

SITE PLAN REVIEW LAW

TABLE OF CONTENTS

ARTICLE I - Introductory Provisions

Section 1.010 Enactment

Section 1.020 Short title

Section 1.030 Intent and Purpose

Section 1.040 Authorization of Planning Board to Review

Site Plans

ARTICLE II - Application and Definitions

Section 2.010 Applicability of Review Requirements

Section 2.020 Effect on Existing Uses

Section 2.030 Relationship of this Law to Other Laws and

Regulations

Section 2.040 Definitions

ARTICLE III - Site Plan Review

Section 3.010 Procedures - Generally

Section 3.020 Sketch Plan

Section 3.030 Application Requirements

Section 3.040 Required Fee

Section 3.050 Reimbursable Costs

ARTICLE IV - Review Standards

Section 4.010 General Standards and Considerations

ARTICLE V - Public Hearing and Decision

Section 5.010 Public Hearing

Section 5.020 Planning Board Decision

ARTICLE VI - Appeal of Planning Board Decision.

Section 6.010 Appeal Procedure

ARTICLE VII - Miscellaneous Provisions

Section 7.010 Site Review Officer

Section 7.020 Further Regulations by Planning Board

Section 7.030 Amendments

Section 7.040 Integration of Procedures

Section 7.050 Enforcement

Section 7.060 Severability

## ARTICLE I

### Introductory Provisions

Section 1.010 - Enactment. The Town Board of the Town of Norwich, New York, does hereby ordain and enact the Town of Norwich Site Plan Review Law pursuant to the authority and provisions of Section 10 of the Municipal Home Rule Law and Section 274-a of the Town Law . To become effective when adopted by the Town Board.

Section 1.020 - Short Title. This local law shall be known as the "Site Plan Review Law." The Town of Norwich is hereinafter referred to as the "town."

Section 1.030 - Intent and Purpose. Through site plan review, it is the intent of this local law to promote the health and general welfare of the town. A clean, wholesome, attractive environment is declared to be of importance to the health and, safety of the inhabitants of the town and, in addition, such an environment is deemed essential to the maintenance and continued development of the economy of the town and the general welfare of its inhabitants.

It is further the intent of this local law to ensure the optimum overall conservation, protection, preservation, development and use of the natural and man-related resources of the town, by regulating land use activity within the town through review and approval of site plans. It is not the intent of this local law to prohibit per se any land use activity but to allow all land use activities which will meet the standards set forth in this local law.

Section 1.040 - Authorization of Planning Board to Review Site Plans.

The Planning Board is hereby authorized to review and approve or disapprove site plans for land development within the town as hereinafter designated pursuant to and in accordance with standards and procedures set forth in this local law.

## ARTICLE II

### Applicability and Definitions

Section 2.010 - Applicability of Review Requirements. All land use activity occurring after the adopted date of this local law within the town shall require site plan review and approval before being undertaken, except the following:

1. Construction, alterations, or replacement of one-family dwelling and ordinary accessory structures, and related land use activities on a parcel of 5 acres or greater.
2. Minor landscaping or grading which is not intended to be used in connection with a land use reviewable under the provisions of this local law, and which involves less than 5 acres in size.
3. Ordinary repair or maintenance or interior alterations to existing structures or uses.
4. Exterior alterations or additions to existing structures which would not increase the square footage of the existing structure by more than 25% and having a cost value of less than \$10,000.
5. Non-structural agricultural or gardening uses not involving "clear-cutting" timber.
6. "Clear-cutting" any cutting of an area less than 1 acre of all or substantially all trees over six inches in diameter at breast height over any ten year cycle, depending on the site compatibility.
7. Signs under 10 square feet.
8. The sale of agricultural produce and temporary structures related to sale of agricultural produce.
9. Garage, lawn and porch sales not exceeding three consecutive days. If such sales take place more often than three (3) times in any calendar year, site plan approval will be required.

Any persons uncertain of the applicability of this local law to a given land uses activity may apply in writing to the planning board for a written jurisdictional determination.

