



# Town of East Greenbush PLANNING BOARD

Town Hall • 225 Columbia Turnpike • Rensselaer, NY 12144  
Tel. (518) 694-4011 • Fax (518) 477-2386  
www.eastgreenbush.org

**TO:** Prospective Subdivision and Site Plan Applicants  
**FROM:** Planning Department  
**SUBJECT:** Application Submission Requirements

It is the applicant’s responsibility to read, complete and submit all required application forms. At a minimum, each of the following items must be completed and submitted to the Planning Board Secretary **at least seven (7) calendar days prior** to being scheduled for Sketch Plan Review at the next possible Planning Board meeting.

- 1) *Application Submission Requirements (provide 1 printed copy w/ original signature)*
- 2) *Land Development Policy Notice (provide 1 printed copy w/ original signature)*
- 3) *Planning Board & Land Development Fee Listings (provide 1 printed copy w/ original signature)*
- 4) *Applicant Authorization Form (as required, provide 1 printed copy w/ original signature)*
- 5) *Land Development Review Application (provide 1 printed copy w/ original signature)*
- 6) *Sketch Plan and Location Map (provide 1 printed copy and 1 pdf via email)*
- 7) *Short Environmental Assessment Forms (provide 1 printed copy w/ original signature)* – Please note for larger projects and all Type 1 Actions under SEQR, the Planning Board will require a Long Environmental Assessment Form. Applicants may choose to complete such for their initial submittal to expedite the review process.
- 8) *Sketch Plan Application Fee (Check payable to the ‘Town of East Greenbush’ and noted as ‘Sketch Plan’)*
- 9) *Stormwater Information Sheet (provide 1 printed copy w/ original signature)*
- 10) *Instructions for County Clerk Records Receiving*

***For additional information pertaining to Sketch Plan submission requirements the Applicant must refer to the Town of East Greenbush Land Subdivision Regulations and/or the Comprehensive Zoning Law of the Town of East Greenbush.***

The sketch plan fees are as follows;

Minor Subdivision – \$200.00  
Major Subdivision – \$400.00  
Lot Line Adjustment - \$200.00

Minor Site Plan – \$350.00  
Major Site Plan – \$750.00  
Site Plan Modification - \$200.00

Your cooperation is greatly appreciated.

The applicant, or applicant’s representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

Applicant’s Initials: \_\_\_\_\_

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



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## AUTHORIZATION FORM

To the Town of East Greenbush

( ) Planning Board;

I, \_\_\_\_\_ give permission to \_\_\_\_\_  
*Property Owner* *Representative*

For representing me for my application before the Town of East Greenbush Zoning Board of Appeals and/or Planning Board, as indicated above, in applying for (a)

- ( ) Site Plan Review
- ( ) Subdivision Review
- ( ) Lot Line Adjustment
- ( ) Special Use Permit

for the property located at \_\_\_\_\_  
*Property Address*

Property Owner's Signature: \_\_\_\_\_

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



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## LAND DEVELOPMENT REVIEW APPLICATION

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

TAX PARCEL NUMBER(S): \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

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

Number Street

PROPERTY OWNER (Property Owner is the Applicant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Number Street Municipality State Zip

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

PROPERTY OWNER'S AUTHORIZED REPRESENTATIVE:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Number Street Municipality State Zip

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

PRIMARY PROFESSIONAL DESIGN CONSULTANT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Number Street Municipality State Zip

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

PROPOSED ACTION:

- ( ) Minor Subdivision (no more than four (4) lots not requiring public infrastructure)
- ( ) Major Subdivision (five (5) or more lots or any subdivision w/ public infrastructure)
- ( ) Site Plan, Major (new buildings totaling 4,000 square feet or more)
- ( ) Site Plan, Minor (new buildings totaling less than 4,000 square feet)
- ( ) Site Plan, Minor Modification
- ( ) Lot Line Adjustment
- ( ) Other Description: \_\_\_\_\_

Area of parcel(s): \_\_\_\_\_ ac. Number of lots: \_\_\_\_\_ Smallest lot size: \_\_\_\_\_

Sewer District Extension required? ( ) YES ( ) NO Water District Extension required? ( ) YES ( ) NO

Are there pre-existing restrictions or easements effecting lands proposed to be modified? ( ) YES ( ) NO  
*If 'Yes', three (3) copy of pre-existing restrictions or easements must accompany this application.*

**STORMWATER MANAGEMENT and EROSION CONTROL:**

Does the proposed project entail the removal of any vegetation or topsoil or perform any grading or filling operations in an area of one-half (1/2) acre, a volume of 80,000 cubic feet, or greater?

