



More than a Legend

Village of Sleepy Hollow

Department of Architecture, Land Use Development, Buildings & Building Compliance

28 Beekman Avenue, Sleepy Hollow, NY 10591

Telephone (914) 366-5124 • Fax (914) 631-0607 • www.sleepyhollowny.gov

REQUIREMENTS TO FILE AN APPLICATION TO THE PLANNING BOARD

The intent of this document is to assist the applicant with the requirements, process, and documentation necessary to file for an application to the *Village of Sleepy Hollow Planning Board*. **Failure to complete the application in its entirety and/or to provide the information indicated therein will result in rejection of the submission or a delay processing the application.**

1. New York Village Law and the Zoning Code of the Village of Sleepy Hollow govern the substance and procedure of applications to the Planning Board. All applicants should be familiar with and comply with these provisions in making their application.
2. A pre-submission conference with the Village Architect is required prior to the submission of a formal application. Please contact the Department of Architecture, Land Use Development, Buildings & Building Compliance to schedule an appointment.
3. The application may be obtained from the Village of Sleepy Hollow Department of Architecture, Land Use Development, Buildings & Building Compliance or on the Village website: www.sleepyhollowny.gov
4. For placement on the Planning Board agenda, all applicants shall submit a completed application to the Department of Architecture no less than (14) days prior to the next scheduled planning board meeting. Receipt of the above information does not, however, guarantee placement on the Planning Board agenda, since the materials must be reviewed and accepted for completeness by the Department.
5. The Planning Board cannot consider an application if violations, unrelated to the approval being sought, exist on the property.
6. The application forms must be signed before a Notary Public by the person or entity making the application.
7. It is the applicant's responsibility to complete all parts of the application package and provide all required documentation. **INCOMPLETE APPLICATIONS WILL DELAY THE PROCESS OR BE RETURNED.**
8. Planning Board meetings are typically held on the third Thursday of the month, except August, at 7:00 PM at Village Hall. Meeting dates and times are subject to change due to holidays, weather, or scheduling conflicts.
9. Submit (6) copies of the application and all required plans and documents. The maximum format is 24" x 36", stapled and folded no larger than 9" x 12". All submissions must include a digital copy.
10. The application must include the following fees:

Site plan application:	\$1,200 plus \$25 per required parking space \$200 minutes fee per meeting
Subdivision application:	\$1,200 up to two lots; plus \$500 per lot thereafter \$200 minutes fee per meeting
Special use permit:	\$2,500 plus \$500 per acre or fraction thereof \$200 minutes fee per meeting

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Wetland Watercourse permit:	\$1,200 plus \$25 per parking space \$200 minutes fee per meeting
Wireless communication permit:	\$1,200 \$200 minutes fee per meeting
Amended plan:	\$750 \$200 minutes fee per meeting
Extension:	\$500 \$200 minutes fee per meeting

Please make all checks payable to the *Village of Sleepy Hollow*. Application fee is **NON-REFUNDABLE**.

11. The application must include the following Escrow fee:

\$2,500 initial fee for new applications
\$500 initial fee for amendments and extensions

Please make all checks payable to the *Village of Sleepy Hollow*. Unused portion of escrow fees will be returned upon the completion of the project.