Section 2.020 - Effect on Existing Uses. This law does not apply to uses and structures which are lawfully in existence as of the date this local law becomes effective. Any use which would otherwise be subject to this law, that has been discontinued for a period of 1 year or more shall be subject to review pursuant to the terms of this law before such use is resumed. Any use or structure shall be considered to be in existence provided the same has been substantially commenced as of the effective date of this local law and fully constructed and completed within one year from the effective date of this local law.

Section 2.030 - Relationship of this Law to Other Laws and Regulations. This local law in no way affects the provisions or requirements of other federal, state, local laws, or applicable regulations. This local law shall be considered the initial review procedure relative to other Local laws and/or regulations, however, where it is determined to be a conflict with any other such Law or regulation, the more restrictive shall apply. This includes, but not limited to subdivisions regulations, sanitary codes, refuse disposal and junkyard ordinances or local laws.

Section 2.040 - Definitions.

"Family" means two or more persons related to each other by blood, marriage or adoption, living together as a single housekeeping unit.

"Land Use Activity" means any construction which changes the use or appearance of land or a structure or the intensity of use of the land or a structure or other activity which is not hereby excluded. "Land Use Activity" shall explicitly include, but not be limited to the following: **new** structures, expansions to existing structures, changes in or expansions of existing uses, roads, driveways, excavations for the purpose of extracting soil mineral deposits and clear-cutting.

"One Family Dwelling" means a complete self-contained residential unit for permanent habitation by one family only, and containing one or more rooms and facilities for living including cooking, sleeping, and sanitary needs.

"Structure" means any object constructed, installed or placed on land to facilitate land use and development or subdivision of land, such as buildings, sheds, signs, tanks, and any fixtures, additions and alterations thereto.

"Structure, Accessory" means any structure designed to accommodate an accessory use but detached from the principal structure, such as, a free standing garage for vehicles accessory to the principal use, a storage shed, garden house or similar facility.

Any term used in this local law which is not defined hereinabove shall carry its customary meaning unless the context otherwise dictates.

## ARTICLE III

### Site Plan Review

Section 3.010 - Procedure - Generally. Prior to undertaking any new land use activity except for uses specifically excepted in Section 2.010 of this local law, a site plan approval by the planning board is required. Applicants for site plan approval should follow the recommended procedures related to the sketch plan conference as hereinafter set forth. Applicants must comply with all other procedures and requirements of this law.

Section 3.020 - Sketch Plan. A sketch plan conference shall be held between the planning board and the applicant prior to the preparation and submission of a formal site plan. The intent of such a conference is to enable the applicant to inform the planning board of his proposal prior to the preparation of a detailed site plan; and for the planning board to review the basic site design concept, advise the applicant as to potential problems and concerns and to generally determine the information to be required on the site plan. In order to accomplish these objectives, the applicant shall provide the following:

1. A statement and rough sketch showing the locations and dimensions of principal and accessory structures, parking areas, access signs (with descriptions), existing and proposed vegetation, and other planned features; anticipated changes in the existing topography and natural features; and where applicable, measures and features to comply with flood hazard and flood insurance regulations;

2. A site map showing the parcel under consideration for site plan review, and all properties, subdivisions, streets, rights-of-way, easements and other pertinent features within 200 feet of the boundaries of the parcel;

3. A map of site topography at no more than five (5) feet contour intervals. If general site grades exceed five (5) percent or portions of the site have susceptibility to erosion, flooding or ponding, a soils overlay and a topographic map showing contour intervals of not more than two (2) feet of elevation should be provided.

Section 3.030 - Application Requirements. An application for site plan approval shall be made in writing to the chairman of the planning board at least one week prior to the scheduled meeting and shall be accompanied by information contained on the following check list. When the sketch plan conference is held, the accompanying information shall be drawn from the following check list as determined necessary by the planning board at said sketch plan conference.

