

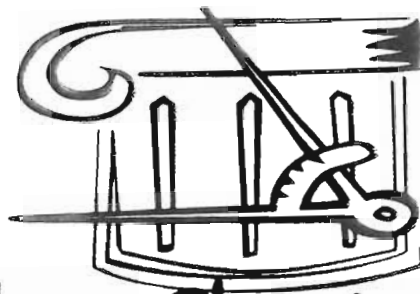
# Town of Kingsbury

210 Main Street, Hudson Falls, NY 12839

Phone (518) 747-2188 Ext. 3008 Fax (518) 747-9115 Email [kburycodes@adelphia.net](mailto:kburycodes@adelphia.net)

CODE ENFORCEMENT/ZONING/PLANNING

## APPLICATION FORM AND INSTRUCTIONS FOR SITE PLAN REVIEW



### Kingsbury Planning Board

REGULAR MEETING DATE IS THE

THIRD WEDNESDAY OF EACH MONTH AT 7:00PM

APPLICATIONS MUST BE RECEIVED

IN THE PLANNING OFFICE

BY THE FOURTH THURSDAY

OF THE MONTH PRIOR TO THE MEETING

THIS PACKET IS FOR THE CONVENIENCE OF THE APPLICANT, NOTHING HEREIN RELIEVES THE APPLICANT FROM COMPLIANCE WITH THE CODE OF THE TOWN OF KINGSBURY, OR THE NYS UNIFORM FIRE PREVENTION & BUILDING CODE

**TOWN OF KINGSBURY – OFFICE OF CODE ENFORCEMENT  
210 MAIN STREET, HUDSON FALLS, NEW YORK 12839  
PHONE: 747-2188 EXT. 3008**

**APPLICATION FOR SITE PLAN REVIEW / USE PERMIT**

DATE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT PHONE: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_ TAX MAP #: \_\_\_\_\_

ZONE DISTRICT: \_\_\_\_\_

I DO HEREBY APPLY FOR SITE PLAN REVIEW PURSUANT TO CHAPTER 280 ARTICLE IX  
OF THE CODE OF THE TOWN OF KINGSBURY.

DESCRIPTION OF PROJECT:

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

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE**

FEE: \_\_\_\_\_

HEARING DATE: \_\_\_\_\_

PUBLISHED ON: \_\_\_\_\_

RESULT: \_\_\_\_\_

**TOWN OF KINGSBURY – OFFICE OF CODE ENFORCEMENT  
6 MICHIGAN STREET, HUDSON FALLS, NEW YORK 12839  
PHONE: 747-2188 EXT. 3008**

**APPLICATION FOR SITE PLAN REVIEW / USE PERMIT  
INSTRUCTIONS**

1. COMPLETE ALL PORTIONS OF THE APPLICATION INCLUDING ATTACHEMENTS 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 TWO (2) 11 X17 COPIES.**
5. **APPLICATION FEE OF \$200 MUST BE SUBMITTED WITH APPLICATION.**
6. THE REGULAR PLANNING BOARD MEETINGS OCCUR ON THE THIRD WEDNESDAY OF EACH MONTH. COMPLETED APPLICATION AND FEE MUST BE SUBMITTED BY THE **12:00 PM 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.
7. WRITTEN PERMISSION FROM THE APPLICANT IS REQUIRED FOR AN AGENT TO ACT ON THE APPLICANT'S BEHALF.

THE ZONING AMMINISTRATOR'S OFFICE IS OPEN WEEKDAYS FROM 8:30 AM UNTIL 4:00 PM, MONDAY THROUGH FRIDAY AND WILL ASSIST YOU IN ANY WAY POSSIBLE.

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

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**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.
- 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 PEDISTRIAN 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, FLOORING, AND/OR EROSION.