12. Costs incurred by the Village for consultation fees, including legal fees, publication fees, traffic and planning studies and environmental review pursuant to SEQR or other expenses in connection with the review of a proposed project shall be charged to the applicant. A non-refundable administrative fee shall be charged to the escrow account. The administrative fee shall be 2% of the total amount of escrow funds deposited. The fee will be deducted immediately upon the deposit of the escrow funds and used to reimburse the Village for the management of the escrow account.
13. An application shall be deemed incomplete if filing, planning/engineering review fees, or other consultant fees have not been paid. If the escrow sum for review fees falls below the minimum specified for the escrow amount of the review fees, the application shall be deemed incomplete and the consideration of the application shall be suspended.
14. The Planning Board shall hold a public hearing on the application at such time as it deems appropriate. The applicant shall, at the applicant's sole expense, provide written notice of the hearing by certified mail, return receipt requested, to all owners of property within 200 feet of the property affected by the project. The applicant will be provided with a Public Notice and a list of all properties to receive notice.
15. The applicant shall, by affidavit, present satisfactory proof to the Department of Architecture, no later than 4:30 PM the Friday prior to the scheduled Planning Board public hearing that said written notices have been duly served.
16. A prominent sign, provided by Department, shall be posted two weeks prior to the start of the public hearing, at the edge of the property wherever it abuts a public street, in a clear and visible location, giving notice of the public hearing, its subject, location of the hearing, and its time and date. This shall be performed by the applicant and an affidavit of posting submitted to the Department of Architecture no later than 4:30 PM the Friday prior to the scheduled Planning Board public hearing. The applicant shall maintain the sign until the public hearing is closed.
17. No certificate of occupancy/ compliance shall be issued for any project unless the same conforms in all respects to the approved site plan and/or site plan amendment.



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PLANNING BOARD APPLICATION CHECKLIST

An application to the Village of Sleepy Hollow Planning Board will not be considered complete without the following information listed below. The Planning Board may require additional information as needed to evaluate the proposed project in terms of the goals and standards in the Village Code.

Applicant:		Location:	
NO.	DESCRIPTION	RECD	NA
1.	Application fee – check, or money order made payable to the <i>Village of Sleepy Hollow</i> . See application requirements for amounts.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Initial escrow fee – check, or money order payable to the <i>Village of Sleepy Hollow</i> . See application requirements for amounts.	<input type="checkbox"/>	<input type="checkbox"/>
A digital copy and Six (6) identical stapled/ bound packets of the following:			
3.	Completed application signed by the property owner. The property owner may complete the Proxy Statement authorizing an agent or representative to sign the application.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Completed Escrow agreement form.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Written narrative describing the existing conditions and proposed project.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Table of contents listing all documents.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Completed Zoning Compliance Form – completed by a NYS registered architect or professional engineer.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Environmental assessment form (EAF), as required by the State Environmental Quality Review Act (SEQRA).	<input type="checkbox"/>	<input type="checkbox"/>
9.	Coastal assessment form.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Property deed, including all easements and covenants.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Tax certificate.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Property survey. Survey prepared by a NYS Licensed surveyor and must be updated to show all existing conditions.	<input type="checkbox"/>	<input type="checkbox"/>
13.	Photographs of the property (3"x5" or larger) showing the location and impacts of your application.	<input type="checkbox"/>	<input type="checkbox"/>
14.	Site plan(s) as required by proposed work. See Site Plan Checklist.	<input type="checkbox"/>	<input type="checkbox"/>

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NO.	DESCRIPTION	RECD	NA
15.	The names of all owners of record within 200 feet of the property.	<input type="checkbox"/>	<input type="checkbox"/>
16.	Area map showing all streets within 1,000 feet of the property (1:400 scale)	<input type="checkbox"/>	<input type="checkbox"/>
17.	Flow and pressure requirements for the fire-sprinkler system.	<input type="checkbox"/>	<input type="checkbox"/>
18.	Stormwater pollution prevention plan (SWPPP).	<input type="checkbox"/>	<input type="checkbox"/>
19.	Details and calculations for any proposed storm water drainage system.	<input type="checkbox"/>	<input type="checkbox"/>
20.	Construction plans and specifications, drawn to scale, signed and sealed by a NYS registered architect or professional engineer as required by NYS Law.	<input type="checkbox"/>	<input type="checkbox"/>
21.	Color renderings or photo simulations depicting the proposed improvements.	<input type="checkbox"/>	<input type="checkbox"/>
22.	Construction logistics and operations plan.	<input type="checkbox"/>	<input type="checkbox"/>
	Other: (indicate document):	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>



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PLANNING BOARD APPLICATION: SITE PLAN CHECKLIST

A site plan will not be considered complete without the following minimum information listed below. Additional information must be provided as necessary to illustrate and describe the proposed work.