Site plan checklist:

1. Title of drawing, including name and address of applicant and person responsible for preparation, identification of New York State licensed checklist, landscape checklist or Engineer where appropriate of such drawings;
2. North arrow, scale at 1" = 200' or upon scale as specified by the Town of Norwich Planning Board;
3. Boundaries of the property plotted to scale;
4. Existing buildings;
5. Grading and drainage plan, showing existing and proposed contours, rock outcrops, depth to bedrock, soil characteristics, watercourses;
6. Location, design, type of construction, proposed use and exterior dimensions of all buildings;
7. Location, design and type of construction of all parking and truck loading areas, showing ingress and egress;
8. Provision for pedestrian access;
9. Location of outdoor storage, if any;
10. Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences;
11. Description of the method of sewage disposal and location, design and construction materials of such facilities;
12. Description of the method of securing public water and location, design and construction materials of such facilities;
13. Location of fire and other emergency zones, including the location of fire hydrants;
14. Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;
15. Location, size and design and type of construction of all proposed signs;(over 10 sq. feet)
16. Location and proposed development of all buffer areas, including existing vegetative cover;
17. Location and design of outdoor lighting facilities;`
18. Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
19. General landscaping plan and planting schedule;
20. An estimated project construction schedule;
21. Record of application for and status of all necessary permits from other governmental bodies;
9. Identification of any permits from other governmental bodies required for the project's execution;
10. Location and elevation of the 100 year flood and floodway within the boundaries of the site plan area.
24. Other elements integral to the proposed development as may be considered necessary in the particular case by the planning board.

Section 3.040 - Required Fee. An application for site plan review shall be accompanied by a fee \$25.00.

Section 3.050 Reimbursable Costs. Cost incurred by the planning board for reasonable consultation fees or other extraordinary expenses in connection with the review of a proposed site plan may be charged to the applicant. Any additional charges shall be paid before final approval will be granted and must be paid within the forty-five days of submittal of the completed and corrected application.

#### ARTICLE IV Review Standards

Section 4.010 - General Standards and Considerations. The Planning Board's review of the site plan shall include, as appropriate, but is not limited to, the following general considerations:

1. Location, arrangement, size, design and general site compatibility of buildings, lighting and signs.
2. Adequacy and arrangement of the vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic controls.
3. Location, arrangement, appearance and sufficiency of off-street parking and loading.
4. Adequacy and arrangement of pedestrian traffic access and circulation walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
5. Adequacy of stormwater and drainage facilities.
6. Adequacy of water supply and sewage disposal facilities.
7. Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and or noise buffer between the applicant's and adjoining lands, including the maximum retention of existing vegetation.
8. Adequacy of fire lanes and other emergency zones and the provisions of fire hydrants.
9. Special attention to the adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
10. Overall impact on the neighborhood including compatibility of design considerations.
11. Overall compatibility with natural characteristics of the site.

#### ARTICLE V

##### Public Hearing and Planning Board Decision

Section 5.010 - Public Hearing. The planning board may conduct a public hearing on the site plan if considered desirable by a majority of its members. Such hearings shall be held within fortyfive (45) days of the receipt of correct and complete application for site plan review and shall be advertised in the town's official newspaper, or if there is none, in a newspaper of general circulation in the town at least five (5) days before the public hearing.

Section 5.020 - Planning Board Decision. Within forty-five (45) days of receipt of the correct and complete application for site plan approval or a public hearing is held within forty-five (45) days of public hearing, the planning board shall render a decision. In its decision the planning board may approve, approve with modifications or disapprove the site plan. The time period in which the planning board must render its decision can be extended by mutual consent of the applicant and the planning board.

1. Approval. Approval will be determined by the vote of the majority of the planning board. Upon approval of the site plan, and payment by the applicant of all fees and reimbursable costs due the town, the planning board shall endorse its approval on a copy of the site plan and shall immediately file it and a written statement of approval with the Town Clerk. A copy of the written statement of approval shall be mailed to the applicant by certified mail, receipt requested.,

2. Approval with Modifications. The planning board may conditionally approve the final site plan. A copy of written statement containing the modifications required by the conditional approval will be mailed to the applicant by certified mail, return requested. After adequate demonstration to the planning board that all conditions have been met, and payment by the applicant of all fees and reimbursable costs due the Town, the planning board shall endorse its approval on a copy of the plan and shall immediately file it and a written statement of approval with the Town Clerk. A copy of the written statement' shall be mailed to the applicant by certified mail, return receipt requested.

