

APPLICATION FOR SITE DEVELOPMENT PLAN APPROVAL

Preliminary ___ Date: _____ Final ___ Date: _____

Name of Proposed Development: _____

Applicant:

Plans prepared by:

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Owner (if different)

(If more than one owner, provide information for each)

Name: _____

Address: _____

Telephone: _____

Ownership intentions - i.e., purchase options: _____

Location of site: _____

Tax map description

Section: _____ Block: _____ Lot: _____

Current zoning classification: _____

State and federal permits needed (list type and appropriate department)

Proposed use of site: _____

Total site area (square feet or acres) _____

Anticipated construction time: _____

Will development be staged? _____

Current land use of site (agriculture, commercial, undeveloped, etc.)

Current condition of site (buildings, brush etc.) _____

Character of surrounding lands (suburban, agriculture, wetlands, etc.)

Estimated cost of proposed improvement: \$ _____

Anticipated increase in number of residents, shoppers, employees, etc. (as applicable)

Describe proposed use including primary use, ground floor area, height and number of stories for each building:

- for residential buildings, include number of dwelling units by size (efficiency, one bedroom, two bedroom, three or more bedrooms) and number of parking spaces to be provided.
- for non-residential buildings, include total floor area, total sales area, number of automobile and truck parking spaces.
- other proposed structures.

SITE PLAN REVIEW

(Town of Lansing Land Use Ordinance Section 701)

Intent. The intent of this Sec. 701 is to provide for Planning Board review and approval of site plans for certain uses in the Town of Lansing for one or more of the following purposes:

- Mitigating potentially negative impacts resulting from development of sensitive areas including floodplains, steep slopes, the lake shore and lake escarpment, airport approaches and other areas as may be designated.
- Achieving an acceptable level of compatibility between new development and existing uses of adjacent land, and mitigating potentially negative impacts of new development on adjacent land and the surrounding neighborhood.
- Conserving property value and visual quality in the Town as development occurs.

APPROVAL PROCEDURE

SEQR. The Planning Board shall make a determination on the environmental impact of the proposed development in compliance with the provisions of 6 NYCRR Part 617 (SEQR), as appropriate.

Hearing. Before a decision is made on an application for site plan approval, the Planning Board may hold a public hearing on such application. The hearing may be held within thirty (30) days from the date a completed application is submitted to the Code Enforcement Officer and an environmental determination of significance has been made.

Decision. Within 45 days from the date of the hearing, or from the date of application if no hearing is held, a decision to approve, with or without modification or conditions, or disapprove the application shall be made by the Planning Board. Such 45-day period will be extended if the environmental review process has not been completed and/or may also be extended by mutual consent of the applicant and the Planning Board.

Changes. Any current or future change to an approved site plan must be reviewed and approved by the Planning Board. Failure to comply will result in loss of permitted use.

Site Plan Review Application Procedure

Site Plan Requirements.

Materials for Site Plan Review shall be submitted to the Planning Department at least fifteen (15) days in advance of the Planning Board meeting and shall include;

1. _____ Site Plan Application (Received); _____ Complete
 2. _____ Site Plan of the proposed land use activity (Details below)
 3. _____ SEQR For: Completed and signed Short Environmental Assessment Form, Part 1 (SEAF), or Long Environmental Assessment For, Part I (LEAF). (Consult with Planning Department as to which to submit)
 4. _____ Agricultural Data Statement if site is in an Agricultural District
 5. _____ Payment of Application Fee
 6. _____ Applicant should be provided with "information regarding Lansing Pathway Planning".
-

The Application and Site Plan shall contain the following information:

- a. _____ Name and address of the landowner of record and the applicant, if not the same. Scale of the drawing(s), north arrow, and date.
- b. _____ An identification map showing the location and orientation of the proposed development relative to the local road system and pathway plan (See information regarding Lansing Pathway Planning). A tax map or USGS map is adequate for this purpose.
- c. _____ Location of the site in relation to abutting properties and roads. Show existing property lines, right-of-way, easements and the names of current owners of adjacent property and property on the opposite side of the road serving the site. County tax records can be used for this purpose.
- d. _____ Gross acreage of the parcel to be developed.
- e. _____ Existing building and land uses on the site and on adjacent properties.
- f. _____ Proposed buildings and land uses, off-street parking areas, access and egress drives, buffer strips or screening, and any new roads to be built.
- g. _____ The location of any floodplain designated by the National Flood Insurance Program.
- h. _____ The location of any areas either recognized or designated by the Town of Lansing Planning Board as Unique Natural Areas as may be set forth in the Tompkins County Inventory of Unique Natural Areas.
- i. _____ Indication of existing and proposed topography and drainage systems for the site when this is a consideration.
- j. _____ Proposed storm water drainage from the site. Natural drainage ways shall be maintained whenever possible or replaced. The amount of storm water draining onto or across adjacent properties shall not be increased. Any activity disturbing more than one (1) acre of land shall be

required to obtain a SPDES Storm Water Phase II Construction Permit from the New York State Department of Environmental Conservation.

