

**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? 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>
			<input type="checkbox"/>	<input type="checkbox"/>
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:			<b>NO</b>	<b>YES</b>
			<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				

5. Is the proposed action, a. A permitted use under the zoning regulations?	<b>NO</b>	<b>YES</b>	<b>N/A</b>
	<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?	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<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: _____	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?  b. Are public transportation service(s) available at or near the site of the proposed action?  c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<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?  b. Is the proposed action located in an archeological sensitive area?	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <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?	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<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  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____	<b>NO</b>	<b>YES</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	<b>NO</b>	<b>YES</b>
	<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: _____ _____	<b>NO</b>	<b>YES</b>
	<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: _____ _____	<b>NO</b>	<b>YES</b>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
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?"

	<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?	<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: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input type="checkbox"/> <input type="checkbox"/>	<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.

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

**PRINT**

APPLICATION FOR SITE PLAN REVIEW/USE PERMIT  
TOWN OF KINGSBURY PLANNING BOARD

INSTRUCTIONS

1. COMPLETE ALL PORTIONS OF THE APPLICATION INCLUDING ATTACHMENTS AND ENVIRONMENTAL ASSESSMENT FORM.
2. ATTACH A DRAWING INCLUDING ALL APPLICABLE ITEMS IN THE ENCLOSED CHECKLIST.
3. APPLICATIONS AND ATTACHMENTS MUST BE PRINTED LEGIBLY OR TYPE WRITTEN.
4. APPLICATION MUST BE SUBMITTED WITH FOUR (4) FULL SIZE AND TWENTY (20) 11X17 COPIES.
5. THE APPLICATION MUST ALSO BE SENT ELECTRONICALLY TO THE COUNTY TO: [Ichadwick@co.washington.ny.us](mailto:Ichadwick@co.washington.ny.us)
6. APPLICATION FEE OF \$200 MUST BE SUBMITTED WITH APPLICATION.
7. THE REGULAR PLANNING BOARD MEETINGS OCCUR ON THE THIRD WEDNESDAY OF EACH MONTH. COMPLETED APPLICATION AND FEE MUST BE SUBMITTED BY THE LAST BUSINESS DAY OF THE MONTH PRECEDING THE HEARING DATE. FROM TIME TO TIME, SPECIAL MEETINGS OF THE BOARD ARE HELD AT THE DISCRETION OF THE BOARD CHAIRMAN.
8. WRITTEN PERMISSION FROM THE APPLICANT IS REQUIRED FOR AN AGENT TO ACT ON THE APPLICANT'S BEHALF.

THE ZONING ADMINISTRATOR'S OFFICE IS OPEN WEEKDAYS FROM 8:30 A.M. TO 4:00 P.M. AND WILL ASSIST YOU IN ANY WAY POSSIBLE.

**NOTE: PROJECTS WHICH DISTURB 1 ACRE OR MORE OF LAND MUST SUBMIT A STORM WATER POLLUTION PREVENTION PLAN (SWPPP)**

**THE PLANNING BOARDS REVIEW OF THE SITE PLAN SHALL INCLUDE, AS APPROPRIATE, BUT SHALL NOT BE LIMITED TO:**

- A. LOCATION, ARRANGEMENT, SIZE, DESIGN AND GENERAL SITE COMPATIBILITY OF BUILDINGS, LIGHTING AND SIGNS.

