

TOWN OF ONEONTA
CODE ENFORCEMENT OFFICE
3966 St Hwy 23, PO Box A
WEST ONEONTA, N.Y. 13861
Phone: (607) 432-8606 Fax: (607) 432-3135
Web site: www.townofoneonta.org

Requirements for Site Plan submittal- all items must be returned to Code Office

1. Application containing statement of development intent with the:
 - ☐ Names of owners and developers
 - ☐ Environmental Assessment form (EAF)
 - ☐ Disclosure statement

2. Site plan showing:
 - ☐ a. Property boundaries
 - ☐ b. Building location & setbacks (measurements must be shown)
 - ☐ c. Parking areas and spaces (refer to 103-49) & lighting (measurements must be shown)
 - ☐ d. Loading areas (refer to 103-51 if required)
 - ☐ e. Drives, ingress and egress points (refer to 103-52) (measurements must be shown).
 - ☐ f. Landscaping (greenspace)
 - ☐ g. Utility/water/sewer systems if applicable
 - ☐ h. Drainage system-storm sewer
 - ☐ i. Sign location and illumination
 - ☐ j. Existing land use for a distance of 200' from lot
 - ☐ k. Buffering (if abutting a residential district)

3. Floodable or wetland area ☐ Y ☐ N
 - ☐ a. Floodplain/wetland boundaries
 - ☐ b. Flood elevations
 - ☐ c. Building floor elevation

4. ☐ Building permit application
☐ Application Fee

Reviewed date:

Code Enforcement Officer:

APPLICATION FOR SITE PLAN REVIEW
Town of Oneonta, 3966 St Hwy 23, PO Box A, West Oneonta, NY 13861
www.townofoneonta.org

Preliminary ☐ Date: _____ **Final** ☐ Date: _____

Name of proposed development: _____

Applicant:

Name: _____

Address: _____

Telephone: _____ Cell: _____

E-Mail Address _____

Plans Prepared by:

Name: _____

Address: _____

Telephone: _____

E-mail Address _____

Owner (if different):

Name: _____ (If more than one owner, provide information for each).

Address: _____

Telephone: _____

E-Mail Address _____

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(s) 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.): _____

Estimate cost of proposed improvement \$ _____

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

Describe proposed use, including principal and accessory uses; 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 nonresidential buildings, include total floor area and total sales area; number of automobile and truck parking spaces.

-other proposed structures.

(Use separate sheet if needed.)

Signature of Landowner or Developer

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 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 government 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, are adjoining or near the proposed action:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ 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 ☐ ☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO ☐	YES ☐	
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 ☐	
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 ☐ ☐ ☐	
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 ☐	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO ☐	YES ☐	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO ☐	YES ☐	
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 ☐ ☐	
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 ☐ ☐	

DISCLOSURE STATEMENT

Pursuant to the requirements of General Municipal Law Article 5-K, Section 809, an applicant seeking local approval for a planning or zoning action is obligated to disclose the name, residence and the nature and extent of the interest that any officer or employee of the municipality may have with the applicant.

An officer or employee of the municipality is deemed to have an interest in the applicant, when he/she, his/her spouse, their brothers, sisters, parents, children, grandchildren or the spouse of any of them

- a) is the applicant, or
- b) is an officer, director, partner or employee of the applicant, or
- c) legally or beneficially owns or controls stock of a corporate, applicant or is a member of a partnership applicant or association applicant, or
- d) is a party to an agreement with such an applicant, express or implied, whereby he/she may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

I, _____, the applicant for local approval of a planning or zoning action in the Town/Village of _____, hereby disclose one of the following (check one):

- ___ 1. No officer or employee of the local agency from which approval is sought has an interest in the applicant.
- ___ 2. There exists an interest in the applicant by at least one officer or employee of the local agency from which approval is sought. These interests are as follows:

NAME	RESIDENCE	NATURE OF INTEREST
a.		
b.		
c.		