



**TOWN OF
GREENWICH
PLANNING BOARD**

2 Academy Street Greenwich, NY 12834
518-692-7611 ext. 103

SITE PLAN REVIEW

Dear Site Plan Review Applicant,

Attached you will find the preliminary requirements for your application.

1. Application Form
2. Designated Agency Form, if applicable.
3. Short Environmental Assessment Form (**Complete Part 1 Only**)
4. Instructions for completion of Part 1 of the Short EAF.
5. Agricultural Data Statement, if applicable.
6. Checklist for Site Plan Review.
7. Application Fee: \$100 (projects under 10,000 Sq. Ft.)
\$300 (projects over 10,000 Sq. Ft.)

8. Sign Permit Application

Please use this checklist to make sure you have as complete an application as possible before submitting it to the Planning Board for consideration.

An informal conference between the applicant and the Planning Board is strongly encouraged prior to submission of a special use permit to review the proposed development in light of existing conditions and to generally determine the information to be required in the special use permit. This conference requires no fee but does require, however, that the applicant ask to be placed on the agenda ten (10) days in advance of the meeting.

NOTE: Board regulations require submission of applications ten (10) days in advance of the regular meeting which is held the third Thursday of each month. Applications may be submitted to the Town Clerk Elaine Kelly, during regular business hours or to the Planning Board Clerk Kellie Blake, any Thursday evening from 6:00 – 8:00 pm. For information, please call the Planning Board Clerk at the number above.

Sincerely,

Town of Greenwich Planning Board

**TOWN OF GREENWICH
APPLICATION FOR SITE PLAN REVIEW Page 1 of 2**

Date: _____

File No.: _____

Applicant:

Name: _____

Address: _____

Phone: _____

Owner (if different than applicant):

Name: _____

Address: _____

Phone: _____

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

Designated Agent:

Name: _____

Address: _____

Phone: _____

Ownership intentions, i.e., purchase options _____

Location of Site: _____

Tax Map Description: Section _____ Block _____ Lot _____

Zoning District: _____

Proposed Use(s) of Site: _____

Percentage of lot coverage: _____

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

Total area of parcels (acres or square feet) _____

Total area to be developed _____

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 \$ _____

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

Additional traffic generated _____

AGENCY DESIGNATION FORM – SITE PLAN REVIEW

The owner or his representative must be present at all meetings on this proposal.

I, _____, the owner of property in the Town of Greenwich, Washington County, NY, hereby designate _____, to act as representative and agent in connection with any proceeding for Site Plan Review of real property in the Town of Greenwich, Washington County, NY and I grant to the said representative and agent the authority to fill applications, make representations and warranties as of they were my own, and in every respect act on my behalf. In making this designation I understand that the verbal and written comments, utterances or statements made by my representative and agent shall be treated and considered as if they were made by me, and shall be bound by such comments, utterances and statements as if I made them. I make this agency designation so that my personal appearance before any governmental entity or board for the Town of Greenwich is not necessary, and with the understanding that my designated representative and agent shall have total authority to represent my interests.

Signature: _____

Sworn to Before me this _____ day of _____, 20_____.

Notary Public Signature: _____

THE FOLLOWING

SHORT ENVIRONMENTAL ASSESSMENT FORM (SEQR)

OR

FULL ENVIRONMENTAL ASSESSMENT FORM (SEQR)

ARE BEST FILLED OUT ON-LINE AT

<http://www.dec.ny.gov/eafmapper/>

IF YOU DO NOT HAVE ACCESS TO THE INTERNET YOU MAY
FILL OUT THE ATTACHED FORM BY HAND

OR

IF YOU NEED ASSISTANCE FILLING OUT THE FORM
PLEASE CONTACT PLANNING BOARD CLERK KELLIE BLAKE
FOR AN APPOINTMENT.

Kellie can be reached at 692-7137 ext. 103

Planning Board office hours are

Thursdays from 6:00 pm - 8:00 pm

Meetings are held on the 2nd and 3rd Thursdays of the month so
appointments on those days will need to be scheduled prior to
6:30 pm.

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
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
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
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?		
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: a. public / private water supplies? 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)

Ag & Markets Law:

Article 25-AA (Agricultural Districts) Section 301

Farm Operation: the land and on-farm buildings, equipment, manure processing and handling facilities, and practices which contribute to the production, preparation and marketing of crops, livestock and livestock products as a commercial enterprise, including a “commercial horse boarding operation” as defined in subdivision thirteen of this section. Such farm operation may consist of one or more parcels of owned or rented land, which parcels may be contiguous or noncontiguous to each other.