Applicant:	Location:		
NO.	DESCRIPTION	RECD	NA
1.	Title of drawing, including name of project, name and address of applicant and persons responsible for the preparation of the drawing.	<input type="checkbox"/>	<input type="checkbox"/>
2.	North arrow.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Scale of drawing: graphic and written.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Boundaries of the property taken from a certified survey.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Location of all existing buildings and structures.	<input type="checkbox"/>	<input type="checkbox"/>
6.	The names of adjacent property owners of record.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Location and names of adjoining streets.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Locations of the nearest fire hydrants.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Location, design and dimensions of all proposed buildings and structures.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Location, design and dimensions of all parking and loading areas.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Location, design and dimensions of driveways, curb cuts, fire lanes, and vehicular access.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Location, design and dimensions of all pedestrian means of egress.	<input type="checkbox"/>	<input type="checkbox"/>
13.	Location, design and dimensions of all fencing, gates, and walls.	<input type="checkbox"/>	<input type="checkbox"/>
14.	Location, design, dimension and specifications for garbage and recycling storage facilities.	<input type="checkbox"/>	<input type="checkbox"/>
15.	Location, design, specifications, photometrics, and details of all exterior lighting.	<input type="checkbox"/>	<input type="checkbox"/>

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NO.	DESCRIPTION	RECD	NA
16.	Location, design, dimensions and specifications for all proposed signage.	<input type="checkbox"/>	<input type="checkbox"/>
17.	Topography, showing existing and proposed contours and spot elevations.	<input type="checkbox"/>	<input type="checkbox"/>
18.	Location of wetlands and watercourses.	<input type="checkbox"/>	<input type="checkbox"/>
19.	Location of flood zones and flood ways.	<input type="checkbox"/>	<input type="checkbox"/>
20.	Location, design, details, and specifications for all proposed storm water drainage systems.	<input type="checkbox"/>	<input type="checkbox"/>
21.	Location, design, details, and specifications of sewage disposal system.	<input type="checkbox"/>	<input type="checkbox"/>
22.	Location, design, details, and specifications of domestic water system.	<input type="checkbox"/>	<input type="checkbox"/>
23.	Location, design, details, and specifications of fire protection systems.	<input type="checkbox"/>	<input type="checkbox"/>
24.	Location, design, details, and specifications of electric energy service systems.	<input type="checkbox"/>	<input type="checkbox"/>
25.	Location, design, details, and specifications of gas energy service systems.	<input type="checkbox"/>	<input type="checkbox"/>
26.	Location, design, details, and specifications of solar and wind energy systems.	<input type="checkbox"/>	<input type="checkbox"/>
27.	Dimensions and location of areas to be reserved for recreational use, landscaping, and other open spaces.	<input type="checkbox"/>	<input type="checkbox"/>
28.	Proposed landscaping and planting details; include location, size, and species of existing trees to be removed.	<input type="checkbox"/>	<input type="checkbox"/>
29.	Indicate any historic structures or land uses and/or natural configurations of the parcel(s) and identify any historic or prehistoric objects, sites, or features on, under or about the site, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
30.	Owner's endorsement.	<input type="checkbox"/>	<input type="checkbox"/>
31.	Planning Board Chairperson's endorsement.	<input type="checkbox"/>	<input type="checkbox"/>
	Other:	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>



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PLANNING BOARD APPLICATION: Part 1 of 3

OFFICE	Application number:	Date received:
	Tax map designation: Sect.: Block: Lot:	Date of decision:
	Zoning district:	Expiration date:

If sufficient space does not exist to give appropriate answers to any questions on this form, please attach a rider giving such answers properly referenced to the question and page number.