( ) YES ( ) NO

Does the proposed construction activity involve soil disturbances of one (1) or more acres; including disturbances of less than one acre that are part of a larger common plan of development or sale that will ultimately disturb one or more acres of land?

( ) YES ( ) NO

If your project is located within the Town’s regulated MS4 area and requires preparation of a stormwater pollution prevention plan (SWPPP), the Town may require submission to the Town of the Notice of Intent (NOI) and MS4 Acceptance Form to indicate review and acceptance of the SWPPP.

Under the NYS Department of Environmental Conservation’s Stormwater Permit, all construction site contractors and subcontractors must have at least one “trained individual” from their company on their construction sites on a daily basis that is responsible for implementation of Erosion Controls and Stormwater Management. Prior to commencing construction, the Town may require proof of training and certification.

**For all projects where soil disturbances are proposed, the Applicant, or Applicant’s Authorized Representative must comply with the following:**

*“I certify under penalty of law that I understand and agree to comply with the terms and conditions of the Town of East Greenbush stormwater management program and agree to implement any corrective actions identified by the Town of East Greenbush or a representative. I also understand that the Town of East Greenbush must comply with the terms and conditions of the of the New York State Pollutant Discharge Elimination System (‘SPDES’) general permit for stormwater discharges from the Municipal Separate Storm Sewer Systems (“MS4s”) and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. Further, I understand that any non-compliance by the Town of East Greenbush will not diminish, eliminate, or lessen my own liability.”*

Signature: \_\_\_\_\_  
*Applicant or Applicant’s Authorized Representative*

**REQUEST FOR WAIVERS or MODIFICATIONS from LAND SUBDIVISION REGULATIONS:**

Waivers or modifications requested ( ) YES ( ) NO ( ) Not Applicable

- *If waivers or modifications are requested the Applicant is required to submit a separate written description with this application that references the specific Article, Section and Paragraph in the Land Subdivision Regulations from which the Applicant is requesting a waiver or modification.*

Land Development Application

The undersigned acknowledges that the official date of this application is that of the next regularly scheduled meeting of the Planning Board upon the Planning Department receiving all required application materials and as established by the Planning Board’s annual calendar.

Applicant’s/ Applicant’s Authorized Representative’s:

Signature: \_\_\_\_\_

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

<b>OFFICIAL USE ONLY:</b> SKETCH FEE: _____ DATE PAID: _____ RECEIPT#: _____
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**TO:** Prospective Subdivision and Site Plan Applicants  
**FROM:** Planning Department  
**SUBJECT:** **Planning Board & Land Development Fees**

The Town Board of the Town of East Greenbush has adopted the following schedule of fees for the administration and processing of planning board applications, assessment of mitigation fees and providing services related to water and sanitary sewer systems.