3. Disapproval. Upon disapproval of the site plan the decision of the planning board shall immediately be filed with the Town Clerk and a copy thereof mailed to the applicant by certified mail, return receipt requested, along with the planning boards reasons for disapproval.

## ARTICLE VI

### Appeal of Planning Board Decision

Section 6.010 - Appeal Procedure. Any person aggrieved by any decision of the planning board may appeal to the Board of Appeal for a review. To appeal the Board's determination, such person may apply to the Supreme Court for a review by a proceeding under article 78 of the civil practice law and rules. Such proceedings shall be instituted within thirty (30) days after the filing of a decision in the office of the town clerk. The Board of Appeal shall consist of five members appointed by the Town Board.



## ARTICLE VII

### Miscellaneous Provisions

Section 7.010 - Site Review Officer. The site plan review officer will carry out the duties assigned by this local law or by any additional regulations adopted pursuant to section 7.020 thereof. If appointed, the site review officer shall be responsible for the overall inspection of the site improvements including coordination with the planning board and other officials and agencies, as appropriate.

Section 7.020 - Further Regulations by Planning Board. The Planning Board may, after a public hearing, adopt such further rules and regulations as it deems necessary to carry out the provisions of this local law.

Section 7.030 - Amendments.

1. The Town Board may on its own motion, on petition, or on recommendation of the Planning Board, after public notice and hearing, amend this local law pursuant to all applicable requirements of law.

2. All proposed amendments originating by petition, or by motion of the Town Board, shall be referred to the Planning Board for a report and recommendation thereon. The Planning Board shall submit its report within thirty (30) days after receiving such referral. Failure of the Planning Board to report within the required time shall be deemed to constitute a recommendation for approval of the proposed amendment.

Section 7.040.- Integration of Procedures. Whenever the circumstances of proposed development require compliance with Site Plan Review Law and with any other local law, ordinance or requirements of the town, the Planning Board shall integrate, as appropriate, Site Plan Review as required by this law with the procedural and submission requirements for such other compliance.

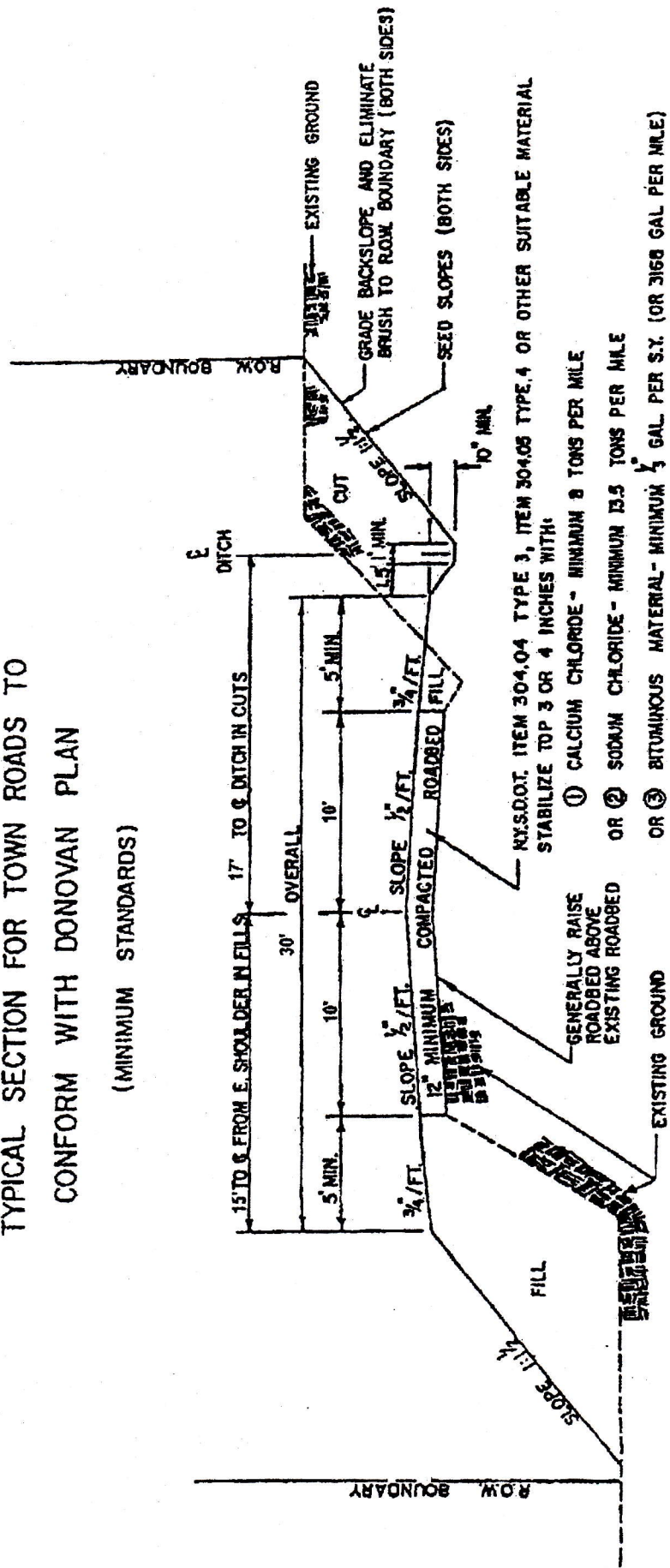
Section 7.050 - Enforcement. Any person, corporation, partnership, or other legal entity that shall violate any of the provisions of this local law, or offense and subject to a fine of not more than two hundred fifty dollars (\$250) or by penalty of two hundred fifty dollars (\$250) to be recovered by the town in a civil action. Every such person or entity shall be deemed guilty of a separate offense for each week such violation, disobedience, omission, neglect or refusal shall continue.