1. This is an Application for the following:

- | | | |
|---|--|---|
| <input type="checkbox"/> New | <input type="checkbox"/> Amendment | <input type="checkbox"/> Extension |
| <input type="checkbox"/> Site Plan review | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Architectural review |
| <input type="checkbox"/> Special permit | <input type="checkbox"/> Fill/ Excavation permit | <input type="checkbox"/> Stormwater Management permit |
| <input type="checkbox"/> Flood development permit | <input type="checkbox"/> Wetlands/ Watercourse | |

2. Project name: _____

3. Project location: _____

4. Describe the scope of the project: _____

5. Is the property subject to any variances, covenants, easements, or restrictions? NO YES Describe below:

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Planning Board Application

6. Indicate the total area of land disturbance for the proposed development plan: _____(acres) (square feet)

7. Indicate the number of proposed off-street parking spaces: _____

8. Indicate the number of proposed off-street loading zones: _____

9. Is the project within 500 feet of:

- a. The boundary of a city, town, or village? NO YES
- b. The right-of-way of any existing or proposed state or county road? NO YES
- c. The boundary of an existing or proposed state or county park or recreation area? NO YES
- d. The boundary of state or county-owned land which a public building/
institution is located? NO YES
- e. An existing or proposed drainage line? NO YES
- f. The boundary of a farm located in an agricultural district? NO YES

10. If a subdivision, indicate proposed number of lots: _____

11. Is any land to be dedicated for parkland or recreational purposes? NO YES

a. Specify area of dedicated land: _____(acres) (square feet)

12. Principal building description (attached additional sheets for multiple structures):

PRINCIPAL BUILDING								
	Level							Total
	Bsmt	First	Second	Third	Fourth	Fifth	Attic/roof	
Gross area (sf)								
Dwelling units								
# of bedrooms								
Occupancy use								
Housing type	<input type="checkbox"/> Single-family <input type="checkbox"/> Apartment <input type="checkbox"/> Attached single-family <input type="checkbox"/> Condominium							
Height (ft)								

13. Accessory building description (attached additional sheets for multiple structures):

ACCESSORY BUILDING				
	Level			Total
	Bsmt	First	Attic/roof	
Gross area (sf)				
Occupancy use				
Height (ft)				

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14. Indicate the estimated duration of construction: _____

15. Is the project phased? NO YES, describe below:

16. Indicate the estimated cost of construction: _____

17. Will any variances or waivers be requested? NO YES, describe below:

18. This project requires the following local permits or approvals:

- | | |
|--|----------------------|
| <input type="checkbox"/> Variance(s) Zoning Board of Appeals | Date received: _____ |
| <input type="checkbox"/> Interpretation of Zoning Ordinance, Zoning Board of Appeals | Date received: _____ |
| <input type="checkbox"/> Special Permit, Board of Trustees | Date received: _____ |
| <input type="checkbox"/> Preliminary Plat approval, Planning Board | Date received: _____ |
| <input type="checkbox"/> Final Plat approval, Planning Board | Date received: _____ |
| <input type="checkbox"/> Waterfront Consistency Review, Planning Board | Date received: _____ |
| <input type="checkbox"/> Architectural Review, Planning Board | Date received: _____ |
| <input type="checkbox"/> Stormwater Management permit, Planning Board | Date received: _____ |
| <input type="checkbox"/> Flood development permit, Planning Board | Date received: _____ |
| <input type="checkbox"/> Tree Commission | Date received: _____ |
| <input type="checkbox"/> Wetlands/ Watercourse permit, Planning Board | Date received: _____ |
| <input type="checkbox"/> Other: _____ | Date received: _____ |