### Site Plan Review Fees:

- Minor Site Plan pertains to all building projects with gross floor area of less than 4,000 square feet.
  - **Sketch Plat Review:** Fee of three hundred fifty dollars (\$350.00) is to be paid at the time of application.
  - **Preliminary Site Plan Review:** Fee is computed on the on the basis of three hundred fifty dollars (\$350.00) plus one hundred fifty dollars (\$150.00) per one thousand (1,000) square feet, or part thereof, of the gross floor area proposed.
  - **Final Site Plan Approval:** Fee of three hundred dollars (\$300.00) is to be paid prior to Final Site Plan Approval.
  - **Land Development Mitigation Fees** apply for projects proposed within the limits of the Western East Greenbush GEIS Study Area.
  - **Consultant Review Escrow** may apply as determined by the Town Planning Board and/or Town Board.
  - **Consultant Construction Observation Escrow** may apply as determined by the Town Planning Board and/or Town Board.
  - **Water & Sewer** tap, meter/ radio read and/or inspection fees may apply.
- Major Site Plan pertains to projects with gross floor area of 4,000 square feet or more.
  - **Sketch Plat Review:** Fee of seven hundred fifty dollars (\$750.00) is to be paid at the time of application.
  - **Preliminary Site Plan Review:** Fee is computed on the on the basis of three hundred fifty dollars (\$350.00) plus one hundred fifty dollars (\$150.00) per one thousand (1,000) square feet, or part thereof, of the gross floor area proposed. The fee shall be paid prior to Preliminary Site Plan Review.
  - **Final Site Plan Approval:** Fee of four hundred dollars (\$400.00) is to be paid prior to Final Site Plan Approval.
  - **Land Development Mitigation Fees** apply for projects proposed within the limits of the GEIS study area.

### Planning Board & Land Development Fees

The applicant, or applicant's representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

Applicant's Initials: \_\_\_\_\_

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

- **Consultant Review Escrow** may apply as determined by the Town Planning Board and/or Town Board.
- **Consultant Construction Observation Escrow** may apply as determined by the Town Planning Board and/or Town Board.
- **Water & Sewer** tap, meter/ radio read and/or inspection fees may apply.

**Subdivision Review Fees:**

- **Minor Subdivisions**, as defined by the Town’s Land Subdivision Regulations, may incur the following fees:
  - **Sketch Plat Application:** Fee of two hundred dollars (\$200.00) is to be paid at the time of sketch plat application.
  - **Final Plat Approval:** For residential applications governed by the Residential Code of New York State, the fee is computed on the on the basis of three hundred fifty dollars (\$350.00) plus one hundred fifty dollars (\$150.00) per proposed residential lot (including the original lot). For commercial, industrial, or other residential development, the fee shall be computed on the basis of three hundred fifty dollars (\$350.00) plus two hundred fifty dollars (\$250.00) per lot (including the original lot) or unit. The fee shall be paid prior to Final Plat Approval or prior to the commencement of construction, whichever occurs first.
  - **Land Development Mitigation Fees** apply for projects proposed within the limits of the GEIS study area.
  - **Consultant Review Escrow** may apply as determined by the Town Planning Board and/or Town Board.
  - **Consultant Construction Observation Escrow** may apply as determined by the Town Planning Board and/or Town Board.
  - **Water & Sewer** tap, meter/ radio read and/or inspection fees may apply.
  
- **Major Subdivisions**, as defined by the Town’s Land Subdivision Regulations, may incur the following fees:
  - **Sketch Plat Application:** Fee of four hundred dollars (\$400.00) is to be paid at the time of sketch plat application.
  - **Preliminary Plat Review:** For residential applications governed by the Residential Code of New York State, the fee is computed on the on the basis of three hundred fifty dollars (\$350.00) plus one hundred fifty dollars (\$150.00) per proposed residential lot (including the original lot) or dwelling unit, i.e., in a cluster-type development, whichever shall be greater. For commercial, industrial, or other than residential development, the fee shall be computed on the basis of three hundred fifty dollars (\$350.00) plus two hundred fifty dollars (\$250.00) per lot (including the original lot) or unit.
  - **Final Plat Approval:** For residential applications governed by the Residential Code of New York State, the fee is computed on the on the basis of three hundred fifty dollars (\$350.00) plus one hundred fifty dollars (\$150.00) per proposed residential lot (including

Planning Board & Land Development Fees

The applicant, or applicant’s representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

Applicant’s Initials: \_\_\_\_\_

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

the original lot). For commercial, industrial, or other residential development, the fee shall be computed on the basis of three hundred fifty dollars (\$350.00) plus two hundred fifty dollars (\$250.00) per lot (including the original lot) or unit. The fee shall be paid prior to Final Plat Approval or prior to the commencement of construction, whichever occurs first.

- **Land Development Mitigation Fees** apply for projects proposed within the limits of the GEIS study area.
- **Consultant Review Escrow** may apply as determined by the Town Planning Board and/or Town Board.
- **Consultant Construction Observation Escrow** may apply as determined by the Town Planning Board and/or Town Board.
- **Water & Sewer** tap, meter/ radio read and/or inspection fees may apply.