Section 7.060 - Severability. The provisions of this local law are severable. If any article, section, paragraph or provision of this local law shall be invalid, such invalidity shall apply only to the article, section, paragraph or provision(s) adjudged invalid, and the rest of this local law shall remain valid and effective.

George

# TYPICAL SECTION FOR TOWN ROADS TO CONFORM WITH DONOVAN PLAN

(MINIMUM STANDARDS)



- NY.S.D.O.T. ITEM 304.04 TYPE 3, ITEM 304.05 TYPE 4 OR OTHER SUITABLE MATERIAL STABILIZE TOP 3 OR 4 INCHES WITH:
- ① CALCIUM CHLORIDE - MINIMUM 8 TONS PER MILE
  - OR ② SODIUM CHLORIDE - MINIMUM 13.5 TONS PER MILE
  - OR ③ BITUMINOUS MATERIAL - MINIMUM 1/3 GAL. PER S.Y. (OR 3168 GAL PER MILE)

PROVIDE ADEQUATE DRAINAGE

**TOWN OF NORWICH PLANNING BOARD  
MEETINGS FIRST MONDAY OF THE MONTH  
7:00PM  
NORWICH TOWN HALL  
SITE PLAN CHECK LIST**

- Title of drawing, including name and address of applicant and person responsible for the preparation, identification of New York State licensed checklist, landscape checklist or engineer where appropriate of such drawings.
- North arrow, scale at 1"=200' or upon scale as specified by the Town of Norwich Planning Board.
- Boundaries of the property plotted to scale.
- Existing buildings.
- Grading and drainage plan, showing existing and proposed contours, rock outcrops, depth to bedrock, soil characteristics, water courses.
- Location, design, type of construction, proposed use and exterior dimensions of all buildings.
- Location, designs types of construction of all parking and truck loading areas, showing ingress and egress.
- Provisions for pedestrian access.
- Location of outdoor storage, if any.
- Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls, and fences.
- Description of the method of sewage disposal and location, design and construction materials of such facilities.
- Description of the method of securing public water and location, design and construction materials of such facilities.
- Location of fire and other emergency zones, including the location of fire hydrants.
- Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy.
- Location , size and design and type of construction of all proposed signs; (over 10 sq. feet).
- Location and proposed development of all buffer areas, including existing vegetative cover.
- Location and design of outdoor lighting facilities.
- Identification of the location and the amount of building area proposed for retail sales or similar commercial activity.
- General landscaping plan and planting schedule.
- An estimated project construction schedule.
- Record of application for and status of all necessary permits from other governmental bodies.
- Identification of any permits from other governmental bodies required for the project's execution.
- Location and elevation of the 100 year flood and floodway within the boundaries of the site plan area.
- Other elements integral to the proposed development as may be considered necessary in the particular case by the planning board.
- Completed "APPLICATION FOR SITE PLAN REVIEW" form
- Check in the amount of \$25.00 payable to TOWN OF NORWICH PLANNING BOARD