19. This project requires the following permits or approvals from other outside agencies:

- | | |
|---|----------------------|
| <input type="checkbox"/> Westchester County Department of Health | Date received: _____ |
| <input type="checkbox"/> NYS Department of Health | Date received: _____ |
| <input type="checkbox"/> NYS Department of Transportation | Date received: _____ |
| <input type="checkbox"/> NYS Department of Environmental Protection | Date received: _____ |
| <input type="checkbox"/> NYS Department of Environmental Conservation | Date received: _____ |
| <input type="checkbox"/> US Army Corp of Engineers | Date received: _____ |
| <input type="checkbox"/> Other: _____ | Date received: _____ |

Village of Sleepy Hollow
Planning Board Application

I HEREBY CERTIFY THAT ALL STATEMENTS MADE ON THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE.

Proxy Statement is required when anyone other than the property owner is signing this application.

Print Name

Signature

Date

Sworn to before me this _____ day
of _____, 202_____

Seal

Notary Public



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PLANNING BOARD APPLICATION CONTACTS: Part 2 of 3

OWNER	Name:	Phone number:
	Company name:	Cellular number:
	Address:	Fax number:
		E-mail:
APPLICANT	Name:	Phone number:
	Company name:	Cellular number:
	Address:	Fax number:
		E-mail:
ATTORNEY	Name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
ARCHITECT	Architects name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
ENGINEER	Engineers name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:

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PLANNER	Planners name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
SURVEYOR	Surveyors name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
WETLAND SCIENTIST	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
LANDSCAPE ARCH.	Architects name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
OTHER	Name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
CONTACT PERSON	<p>The Department shall send all correspondences to (Select One):</p> <p> <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Attorney <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Planner <input type="checkbox"/> Wetland Scientist <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Other: _____ </p>	



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PLANNING BOARD ESCROW AGREEMENT: Part 3 of 3

The undersigned does hereby agree to the following:

1. I (We) am (are) the owner(s) agent(s) of the property located at _____

_____ for which application is being submitted to the Village of Sleepy Hollow for review.

- 2. I understand and agree that there are certain consulting fees for which I am responsible in conjunction with said application.
- 3. I understand that an escrow account must be established as described in Chapter 200 of the Code of the Village of Sleepy Hollow. I understand that the Planning Board may seek the consultation of professional planners, engineers, surveyors, etc. as well as any special counsel that the Board deems necessary. I will be responsible for any and all costs incurred by the Board for such consultations, reports, and professional opinions at the prevailing hourly rate agreed upon by the Village of Sleepy Hollow. I understand that no employee of the Village or any member of the Planning Board can advise me, in advance, of what the total consulting fees may be.
- 4. I shall provide an initial deposit of \$2,500 or as listed below:

A. For all subdivisions and for residential site plan applications:

Number of lots or dwelling units	Amount of initial deposit
1 to 4	\$2,500
5 to 10	\$7,500
11 to 20	\$15,000
21 to 30	\$25,000
31 to 40	\$35,000
41 to 50	\$40,000
Over 50	\$50,000, plus \$50 per unit

B. For nonresidential site plan applications:

Gross Floor Area (SF)	Amount of Initial Deposit
Up to 1,250	\$2,500
1,251 to 20,000	\$2 per square foot
20,001 to 50,000	\$20,000 plus \$1 per square foot
Over 50,000	\$45,000 plus \$0.50 per square foot

Fees shall be made payable to the *Village of Sleepy Hollow* and held in escrow and applied toward the payment of consultations, reports, and professional fees incurred by the Village with regard to the application. When the balance of the escrow account is \$2,500 or less, I shall deposit additional funds into the escrow account to maintain a minimum balance of \$2,500. The Village Treasurer's office shall provide me a monthly statement indicating expenses incurred and the amount of monies withdrawn from said account. A replenishment letter will accompany the statement requesting additional funds when necessary.