- k. _____ Erosion and Sediment Control Plan as described in the Stormwater and Erosion Control Law (LL# 6 of 2009)
- l. _____ Proposed water source and sewage disposal system.
- m. _____ The location, size and type of any proposed site lighting and signs. (installed so as to prevent glare on adjacent properties and roads) and signs.
- n. _____ A landscaping plan, if any. Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise-detering buffer between the proposed use and adjoining uses or properties. When appropriate, existing trees shall be conserved and integrated into the landscaping plan.
- o. _____ Brief statement describing the project and the type of exterior building material to be used.
- p. _____ Location of any proposed sidewalks, walkways, pathways or trail easements.

The Planning Board's statement may include recommendations of modifications to be incorporated into the final site plan, and conformance with said modifications shall be considered a condition of approval. If the preliminary site plan is disapproved, the Planning Boards' statement shall contain the reasons for such findings. In such a case, the Planning Board may recommend further study of the site plan and resubmission.

Any of the above site plan application requirements may, on the applicant's request, be waived by the Planning Board if circumstances warrant. The Planning Board may also request the applicant to submit additional information when this is necessary to make an informed judgment about the proposal. Such additional information, and the need for it, shall be agreed to by the applicant.

Waiver of requirements: Town Law Section 274-a (5)

The town board may further empower the authorized board to, when reasonable, waive any requirements for the approval, approval with modifications or disapproval of site plans submitted for approval. Any such waiver, which shall be subject to appropriate conditions set forth in the ordinance or local law adopted pursuant to this section, may be exercised in the event any such requirements are found not to be requisite in the interest of the public health, safety or general welfare or inappropriate to a particular site plan.

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?		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 governmental 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, 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			

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<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?	<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: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<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: _____	<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: _____	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<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?	<input type="checkbox"/>	<input type="checkbox"/>	
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: _____	<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 <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?	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	<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? <input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/>	<input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/>	<input type="checkbox"/>	

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

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.

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.

_____ Date

Name of Lead Agency _____

_____ Title of Responsible Officer

Print or Type Name of Responsible Officer in Lead Agency _____

_____ Signature of Preparer (if different from Responsible Officer)

Signature of Responsible Officer in Lead Agency _____

PRINT

RESET

AGRICULTURAL DATA STATEMENT

Per § 305-a of the New York State Agriculture and Markets Law, any application for a special use permit, site plan approval, use variance, or subdivision approval requiring municipal review and approval that would occur on property within a New York State Certified Agricultural District containing a farm operation or property with boundaries within 500 feet of a farm operation located in an Agricultural District shall include an Agricultural Data Statement.

A. Name of applicant: _____
Mailing address: _____

B. Description of the proposed project: _____

C. Project site address: _____ Town: _____

D. Project site tax map number: _____

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

F. Number of acres affected by project: _____

G. Is any portion of the project site currently being farmed?
 Yes. If yes, how many acres _____ or square feet _____ ?
 No.

H. Name and address of any owner of land containing farm operations within the Agricultural District and is located within 500 feet of the boundary of the property upon which the project is proposed.

I. Attach a copy of the current tax map showing the site of the proposed project relative to the location of farm operations identified in Item H above.

~~~~~  
**FARM NOTE**  
~~~~~

Prospective residents should be aware that farm operations may generate dust, odor, smoke, noise, vibration and other conditions that may be objectionable to nearby properties. Local governments shall not unreasonably restrict or regulate farm operations within State Certified Agricultural Districts unless it can be shown that the public health or safety is threatened.
~~~~~

\_\_\_\_\_  
Name and Title of Person Completing Form \_\_\_\_\_  
Date

# Information regarding Lansing pathway planning

Revised 6-2013

**For all persons considering land use changes in the Town of Lansing such as a Planned Development Area (PDA), a major or minor subdivision, or a special land use permit**

The Town of Lansing Resolution 10-134\* recognizes and supports the development of a network of paths for recreation and non-motorized transportation in the Town.

All persons seeking to initiate a land-use change in the Town of Lansing are requested to include a plan showing consideration for: 1) connection(s) to existing or proposed Lansing pathways, and 2) pathway(s) within the proposed development. This request applies to those seeking PDAs, special permits, or subdivisions of any size.

## **Background:**

The Town of Lansing has affirmed that the development of pathways is in the public interest of citizens of Lansing. The term "pathways" refers to a variety of non-motorized forms of transportation including hardened footpaths, nature trails, sidewalks, and paved multi-use trails for walkers, bikes and skateboards. There is also a desire for future trails that could accommodate snowmobiles and horse back riding.

The goals of Resolution 10-134 include developing a network of connecting pathways that will link major Town locations such as the schools, the Town Center, major recreation centers, commercial areas, and high density housing. The pathways will offer safe pedestrian alternatives as well as opportunities for healthy recreation. In addition, the pathways will enable citizens continued access to the natural landscapes within the community.

Town Officials, Department Heads, and the Planning Board will include consideration for pathways in their deliberations. The Town has also directed the Lansing Pathways Committee (LPC) to work with the Recreation and Parks Department to assist in this effort. The LPC is prepared to walk the land and to recommend pathway locations.

## **Assistance available**

Assistance in meeting this request is available from the Lansing Recreation and Parks Department and the Lansing Pathways Committee. Assistance may include walking the property and suggestions for pathway placement. You may arrange such assistance by contacting any of the following:

- Steve Colt, Recreation and Parks, Town of Lansing, Town Hall
- Maureen Cowen, LPC, 257-6332

\*Copies of Resolution 10-134 and current planning maps are available in the Town of Lansing Planning Office.