**Project Escrow:**

- **As pertains to Consultant Review Escrow:**  
The applicant shall be responsible for all costs incurred by the Town for project review and/or SEQR review by the Board’s engineering consultants, planning consultants, or other necessary consultants. The applicant will be required to deposit with the Town Clerk a sum of money as estimated by the town’s designated consultant(s) and approved by the Town Planning Department. The escrow account must be established prior to any consultant reviews being authorized by the Town. If however, during the review process the escrow account is depleted, the applicant will be required to replenish the said escrow account, also in an amount as estimated by the town’s designated consultant(s) and approved by the Town.
- **As pertains to Consultant Construction Observation Escrow:**  
The applicant shall be responsible for all costs incurred by the Town for construction observation, inspection and/or certification of required improvements. The applicant will be required to deposit with the Town Clerk a sum of money as estimated by the town designated engineer and approved by the Town Planning Department. The escrow account must be established prior to commencing any construction and/or Final Approval. If, however, during construction observation or inspection the escrow account is depleted, the applicant will be required to replenish the said escrow account, also in an amount as estimated by the town’s designated consultant(s) and approved by the Town. Failure to replenish said escrow account in a timely manner may lead to a Stop Work Order being issued for said project.

*If an applicant, through his/her own accord, substantially changes a plan after it has been accepted for review by the Planning Board, the Board may declare it as a new application and assess new fees.*

Planning Board & Land Development Fees

The applicant, or applicant’s representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

Applicant’s Initials: \_\_\_\_\_

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

**Summary of Land Development Mitigation Fees:**

Mitigation fees for development applications located within the Western East Greenbush Generic Environmental Impact Statement (GEIS) Study Area shall be calculated and assessed according to the following schedule. You can view a copy of the Study Area boundary by visiting the Planning and Zoning Department webpage, or you can request a copy by contacting the Department at 518-694-4011.

Category	Use	Rate	Unit of Measure	Payment Due
GEIS	All	\$52.29	Per Peak PM Trip	Prior to approval to commence construction *
Land Use & GEIS	All	\$5.67	Per Peak PM Trip	Prior to approval to commence construction
Water/ Sewer	Residential	\$5,100.00	Per Dwelling Unit or per EDU for Multi-Family	One third (1/3) due prior to approval to commence construction; One third (1/3) due prior to issuance of each building permit; One third (1/3) due prior to issuance of certificate of occupancy for each dwelling unit
	Non-residential	\$5,100.00	Per EDU	One half (1/2) due prior to approval to commence construction; One half (1/2) prior to issuance of certificate of occupancy or compliance
Recreation	Residential	\$1,000.00	Per Dwelling Unit	One third (1/3) due prior to approval to commence construction; One third (1/3) due prior to issuance of each building permit; One third (1/3) due prior to issuance of certificate of occupancy for each dwelling unit
	Non-residential	\$0.98	Per square foot of gross floor area of building	One half (1/2) due prior to approval to commence construction; One half (1/2) prior to issuance of certificate of occupancy or compliance

Planning Board & Land Development Application Fees

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Applicant's/ Applicant's Authorized Representative's:

Signature: \_\_\_\_\_

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



## Summary of Land Development Mitigation Fees

Category	Use	Rate	Unit of Measure	Payment Due
Traffic	Residential	\$1,325.00	Per Dwelling Unit	One third (1/3) due prior to approval to commence construction; One third (1/3) due prior to issuance of each building permit; One third (1/3) due prior to issuance of certificate of occupancy for each dwelling unit
	Retail	\$4.91	Per square foot of gross floor area of building	One half (1/2) due prior to approval to commence construction; One half (1/2) prior to issuance of certificate of occupancy or certificate of compliance
	Office	\$2.27	Per square foot of gross floor area of building	One half (1/2) due prior to approval to commence construction; One half (1/2) prior to issuance of certificate of occupancy or certificate of compliance
	Industrial	\$1.42	Per square foot of gross floor area of building	One half (1/2) due prior to approval to commence construction; One half (1/2) prior to issuance of certificate of occupancy or certificate of compliance
	Other	\$1,310.00	Per Peak PM Trip	One half (1/2) due prior to approval to commence construction; One half (1/2) prior to issuance of certificate of occupancy or certificate of compliance

\*Commencing construction means issuance of a building permit.