Village of Sleepy Hollow
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5. I understand that if I withdraw my application prior to any action being taken by the Board, I am still responsible for any expenses incurred by the Village with regard to my application prior to such withdrawal.
6. I understand that if at any time the minimum balance in said escrow account falls below \$2,500 and is not replenished, the Planning Board may suspend the review of my site plan and/ or the Village Architect may refuse to issue permits and/ or certificates with regard to the premises.
7. I understand that it is my responsibility to request the return of the unexpended escrow fund balance by submitting a letter to this department. The refund, if any, will be made approximately three (3) months from the receipt allowing for invoices to be presented.
8. I understand that a non-refundable administrative fee shall be charged to the escrow account. The administrative fee shall be 2% of the total amount of escrow funds deposited. The fee will be deducted immediately upon the deposit of the escrow funds and used to reimburse the Village for the management of the escrow account.
9. If at the termination of the Planning Board process, I still am indebted to the Village of Sleepy Hollow for any fees mentioned herein, I understand that the amount of money still owed may be added to my property tax bill and become a lien against the property; or the Village may take whatever legal action necessary against each owner, either individually or jointly, to collect such funds.
10. I understand that no permits, variances, licenses, subdivisions, site plan or other approvals or authorizations shall be issued, no applications therefore shall be considered, and no informal conference, preliminary review or other procedure in relation thereto shall be conducted by the Village Board, Planning board, Architectural Review Board, Zoning Board of Appeals, the Building Inspector, any board, commission, or agency of the Village unless and until (1) all outstanding code violations charged to the property owner, contractor, contract vendee, or applicant together with all penalties thereon shall have been paid or resolved; and (2) all outstanding fees, including but not limited to inspection, consultation, and recreation fees due to the Village from the property owner, contractor, contract vendee or applicant are paid.

Proxy Statement is required when anyone other than the property owner is signing this application.

Print Name

Signature

Date

Sworn to before me this _____ day

Seal

of _____, 202_____

Notary Public



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ZONING COMPLIANCE FORM

APPLICANT NAME :	PROPERTY LOCATION:
SECTION: BLOCK: LOT:	ZONING DISTRICT:

	REQUIRED	EXISTING	PROPOSED	VARIANCE
AREA OF LOT (SF)	MIN.			
WIDTH OF LOT (FT)	MIN.			
FLOOR AREA (SF)	MAX.			

PRINCIPAL BUILDING	FRONT YARD (FT)	MIN.			
	FRONT YARD – CORNER (FT)	MIN.			
	REAR YARD (FT)	MIN.			
	ONE SIDE YARD (FT)	MIN.			
	COMBINED SIDE YARDS (FT)	MIN.			
	BUILDING COVERAGE (%)	MAX.			
	BUILDING HEIGHT (FT/STY)	MAX.			

ACCESSORY	SIDE YARD (FT)	MIN.			
	REAR YARD (FT)	MIN.			
	BUILDING COVERAGE (%)	MAX.			
	BUILDING HEIGHT (FT)	MAX.			
	Distance to PRINCIPAL Bldg. (FT)	MIN.			

PARKING	PARKING (CARS)	MIN.			
	LOADING ZONE	MIN.			

NYS ARCHITECT/ENGINEER _____

DATE _____

NEW YORK STATE DEPARTMENT OF STATE
COASTAL MANAGEMENT PROGRAM

Coastal Assessment Form

A. INSTRUCTIONS (Please print or type all answers)

1. State agencies shall complete this CAF for proposed actions which are subject to Part 600 of Title 19 of the NYCRR. This assessment is intended to supplement other information used by a state agency in making a determination of significance pursuant to the State Environmental Quality Review Act (see 6 NYCRR, Part 617). If it is determined that a proposed action will not have a significant effect on the environment, this assessment is intended to assist a state agency in complying with the certification requirements of 19 NYCRR Section 600.4.
2. If any question in Section C on this form is answered "yes", then the proposed action may affect the achievement of the coastal policies contained in Article 42 of the Executive Law. Thus, the action should be analyzed in more detail and, if necessary, modified prior to either (a) making a certification of consistency pursuant to 19 NYCRR Part 600 or, (b) making the findings required under SEQRA, 6 NYCRR, Section 617.11, if the action is one for which an environmental impact statement is being prepared. If an action cannot be certified as consistent with the coastal policies, it shall not be undertaken.
3. Before answering the questions in Section C, the preparer of this form should review the coastal policies contained in 19 NYCRR Section 600.5. A proposed action should be evaluated as to its significant beneficial and adverse effects upon the coastal area.