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- B. ADEQUACY AND ARRANGEMENT OF VEHICULAR TRAFFIC ACCESS AND CIRCULATION, INCLUDING INTERSECTIONS, ROAD WIDTHS, PAVEMENT SURFACES, DIVIDERS AND TRAFFIC CONTROLS.
- C. LOCATION, ARRANGEMENT, APPEARANCE AND SUFFICIENCY OF OFF-STREET PARKING AND LOADING.
- D. ADEQUACY AND ARRANGEMENT OF PEDESTRIAN TRAFFIC ACCESS AND CIRCULATION, WALKWAY STRUCTURES, CONTROL OF INTERSECTIONS WITH VEHICULAR TRAFFIC AND OVERALL PEDESTRIAN CONVENIENCE.
- E. ADEQUACY OF STORM WATER AND DRAINAGE FACILITIES.
- F. ADEQUACY OF WATER SUPPLY AND SEWAGE FACILITIES.
- G. ADEQUACY, TYPE AND ARRANGEMENT OF TREES, SHRUBS AND OTHER LANDSCAPING CONSTITUTING A VISUAL AND/OR NOISE BUFFER BETWEEN APPLICANT'S AND ADJOINING LANDS, INCLUDING THE MAXIMUM RETENTION OF EXISTING VEGETATION.
- H. ADEQUACY OF FIRE LANES AND OTHER EMERGENCY ZONES AND THE PROVISIONS FOR FIRE HYDRANTS.
- I. SPECIAL ATTENTION TO THE ADEQUACY AND IMPACT OF STRUCTURES, ROADWAYS AND LANDSCAPING IN AREAS WITH SUSCEPTIBILITY TO PONDING, FLOODING, AND/OR EROSION.

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**CHECKLIST FOR SITE PLAN SKETCH IF YOU ARE UNABLE TO PROVIDE  
INFORMATION ON SKETCH PLEASE PROVIDE A NARRATIVE DESCRIPTION.**

- TITLE OF DRAWING INCLUDING NAME AND ADDRESS OF APPLICANT, OWNER OF PROPERTY AND PERSONS RESPONSIBLE FOR DRAWING.
- NORTH ARROW, SCALE AND DATE.
- PROPERTY BOUNDARIES AND ADJACENT NEIGHBORS.
- EXISTING WATERCOURSES.
- GRADING AND DRAINAGE PLANS SHOWING EXISTING AND PROPOSED CONTOURS.
- LOCATION, DESIGN AND TYPE OF CONSTRUCTION OF ALL PARKING AND TRUCK LOADING AREAS SHOWING ACCESS AND EGRESS, TRAFFIC CIRCULATION PATTERNS, DIVIDERS AND TRAFFIC CONTROLS.
- PROVISIONS FOR PEDESTRIAN EGRESS.
- LOCATION OF OUTDOOR STORAGE, IF ANY.
- LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF ALL EXISTING AND 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 AND METHOD OF SECURING WATER AND LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF SUCH FACILITIES.
- LOCATION OF FIRE AND OTHER EMERGENCY ZONES.
- LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF ALL ENERGY DISTRIBUTION FACILITIES, INCLUDING ELECTRICAL, GAS OR SOLAR ENERGY.
- LOCATION, SIZE AND DESIGN AND TYPE OF CONSTRUCTION OF ALL SIGNS.

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- LOCATION AND PROPOSED DEVELOPMENT OF ALL BUFFER AREAS;  
INCLUDING EXISTING VEGETATION COVER, PERCENT OF PERMEABLE  
LAND.
- LOCATION, HEIGHT AND DESIGN OF ALL OUTDOOR LIGHTING  
FACILITIES, DIRECTION OF LIGHT BEAM.
- IDENTIFICATION OF THE LOCATION AND AMOUNT OF BUILDING AREA  
PROPOSED FOR RETAIL SALES OR SIMILAR COMMERCIAL ACTIVITY.
- GENERAL LANDSCAPE PLAN AND PLANTING SCHEDULING.
- AN ESTIMATED PROJECT CONSTRUCTION SCHEDULE.
- RECORD OF APPLICATION FOR AND APPROVAL STATUS OF ALL  
NECESSARY PERMITS FROM STATE AND COUNTY OFFICIALS.
- IDENTIFICATION OF ANY STATE OR COUNTY PERMITS REQUIRED FOR  
THE PROJECTS EXECUTION.
- OTHER ELEMENTS INTEGRAL TO THE PROPOSED DEVELOPMENT AS  
MAY BE CONSIDERED NECESSARY BY THE PLANNING BOARD OR THE  
APPLICANT.