



# TOWN OF VESTAL PLANNING BOARD APPLICATION

08/2019

133 Front Street  
Vestal, New York 13850  
Web Site: [www.vestalny.com](http://www.vestalny.com)  
(607) 786-0980 Phone  
(607) 786-0984 Fax

APPLICANT NAME AND  
ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

ENGINEER'S NAME AND ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

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

SITE LOCATION \_\_\_\_\_ TAX MAP # \_\_\_\_\_

BRIEF DESCRIPTION \_\_\_\_\_

- Planning Board meets at 6 pm the first Tuesday of each month in the Town board room at 605 Vestal Parkway W.
- Application and plans needed at least 10 calendar days prior to meeting, unless a 239 l & m is required, then plans will need 32 calendar days prior to meeting.
- For fees, please refer to the attached fee schedule or call 607-786-0980

The following items are required to be provided on the site plan, which must be submitted through a licensed NYS Engineer: **9 sets of plans** when a 239 l & m review are required. **7 sets of plans** if no 239 is required.

- |   |                                      |
|---|--------------------------------------|
| North arrow, scale, date                          | Property boundary, dimensions        |
| Building setback dimensions                       | Easements on property                |
| Zoning classification of lot                      | Existing & proposed contours         |
| Flood area-FIRM-if required                       | SEQR form                            |
| Historical site – if required                     | Water service location and size      |
| Lot coverage - % proposed                         | Sewer service location and size      |
| Building height                                   | Drainage plan                        |
| Off-street parking size (9'-5"x 20' w/24' lanes)  | Fire Department sprinkler connection |
| Off-street parking & loading per Section 24-207   | Curve radius – vehicle               |
| Building elevation view                           | Lot lighting                         |
| Site profile view – if slopes greater than 1 on 3 | Dumpster – full screening required   |
| Landscaping plans                                 |                                      |

The following is required for all new construction:

- 1) Erosion Control Plan – for disturbance of 1 acre or more, see the NYSDEC website [www.dec.state.ny.us](http://www.dec.state.ny.us)
- 2) NYSDEC Stormwater Pollution Prevention Plan (SWPPP) may be required under the NY State Pollutant Discharge Elimination System Permit (SPDES)
- 3) Knox Box required – Fire Department, see Knoxbox.com of online application
- 4) Backflow device required – Water Department
- 5) Broome County 239 l&m will be sent out by Town. The County has 30 days to respond, which will be part of the approval requirements
- 6) Binghamton-Johnson City Treatment Plant flow application-east side of SR26
- 7) SEQR forms – short form, unless told otherwise

## **Planning Board**

Effective 1/01/2019

- Application for new development/construction site review:
  - \$100.00  $\leq$  1,000 sq. ft. of building area
  - \$125.00  $>$  1,000 sq. ft. and  $\leq$  2,500 sq. ft. of building area
  - \$0.05 per sq. ft. of gross building area if  $>$  2,500 sq. ft. of building area
  - Maximum fee- \$500.00
  
- Existing buildings, including exterior site modifications:
  - Building additions, alterations, site alterations, and other:
    - \$75.00 if  $\leq$  2,500 sq. ft.
    - \$0.05 per sq. ft. if  $>$  2,500 sq. ft.
  
- Application to alter an approved plan, prior to issuance of a Certificate of Occupancy:
  - \$50.00 plus \$0.02 per sq. ft. of affected area of the project
  - Maximum fee- \$250.00
  
- Property subdivisions and land partitions:
  - \$250.00 plus \$25.00 per requested lot
  - Addendums to an approved subdivision or land partition:
    - \$50.00 plus \$25.00 per affected lot
    - Maximum fee- \$1,000.00
  - Addendums for subdivisions and land partitions may be requested within one year of initial approval of the original land division proposal. If an extension or alteration is required or requested after the one year anniversary date from Planning Board final approval, the required fee is as if a new property division is proposed.
  
- No fee shall be required for advisory requests referred to the Planning Board by other governing bodies/boards.

## **SITE PLAN APPROVAL – TOWN OF VESTAL CODE**

Sec. 24-84. - Required.

- (a) A site plan shall be prepared and reviewed by the planning board in accordance with this part prior to site development on any lot or lots or the issuance of any development permit. This does not apply to a development permit for:
  - (1) A single-family detached house in any district where permitted.
  - (2) A two-family house in an RA-2 one-and two-family residential district.
- (b) No development permit shall be issued for the erection or alteration of any building on any lot or tract of land contained in a residential subdivision containing three (3) or more building lots, or for a multiple residence to accommodate six (6) or more families, or for any construction in the C-1, C-2, CD, ID and I districts, except following the submission of a site plan approval to the planning board and in compliance with the site plan for such lot or plot as duly approved by the town board, in accordance with this part.

(Code 1966, §§ 44-IV-1, 44-XIII-1)

Sec. 24-85. - Contents.

