and federal regulations.
 2. The proposed use will not have an adverse impact upon the character or integrity of any land use within the immediate neighborhood having unique cultural, historical, geographical, architectural or other special characteristics.
 3. The proposed use is physically and visually compatible with and will not impede the development or redevelopment of the general neighborhood or adversely affect the existing land use in proximity to the subject site.
 4. The proposed use will be provided with adequate support services such as fire and police protection, public and private utilities, and all other supporting governmental services necessary and appropriate to the proposed use.
 5. Controls for vehicular and pedestrian movement are designed to provide for the safety of the general public

and the occupants, employees, attendants, and other persons for whose benefit the use is intended.

a. In making this determination, consideration shall be given to, but need not be limited to, the following characteristics:

- (1) Location and adequacy of parking and loading facilities.
- (2) Pedestrian right-of-way.
- (3) Traffic regulatory devices.
- (4) Location, number and design of points of ingress and egress.
- (5) Accessibility by emergency vehicles, with particular emphasis on access to structures, and provisions for turning and free movement.
- (6) Provision for snow storage.
- (7) Age and mobility of all persons for whose benefit the use is intended.
- (8) Speed limits upon and general character of public streets in proximately.

b. Compliance with the off-street parking requirements found in this chapter shall not constitute a determination that the forgoing requirements have been satisfied.

6. The proposed use will not generate any adverse environmental impact upon the surrounding properties, including, but not limited to, the emission of dust, noise, vibration, heat, glare, odor or electronic interference. In addition, drainage facilities on the site should be appropriate for the proposed use and properly integrates into off-site drainage systems.

(D) Criteria. In making a determination of compliance with any one or more of the above general findings set forth in Subsection C above, consideration shall be given, but need not be limited to, the following elements:

1. Geometric characteristics of all structures and related improvements.
2. Aesthetic characteristics, including design, texture, material, color and illumination.
3. Physical attributes of the site, including size, shape, elevation, topography and natural vegetation.
4. The nature and intensity of development in general proximately to the site.

(E) The Village Board, as part of its review and approval, may attach such requirements and conditions as it deems proper to accomplish the purposes of this chapter, including but not limited to the imposition of provisions for financial security to guarantee performance, time limitations on the duration of any activity associated with the use, provisions for the termination, conversion or re-certification of the use, and

such other conditions deemed reasonable and appropriate by the Village Board.

- (F) Decisions of the Village Board shall be resolution approving, approving with modifications and/or conditions or disapproving the site plan.
- (G) Construction and land use shall be in accordance with the site plan finally approved by the Village Board. No certificate of occupancy shall be granted until the approved site plan has been complied with in all respects.
- (H) Time limits on the site plan review, Approval of a site plan review by the Village Board shall be valid for a period of 180 days from the date of approval for the purpose of obtaining a building permit. Failure to secure a building permit during this period shall cause the site plan approval to become null and void. Upon application, the Village Board may extend the period of approval for an additional 180 days from the date of original approval; only one such extension shall be granted for any site plan.
- (I) Modification to a site plan use or structure. Any modification or changes to a use or structure originally requiring a site plan review shall itself require site plan review, except for the following;
 1. Removal or repair of a dangerous condition in a principal or accessory structure when it is determined by an enforcement agency that circumstances exist which, if not corrected, will constitute a threat to the life, health or safety of the general public or such other persons for whose protection such regulations are intended. Such a determination may be verbal or in writing. The term "enforcement agency" shall refer to any public agency or official having jurisdiction to issue orders effecting the life, health and safety of persons within the Village of Solvay.
 2. Routine repair, replacement or maintenance of electrical or mechanical installations or of damaged or worn parts or surfaces, including repainting, façade repair and roof replacement of principle and accessory structures.
 3. Changes in ownership or management of an establishment which do not change the specific use of the property.
 4. Repaving or painting of driveway and parking areas without altering the approved traffic pattern.
 5. Routine landscaping and plant replacement or establishment of new landscaped areas without altering the approved vehicular circulation and parking patterns or pedestrian circulation pattern, consistent with any applicable controls in the approved plan concerning height, location and visibility.

6. Repair or replacement of existing screening devices in accordance with the approved plan.

(J) In addition to the requirements set forth herein, industrial uses shall be subject to the provision set forth in §165-39.

(K) Review by Planning Board Commission.

1. Referral and recommendation. If, in its discretion, the Village Board refers a site plan application submitted in accordance with this section to the Village Planning Commission, the Planning Commission shall respond to the Village Board with a recommendation of approval, approval with modifications or denial, unless the application is abandoned as discussed in Subsection K(2) below.

2. Review. In its review of the application, the Planning Commission may require such changes in the site plan as are found to be necessary or desirable to meet the requirements of this chapter, to protect the established or permitted uses in the vicinity and to promote the orderly growth and sound development of the community. The Planning Commission shall notify the applicant of such changes and may discuss the changes with the applicant. The applicant may submit to the Planning Commission a revised site plan incorporating the changes required. Such resubmission shall be made within such time as may be allowed by the Planning Commission after the notification by the Planning Commission. If such resubmission is not so made, the application shall be deemed abandoned.

(L) Approval of a special permit required in this chapter shall be sufficient and shall supersede any requirement for site plan approval as set forth in this section.

(M) An application for site plan review as required by this chapter shall be accompanied by a free schedule, which is set from time to time by resolution of the Board of Trustees.

(N) A stormwater pollution presentation plan consistent with the requirements of Chapter 134 of the Code of the Village of Solvay shall be required for site plan approvals for land development activities, as that term is defined in Chapter 134 of the Code of the Village of Solvay. The SWPPP shall meet the performance and design criteria and standards in Chapter 134 of the Code of the Village of Solvay. The approved site plan shall be consistent with the provisions of Chapter 134 of the Code of the Village of Solvay [Added 11-27-2007].