**TOWN OF NORWICH PLANNING BOARD  
APPLICATION FOR SITE PLAN REVIEW/SUBDIVISION**

**\$25.00 APPLICATION FEE**

LAND USE CHANGE \_\_\_\_\_

SUBDIVISION \_\_\_\_\_

MOBIL HOME PARK \_\_\_\_\_

OTHER \_\_\_\_\_

Name of proposed development \_\_\_\_\_

Applicant Name \_\_\_\_\_ Plans Prepared by \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Owner (if different) If more than one, provide information for each.

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_

Owner intentions, i.e. purchase options \_\_\_\_\_

Location of site (911 address) \_\_\_\_\_

Tax Map Description: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Local, State and Federal Permits needed (list type and appropriate department)

\_\_\_\_\_  
\_\_\_\_\_

---

Proposed use (uses) of the site: \_\_\_\_\_

---

---

---

Total site area (square feet or acres) \_\_\_\_\_

Anticipated construction time \_\_\_\_\_

Will development be staged? \_\_\_\_\_

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

---

---

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

---

---

Estimated cost of improvements \$ \_\_\_\_\_

Anticipated increase of residents, shoppers, employees, etc. (as applicable) \_\_\_\_\_

---

---

---

Describe proposed use; including principal and accessory use; ground floor area; and the number of stories for each building:

-for each residential building include the number of dwelling units by size and number of parking spaces to be provided.

-for nonresidential buildings, include total floor area, total sales area, number of parking spaces and delivery area.

-other proposed structures.

(Use separate sheet if needed)

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Signature of Landowner

\_\_\_\_\_  
Signature of Developer (if different)

**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.

| <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?<br>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?<br>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,<br>a. A permitted use under the zoning regulations?<br><br>b. Consistent with the adopted comprehensive plan?   | <b>NO</b> | <b>YES</b> | <b>N/A</b> |
|  |           |            |            |
| 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?<br>If Yes, identify: _____<br>_____   | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels?<br><br>b. Are public transportation service(s) available at or near the site of the proposed action?<br><br>c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?  | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
|  |           |            |            |
| 9. Does the proposed action meet or exceed the state energy code requirements?<br>If the proposed action will exceed requirements, describe design features and technologies:<br>_____<br>_____  | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
| 10. Will the proposed action connect to an existing public/private water supply?<br><br>If No, describe method for providing potable water: _____<br>_____   | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
| 11. Will the proposed action connect to existing wastewater utilities?<br><br>If No, describe method for providing wastewater treatment: _____<br>_____  | <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?<br><br>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?<br><br>b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?<br>If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____<br>_____<br>_____                                  | <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:<br><input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional<br><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?<br>If Yes,<br>a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES<br><br>b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?<br>If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES<br>_____<br>_____ | <b>NO</b> | <b>YES</b> |            |
|  |           |            |            |
|  |           |            |            |



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

|  | <b>No, or small impact may occur</b> | <b>Moderate to large impact may occur</b> |
|--|--------------------------------------|---|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?  |                                      |   |
| 2. Will the proposed action result in a change in the use or intensity of use of land?   |                                      |   |
| 3. Will the proposed action impair the character or quality of the existing community?   |                                      |   |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?                      |                                      |   |
| 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?            |                                      |   |
| 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? |                                      |   |
| 7. Will the proposed action impact existing:<br>a. public / private water supplies?<br>b. public / private wastewater treatment utilities?                                 |                                      |   |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?                                   |                                      |   |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?                     |                                      |   |

|   | 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? |                               |                                    |
| 11. Will the proposed action create a hazard to environmental resources or human health?                        |                               |                                    |

**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.

|  |   |
|--|---|
| _____  | _____   |
| 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) |