Prior to the issuance of a building permit, a site plan of such lot or tract at a scale of one (1) inch equals fifty (50) feet, or a scale less to the inch, including therein the following information, shall be submitted to the town planning board:

- (1) The use, location and dimensions of proposed building and open space.
- (2) The proposed layout of street and other vehicular circulation facilities, including the location and width of driveways on the site and access to the existing and prospective roads and highways.
- (3) The amount, location and dimensions of off-street parking and loading areas and access thereto.
- (4) The location and arrangement of any landscaping and transitional areas as set forth in section 24-203.
- (5) A storm drainage plan as required in section 24-705.
- (6) A topographical map of the lot or tract on which a building or buildings are proposed to be constructed, prepared and certified by a professional engineer or land surveyor.
- (7) The appropriate planning board application fee. Fees shall be prescribed from time to time by resolution of the town board.

(Code 1966, § 44-XIII-2; L.L. No. 8 of 2004, § II)

Sec. 24-86. - Approval standards.

- (a) The planning board shall review a submitted site plan and additional information and shall deny, approve or approve with stated conditions. The review shall take into consideration achieving, within limitations thereto, the following objectives:
  - (1) A harmonious relationship between such uses and uses located on adjacent properties and adjacent districts with special regard to residential uses.
  - (2) The maximum safety of vehicular ingress and egress from and to the site to existing and prospective streets and highways.
  - (3) The maximum adequacy of interior circulation, parking, and loading facilities with particular attention to vehicular and pedestrian safety.
  - (4) The adequacy of transitional landscaping and setbacks in regard to achieving maximum compatibility and protection to adjacent residential districts.
- (b) Before granting site plan approval the planning board shall obtain a written report from the town engineer in regard to the sufficiency of the storm drainage plan. A stormwater pollution prevention plan consistent with the requirements of chapter 6, article VI, divisions 1 and 2 shall be required for site plan approval.
- (c) Where the planning board finds that the minimum off-street parking and/or loading space requirements may be insufficient for the particular use contemplated, the planning board may require additional off-street parking and/or loading spaces to be provided before approving the site plans.
- (d) Should changes or additional facilities be requested by the planning board, final approval of the site plan shall be conditional upon the satisfactory compliance by the applicant with the changes or additional facilities.
- (e) Where the topographical map submitted by the petitioner shows existing grades on the lot or tract in excess of ten (10) percent (one (1) foot vertical for every ten (10) feet horizontal) the planning board shall not approve the final plans until the petitioner submits or complies with the following:
  - (1) A proposed grading plan superimposed over existing topography showing that once construction is completed there will be no slope or slopes on the lot or tract greater than one (1) vertical on a three (3) horizontal. The planning board may approve a slope with a maximum of one (1) vertical on a two (2) horizontal if approved by the town engineer or may require special slope plantings or soil retaining efforts such as cribbing. Existing slopes that will be undisturbed during construction may be left in their natural condition if approved by the planning board.
  - (2) When the construction of the building or buildings is completed, the finished grade shall form an appropriate part of the natural drainage area or some positive drainage system.
  - (3) When the construction of the building or buildings is completed, all finished graded areas shall be prepared into a loose level seed bed, limed, fertilized and seeded in the following steps or in accordance with good landscaping practice:
    - a. Apply ground limestone at the rate of one (1) ton per acre.
    - b. Apply 5-10-5 fertilizer at the rate of six hundred (600) pounds per acre.
    - c. Disc area to work limestone and fertilizer into the soil to a depth of at least three (3) inches.
    - d. Smooth area with a smoothing harrow.
    - e. Sow the following seed mixture, at the rate of one hundred (100) pounds per acre, in the following proportions:

Type	Pounds
Timothy	30
Kentucky blue grass	25
Red top	10
Perennial rye grass	30
Alsike clover	4
Wild white clover	<u>1</u>
	100

f. Brush in seed lightly.

g. Roll firm with ground roller.

- (4) A performance bond in an amount to be established by the planning board, but not less than two thousand dollars (\$2,000.00), with a surety company covering all of the above conditions is filed. The bond shall remain in full force and effect until certification of completion has been issued by the town engineer certifying that there is compliance with paragraphs (1), (2) and (3) above.

(Code 1966, § 44-XIII-3; L.L. No. 7 of 2004, § II; L.L. No. 3 of 2007)

Sec. 24-87. - Building permit issuance.

Building permits shall be issued only in accordance with an approved site plan which shall be transmitted by the town planning board to the administrative officer.

(Code 1966, § 44-XIII-4)

Sec. 24-88. - Changes in approved plan.

An applicant wishing to make any changes in an approved site plan shall reappear to obtain planning board approval and thereafter make application for a new building permit without additional charge therefore.

(Code 1966, § 44-XIII-5)

# *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?		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.		<input type="checkbox"/>	<input type="checkbox"/>
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:		<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:			
5.     Urban           Rural (non-agriculture)           Industrial           Commercial           Residential (suburban)			
<input type="checkbox"/> Forest     Agriculture                   Aquatic           Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

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    Agricultural/grasslands    Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> 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
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	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"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		