### Planning Board & Land Development Application Fees

The undersigned acknowledges that the official date of this application is that of the next regularly scheduled meeting of the Planning Board upon the Planning Department receiving all required application materials and as established by the Planning Board's annual calendar.

Applicant's/ Applicant's Authorized Representative's:

Signature: \_\_\_\_\_

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



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**TO:** Prospective Subdivision and Site Plan Applicants  
**FROM:** Planning Department  
**SUBJECT: Land Development Policy Notice**

Multiple planning-and-development-related documents provide regulation and guidance for the town's development. The following list of documents is intended to better inform applicants of pertinent information that may affect their development proposal(s). These documents include, but are not necessarily limited to:

- *Western East Greenbush Final Generic Environmental Impact Statement, July 2009*
- *The Comprehensive Zoning Law of the Town of East Greenbush, adopted June 11, 2008*
- *Route 4 Corridor Study, 2006*
- *Town of East Greenbush: Land Use Plan Update and Zoning Study, August 2006*
- *NYS Route 151 Corridor Study, 2004*
- *Town of East Greenbush Route 9 and 20 Corridor Master Plan Final Report, April 9, 2003*
- *Code of the Town of East Greenbush*
- *Town of East Greenbush Land Subdivision Regulations*
- *Town of East Greenbush Standard Construction Details*

Pursuant to Section 402 of the Clean Water Act and Environmental Conservation Law, **the Town of East Greenbush is an MS4 community and enforces a Stormwater Management Program (SWMP)**. Compliance with the town's SWMP is required. In addition, all newly proposed connections to the town's sanitary sewer system will be evaluated in comparison to the available capacity at the town's wastewater treatment plant. Pertinent environmental regulations include, but are not necessarily limited to:

- *SPDES General Permit for Stormwater Discharges from Construction Activity*
- *SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s)*

*End of Notice*

Land Development Policy Notice

The applicant, or applicant's representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

Applicant's Initials: \_\_\_\_\_

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



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**TO:** Prospective Subdivision and Site Plan Applicants  
**FROM:** Planning and Zoning Department  
**SUBJECT:** Stormwater Information Sheet

### What is Stormwater?

Stormwater is water from rain or melting snow that doesn't soak into the ground but runs off into waterways. It flows from rooftops, over paved areas and bare soil, and through sloped lawns while picking up a variety of materials on its way. The quality of runoff is affected by a variety of factors and depends on the season, local meteorology, geography and upon activities which lie in the path of the flow.

### What's the Problem?

As it flows, stormwater runoff collects and transports pollutants to surface waters. Although the amount of pollutants from a single residential, commercial, industrial or construction site may seem unimportant, the combined concentrations of contaminants threaten our lakes, rivers, wetlands and other water bodies. Pollution conveyed by stormwater degrades the quality of drinking water, damages fisheries and habitat of plants and animals that depend on clean water for survival. Pollutants carried by stormwater can also affect recreational uses of water bodies by making them unsafe for wading, swimming, boating and fishing. According to an inventory conducted by the United States Environmental Protection Agency (EPA), half of the impaired waterways are affected by urban/suburban and construction sources of stormwater runoff.

### What can be done?

Proper storage of chemicals, cleaning of spills and grass clippings, good housekeeping, and just plain paying attention to what's happening during runoff events can lead to relatively inexpensive ways of preventing pollutants from getting into the runoff in the first place and then our waterways.