B. DESCRIPTION OF PROPOSED ACTION

1. Type of state agency action (check appropriate response):
(a) Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) ____
(b) Financial assistance (e.g. grant, loan, subsidy) ____
(c) Permit, license, certification ____
2. Describe nature and extent of action: _____

3. Location of action:

County	City, Town or Village	Street or Site Description
--------	-----------------------	----------------------------
4. If an application for the proposed action has been filed with the state agency, the following information shall be provided:
(a) Name of applicant: _____
(b) Mailing address: _____
(c) Telephone Number: Area Code (____) _____
(d) State agency application number: _____
5. Will the action be directly undertaken, require funding, or approval by a federal agency?
Yes ____ No ____ If yes, which federal agency? _____

C. COASTAL ASSESSMENT (Check either "YES" or "NO" for each of the following questions)

YES NO

1. Will the proposed activity be located in, or contiguous to, or have a significant effect upon any of the resource areas identified on the coastal area map:
(a) Significant fish or wildlife habitats? ___ ___
(b) Scenic resources of statewide significance? ___ ___
(c) Important agricultural lands? ___ ___
2. Will the proposed activity have a significant effect upon:
(a) Commercial or recreational use of fish and wildlife resources? ___ ___
(b) Scenic quality of the coastal environment? ___ ___
(c) Development of future, or existing water dependent uses? ___ ___
(d) Operation of the State's major ports? ___ ___
(e) Land and water uses within the State's small harbors? ___ ___
(f) Existing or potential public recreation opportunities? ___ ___
(g) Structures, sites or districts of historic, archeological or cultural significance to the State or nation? ___ ___

3. Will the proposed activity involve or result in any of the following:
- (a) Physical alteration of two (2) acres or more of land along the shoreline, land under water or coastal waters?
 - (b) Physical alteration of five (5) acres or more of land located elsewhere in the coastal area?
 - (c) Expansion of existing public services of infrastructure in undeveloped or low density areas of the coastal area?
 - (d) Energy facility not subject to Article VII or VIII of the Public Service Law?
 - (e) Mining, excavation, filling or dredging in coastal waters?
 - (f) Reduction of existing or potential public access to or along the shore?
 - (g) Sale or change in use of state-owned lands located on the shoreline or under water?
 - (h) Development within a designated flood or erosion hazard area?
 - (i) Development on a beach, dune, barrier island or other natural feature that provides protection against flooding or erosion?
4. Will the proposed action be located in or have a significant effect upon an area included in an approved Local Waterfront Revitalization Program?

D. SUBMISSION REQUIREMENTS

If any question in Section C is answered "Yes", AND either of the following two conditions is met:

Section B.1(a) or B.1(b) is checked; or
 Section B.1(c) is checked AND B.5 is answered "Yes",

THEN a copy of this completed Coastal Assessment Form shall be submitted to:

New York State Department of State
 Office of Coastal, Local Government and Community Sustainability
 One Commerce Plaza
 99 Washington Avenue, Suite 1010
 Albany, New York 12231-0001

If assistance or further information is needed to complete this form, please call the Department of State at (518) 474-6000.