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

1. TITLE OF DRAWING INCLUDING NAME AND ADDRESS OF APPLICANT, OWNER OF PROPERTY AND PERSONS RESPONSIBLE FOR DRAWING.
2. NORTH ARROW, SCALE AND DATE.
3. PROPERTY BOUNDARIES AND ADJACENT NEIGHBORS.
4. EXISTING WATERCOURSES.
5. GRADING AND DRAINAGE PLANS SHOWING EXISTING AND PROPOSED CONTOURS.
6. LOCATION, DESIGN AND TYPE OF CONSTRUCTION OF ALL PARKING AND TRUCK LOADING AREAS SHOWING ACCESS AND EGRESS, TRAFFIC CIRCULATION PATTERNS, DIVIDERS AND TRAFFIC CONTROLS.
7. PROVISIONS FOR PEDESTRIAN EGRESS.
8. LOCATION OF OUTDOOR STORAGE, IF ANY.
9. LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF ALL EXISTING AND PROPOSED SITE IMPROVEMENTS, INCLUDING DRAINS, CULVERTS, RETAINING WALLS AND FENCES.
10. DESCRIPTION OF THE METHOD OF SEWAGE DISPOSAL AND LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF SUCH FACILITIES.
11. DESCRIPTION AND METHOD OF SECURING WATER AND LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF SUCH FACILITIES.
12. LOCATION OF FIRE AND OTHER EMERGENCY AREAS.
13. LOCATION, DESIGN AND CONSTRUCTION MATERIALS OF ALL ENERGY DISTRIBUTION FACILITIES, INCLUDING ELECTRICAL, GAS OR SOLAR ENERGY.
14. LOCATION, SIZE AND DESIGN AND TYPE OF CONSTRUCTION OF ALL SIGNS.
15. LOCATION AND PROPOSED DEVELOPMENT OF ALL BUFFER AREAS; INCLUDING EXISTING VEGETATION COVER, PERCENT OF PERMEABLE LAND.
16. LOCATION, HEIGHT AND DESIGN OF ALL OUTDOOR LIGHTING FACILITIES, DIRECTION OF LIGHT BEAM.

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17. IDENTIFICATION OF THE LOCATION AND AMOUNT OF BUILDING AREA PROPOSED FOR RETAIL SALES OR SIMILAR COMMERCIAL ACTIVITY.
18. GENERAL LANDSCAPE PLAN AND PLANTING SCHEDULING.
19. AN ESTIMATED PROJECT CONSTRUCTION SCHEDULE.
20. RECORD OF APPLICATION FOR AND APPROVAL STATUS OF ALL NECESSARY PERMITS FROM STATE AND COUNTY OFFICIALS.
21. IDENTIFICATION OF ANY STATE OR COUNTY PERMITS REQUIRED FOR THE PROJECTS EXECUTION.
22. OTHER ELEMENTS INTEGRAL TO THE PROPOSED DEVELOPMENT AS MAY BE CONSIDERED NECESSARY BY THE PLANNING BOARD OR THE APPLICANT.

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

**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				





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"/>
<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?"

	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.

<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**

## Signature Page

This page includes the Authorization to Act as Agent Form, Engineering Fee Disclosure, Other Permit Responsibilities and Agreement to provide documentation required.

Complete the following if the **OWNER** of the property is not the same as the applicant.

### Owner's Agent Form

Owner: \_\_\_\_\_

Designates: \_\_\_\_\_

As Agent Regarding \_\_\_\_\_

For Tax Map No.: \_\_\_\_\_

Deed Reference: \_\_\_\_\_

\_\_\_\_\_ Variance \_\_\_\_\_ Site Plan \_\_\_\_\_ Subdivision  
\_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot  
\_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_ Date

SIGNATURE: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

Complete the following if the **APPLICANT** is unable to attend the meeting or wishes to be represented by another party.

### Applicant's Agent Form

Owner: \_\_\_\_\_

Designates: \_\_\_\_\_

As Agent Regarding \_\_\_\_\_

For Tax Map No.: \_\_\_\_\_

\_\_\_\_\_ Variance \_\_\_\_\_ Site Plan \_\_\_\_\_ Subdivision  
\_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot

SIGNATURE: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

**Engineering Fee Disclosure:** Applications may be referred to the Village consulting engineer for review as determined by code and fees must be paid prior to issuance of Certificate of Occupancy. Fees for engineering review services will be charged directly to the applicant. Fees for engineering review will not exceed \$1,000 without notification to the applicant.

**Please Note:** Other permits may be required for construction or alteration activity subsequent to approval by the Planning Board. It is the applicant's responsibility to obtain any additional permits.

**Official Meeting Minutes Disclosure:** It is the practice of the Planning Board to have a designated stenographer tape record the proceedings of meetings resulting from application, and that minutes transcribed from those tapes constitute the official record of all proceedings. If there is a discrepancy between such record and the handwritten minutes taken by the designated stenographer, the handwritten minutes shall be deemed the official record.

I, the undersigned, have thoroughly read and understand the instructions for submission, agree to the submission requirements and completed the checklist.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_