*\*This Information has been provided by the New York State Department of Environmental Conservation and is intended to increase awareness in mitigating stormwater impacts related to development.*

### Stormwater Contact Information:

Adam Yagelski  
Director of Planning & Zoning  
tel. (518) 694-4011  
[ayagelski@eastgreenbush.org](mailto:ayagelski@eastgreenbush.org)

### Stormwater Information Sheet

The applicant, or applicant's representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

Applicant's Initials: \_\_\_\_\_

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



Rensselaer County Clerk's Office

Frank J. Merola

County Clerk

Deputy County Clerks

Gregory J. Defulio

William J. Film

105 Third Street  
Troy, New York 12180

Tel.: (518) 270-4080

Fax: (518) 271-7998

July 30, 2007

Town Supervisors  
Planning Board Chairmen

Dear Friends:

In an attempt to establish a correct and consistent policy in filing major and minor subdivision maps, and realty survey maps, the County Clerk's office is establishing the following procedure to take effect immediately. Please contact Deputy County Clerk Greg Delusion or me with any questions.

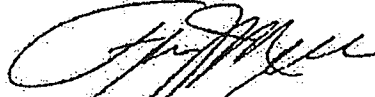
1. All paper copies of subdivision maps will have appropriate signatures and agency stamps before filing (surveyor, planning board and health department). Health department will be waived if the property in questioned is serviced by water and sewer. The Health department stamp applies for both realty and non-realty subdivision maps. A letter from Rensselaer County Finance stating that all taxes are paid on the property is also required.
2. Inform applicants that all approved maps need to be filed in the County Clerk's office within sixty (60) days of Planning board stamped approval. Health Department approval needs to be in this time frame. Our office has not and will not accept any map with a planning board stamp exceeding the 60-day window.
3. Our office will send the Town planning board chairman a letter of map filing after receiving said map with the property owner's name, date of filing, map and drawer number, survey date and surveyor included. Please file these letters as proof that subdivisions and other maps requiring planning board approval have been filed in our office.
4. We reserve the right to reject any deed filed that doesn't have proper information included or information that contradicts what is being claimed in the NYS E&A form (RP-5217). Specifically, if box 4A on the E&A form is checked, (planning board with subdivision authority exists), without a map and drawer number being recited in the schedule A, this deed will be rejected. We are taking this step to insure that no illegal subdivisions are being filed.

Page 2.

Page 2.

We will continue to work closely with the Supervisors and Planning Board Chairmen regarding this and any other issue that directly affects our county. Please continue to contact us with your questions and input in how we can best serve Rensselaer County towns and cities. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Frank J. Merola', written in a cursive style.

Frank J. Merola  
Rensselaer County Clerk



# The Town of East Greenbush

## PLANNING AND ZONING DEPARTMENT

225 Columbia Turnpike, Rensselaer, New York 12144

Phone: 518.694.4011

Fax: 518.477.2386

### MEMORANDUM

**TO: Applicants and Consultants**

**FROM: Adam Yagelski, Director of Planning and Zoning**

**DATE: February 14, 2019**

**SUBJECT: State Environmental Quality Review Act (SEQRA) Title 6 NYCRR Part 617 Regulations guidance**

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The following webpage will provide helpful guidance to applicants and their design professionals about completing an environmental assessment form (EAF), both Short and Full EAFs:

<http://www.dec.ny.gov/permits/357.html>.

#### Form to Submit with Your Application

The Town's Land Development Application packet contains a Short EAF Part 1 form for your consideration. However, a Part I Full EAF must be completed for all actions classified as "Type I" under SEQRA. The Town may also require a Full EAF for other actions subject to SEQRA; applicants should contact the Planning and Zoning Department with questions. The Full EAF can be found at the webpage link provided above.

#### Completing Required SEQRA Forms

It is also important to note that the webpage link provided above contains resource materials and information concerning use of state web-based interactive mapping applications, including the NYSDEC's EAF Mapper tool, to assist you in completing the required SEQRA documentation.

It is *strongly* recommended that applicants use the EAF Mapper tool to complete Part 1. Applications should submit the completed Part 1 returned by the EAF Mapper and the accompanying report the tool auto-generates. You can learn more about the EAF Mapper and access the tool by visiting the following webpage: <https://www.dec.ny.gov/permits/90201.html>.

# *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.			<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>NO</b>	<b>YES</b>	<b>N/A</b>
b. Consistent with the adopted comprehensive plan?			
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>NO</b>	<b>YES</b>	
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?			
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>	



<p>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)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		