Agricultural Data Statements

NYS Agriculture and Markets Law (Article 25 AA, Section 305), Town Law 283a and Village Law 7-739 requires applicants for subdivision approvals, site plan reviews and use variances to submit an [Agricultural Data Statement](#) if the project meets the following criteria:

- The proposed project is within an Agricultural District or;
- The boundary of the proposed project site is with 500 feet of a farm operation with in an Agricultural District.

The local municipal board must evaluate and consider the Agricultural Data Statement in its review and consider the potential impacts of the proposed project on the functioning of the farm operation.

Pursuant to Town Law 283a and Village Law 7-739, the clerk of the reviewing board must send notice to the owners identified in the Agricultural Data Statement upon receipt of the application. The cost of such mailing shall be borne by the applicant. In addition, the clerk must refer all applications (except for subdivisions, Washington County Planning Board is not authorized to review subdivisions) requiring an Agricultural Data Statement to the County Planning Board for review as required by General Municipal Law 239-m.

The Agricultural Data Statement must contain the following information:

- Name and address of applicant
- Description of the proposed project and its location
- Name and address of any owner of an active farm operation
- A tax map (or other map) showing the site of the proposed project relative to the location of the farm operation.

The clerk of the reviewing board must send notice to the owners identified in the Agricultural Data Statement upon receipt of the application.

Please note, a sample [Agricultural Data Statement](#) (pdf)

<http://www.co.washington.ny.us>

TOWN /VILLAGE OF _____

Date _____

Application # _____

Agricultural Data Statement

Instructions: This form must be completed for any application for a special use permit, site plan approval, use variance or subdivision approval requiring municipal review that would occur on property within 500 feet of a farm operation located in a NYS Dept. of Ag & Markets certified Agricultural District.

Applicant

Owner (if different from Applicant)

Name: _____ Address: _____ _____
--

Name: _____ Address: _____ _____
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Type of Application: ___ Special Use Permit; ___ Site Plan Approval; ___ Use Variance;
___ Subdivision Approval

Description of proposed project: _____

Location of project: _____

Address: _____

Tax Map Number : _____

Check with your local assessor if you do not know the following:

Is this parcel within an Agricultural District? ___ NO ___ YES

Agricultural District Number _____

Is this parcel actively farmed? ___ NO ___ YES

List all farm operations within 500 feet of your parcel. Attach additional sheets if necessary.

Name: _____ Address: _____ _____
Is this parcel actively farmed? Yes/No

Name: _____ Address: _____ _____
Is this parcel actively farmed? Yes /No

Name: _____ Address: _____ _____
Is this parcel actively farmed? Yes/No

Name: _____ Address: _____ _____
Is this parcel actively farmed? Yes/No

Signature of Applicant

Signature of Owner
(If other than applicant)

Reviewed by: _____
Signature of Municipal Official

Date

NOTE TO REFERRAL AGENCY: County Planning Board review is required. A copy of the Agricultural Data Statement must be submitted along with the referral to the County Planning Board.

<http://www.co.washington.ny.us>

**TOWN OF GREENWICH PLANNING BOARD
SITE PLAN REVIEW CHECKLIST – Pg. 1**

Site Plan Application # _____ (assigned by Board) Date: _____

1. _____ Application completed, signed and dated, including name, address and phone number of the applicant **and the tax ID number identifying the parcel.**
2. _____ Copy of Deed
3. _____ Zoning District – see Zoning Ordinance Table 1
4. _____ Zoning Use – refer to Zoning Ordinance – Table 1 & Table 2
5. _____ Names and **COMPLETE 911 OR PO BOX ADDRESSES WITH ZIP CODES** of adjoining land owners from the tax rolls; including across the road and water courses.
6. _____ Application Fee - \$100 for a project under 10,000 square feet. \$300 for a project 10,000 square feet or over. **Due at submission.**
7. _____ Sketch Plan
 - a) _____ Written statement (description of proposed project)
 - b) _____ A USGS topographic map or tax map showing location of the building site and its relationship to the surrounding area.
 - c) _____ A rough sketch of the project.
8. _____ Designated Agent Form signed, notarized and dated, if needed.
9. _____ Short Environmental Assessment Form (SEQR) **Part 1 Only.**
10. _____ Site Map:

Five (5) copies of the Site Plan Map measuring 11" x 17", showing in addition to the above Sketch:

 - a) _____ Title of the site plan, including name and address of the applicant and person responsible for preparing such drawing.
 - b) _____ North arrow, scale and date.
 - c) _____ Boundaries of property plotted to scale.
 - d) _____ Location, size and existing use of buildings and other structures on premises.
 - e) _____ Location and ownership identification of all adjacent lands including across roadways.
 - f) _____ Location, width and identification of all existing adjacent roads.
 - g) _____ Location, width and identification of all existing and proposed rights of way, easements, setbacks, reservations and areas dedicated to public use on or adjoining the property.
 - h) _____ Location of slopes in excess 15%, wetlands, flood and erosion-prone areas, watercourses and natural drainage patterns.
 - i) _____ Location of significant trees, shrubs and/or edge of wooded areas.
 - j) _____ Location of all structures, significant environmental features and utilities within 500 feet of the property line.
 - k) _____ Location of bedrock outcrops and other significant geological features.
 - l) _____ Setbacks – see Zoning Table 1 & 2
 - m) _____ Battenkill/Hudson River 100 foot setback.
11. _____ Development Plan Map:
 - a) _____ Grading and drainage plan, showing existing and proposed contour intervals of not more than 5 feet and watercourses if a change in topography is proposed.
 - b) _____ Locations, type of construction and exterior dimensions of all buildings and other structures.
 - c) _____ Identification of the amount of gross floor area proposed for retail sales and services, offices and other commercial or industrial facilities.

**TOWN OF GREENWICH PLANNING BOARD
SITE PLAN REVIEW CHECKLIST – Pg. 2**

- d) _____ Location, type of construction and area of all parking and truck loading areas, showing access and egress points to the site.
- e) _____ Provision for pedestrian access, including public and private sidewalks, if applicable.
- f) _____ Location and intended use of outdoor storage, if any.
- g) _____ Location and construction material of all existing or proposed site improvements including drains, culverts, berms, retaining walls, fences, patios, paved areas and decks.
- h) _____ Description of the method of sewage disposal and the location of such facilities.
- i) _____ Location of waste storage container, including proposed solid waste and hazardous waste collection, storage and staging areas.
- j) _____ Description of the method of securing water, location of such facilities, and approximate quantity of water required.
- k) _____ Location of fire lanes and other emergency zones, including the location of fire hydrants, if required.
- l) _____ Location, design, and construction materials of all energy generation and distribution facilities, including electrical, gas, hydro and solar.
- m) _____ Location, size design and type of all proposed temporary and permanent signs.
- n) _____ Location and development of all proposed buffer areas, including indication of existing and proposed vegetative cover.
- o) _____ Location and design of existing and proposed outdoor lighting, including height, type, bulb type/style, and hours of operation.
- p) _____ Proposed planting plan including screening and buffer areas with the planting and general landscaping schedule.
- q) _____ Record of applications and approval status of all necessary permits from federal, state, county and local offices including driveways and curb cuts.
- r) _____ Estimated project construction schedule.
- s) _____ Other elements integral to the proposed development as may be specified by the Planning Board at the sketch plan conference, such as contour intervals or licensed survey, etc.
- t) _____ Elevations or cross-sections of proposed buildings.
- u) _____ Height of proposed building(s)
- v) _____ Vertical break, if required
- w) _____ Planning Board approval box (4" x 5") and Planning Board approval statement within the box, to read as follows:
"Approval of Site Plan Application # _____ by the Town of Greenwich Planning Board is herewith granted on the ____ day of _____, 20____ and is subject to all requirements and conditions of said motion. Any change, erasure, modification or revision of the plat as approved, shall void this approval." Signed this ____ day of _____, 20____, by _____ Chairman or _____, Clerk.
- x) _____ Plat Note: Setbacks required at time of approval of this Site Plan per Town of Greenwich Zoning Ordinance adopted on May 29, 1007.

**SIGN PERMIT APPLICATION
TOWN OF GREENWICH
2 Academy Street
Greenwich, NY 12834
518-692-7611**

Date: _____

Applicant: _____
Name _____ E-mail Address _____
Street Address _____ Phone _____ Fax _____
City, State, Zip Code _____

Owner/
Landlord Name _____ E-mail Address _____
Street Address _____ Phone _____ Fax _____
City, State, Zip Code _____

Address of Sign: _____

Section _____ Block _____ Lot _____ Zoning District: _____

Type of Sign: _____ wall-mounted _____ freestanding _____ temporary

Major Wording of Sign: _____

Dimension of Sign: Length: _____ ft. _____ in. Height: _____ ft. _____ in.
Depth: _____ ft. _____ in. Area: _____ sq. ft.

Lighting of Sign: _____ Internal _____ External Details: _____

Does this sign reflect a change of use at premises? YES or NO

Is this a new business? YES or NO

Existing signs: (list type and number) _____

Attach plan showing location of sign with respect to property line or placement on building. Indicate dimensions, structural details, text, materials to be used, and illumination details. Include front & side elevations of subject building.

Applicant's Signature _____ Date _____ Code Enforcement Officer _____ Date _____