E. REMARKS OR ADDITIONAL INFORMATION

Preparer's Name: _____
 (Please print)

Title: _____ Agency: _____

Telephone Number: (_____) _____ Date: _____

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. 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; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input type="checkbox"/> No		
c. City, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
i. Coastal Resources. <p data-bbox="121 829 1485 861">i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p data-bbox="121 892 1485 924">ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p data-bbox="121 924 1485 955">iii. Is the project site within a Coastal Erosion Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? Yes No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? Yes No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? Yes No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) Yes No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? Yes No

If Yes, identify the plan(s):

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. Yes No
If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? Yes No

c. Is a zoning change requested as part of the proposed action? Yes No

If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? _____

b. What police or other public protection forces serve the project site?

c. Which fire protection and emergency medical services serve the project site?

d. What parks serve the project site?

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. 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

c. Is the proposed action an expansion of an existing project or use? Yes No
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? Yes No

If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? Yes No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? Yes No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____
- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
- Anticipated completion date of final phase _____ month _____ year

• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? Yes No
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? Yes No
 If Yes,

i. Total number of structures _____

ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length

iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? Yes No
 If Yes,

i. Purpose of the impoundment: _____

ii. If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____

iii. If other than water, identify the type of impounded/contained liquids and their source. _____

iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres

v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length

vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? Yes No
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)
 If Yes:

i. What is the purpose of the excavation or dredging? _____

ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?

- Volume (specify tons or cubic yards): _____
- Over what duration of time? _____

iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____

iv. Will there be onsite dewatering or processing of excavated materials? Yes No
 If yes, describe. _____

v. What is the total area to be dredged or excavated? _____ acres

vi. What is the maximum area to be worked at any one time? _____ acres

vii. What would be the maximum depth of excavation or dredging? _____ feet

viii. Will the excavation require blasting? Yes No

ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No
 If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes No

If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No

If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No

If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No

If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No
- Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project? Yes No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No

If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No

If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No

If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No

• Do existing sewer lines serve the project site? Yes No
 • Will a line extension within an existing district be necessary to serve the project? Yes No
 If Yes:
 • Describe extensions or capacity expansions proposed to serve this project: _____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No
 If Yes:
 • Applicant/sponsor for new district: _____
 • Date application submitted or anticipated: _____
 • What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No
 If Yes:
 i. How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or _____ acres (impervious surface)
 _____ Square feet or _____ acres (parcel size)
 ii. Describe types of new point sources. _____

iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

 • If to surface waters, identify receiving water bodies or wetlands: _____

 • Will stormwater runoff flow to adjacent properties? Yes No

iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No
 If Yes, identify:
 i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

 ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

 iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No
 If Yes:
 i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No
 ii. In addition to emissions as calculated in the application, the project will generate:
 • _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 • _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 • _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydroflouorocarbons (HFCs)
 • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No
 If Yes:
 i. Estimate methane generation in tons/year (metric): _____
 ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No
 If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No
 If Yes:
 i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.
 ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____
 iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____
 iv. Does the proposed action include any shared use parking? Yes No
 v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____
 vi. Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site? Yes No
 vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No
 viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No
 If Yes:
 i. Estimate annual electricity demand during operation of the proposed action: _____
 ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____
 iii. Will the proposed action require a new, or an upgrade, to an existing substation? Yes No

l. Hours of operation. Answer all items which apply.

<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
--	---

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? Yes No
 If yes:
 i. Provide details including sources, time of day and duration:

ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? Yes No
 Describe: _____

n. Will the proposed action have outdoor lighting? Yes No
 If yes:
 i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? Yes No
 Describe: _____

o. Does the proposed action have the potential to produce odors for more than one hour per day? Yes No
 If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? Yes No
 If Yes:
 i. Product(s) to be stored _____
 ii. Volume(s) _____ per unit time _____ (e.g., month, year)
 iii. Generally, describe the proposed storage facilities: _____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? Yes No
 If Yes:
 i. Describe proposed treatment(s):

ii. Will the proposed action use Integrated Pest Management Practices? Yes No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? Yes No
 If Yes:
 i. Describe any solid waste(s) to be generated during construction or operation of the facility:
 • Construction: _____ tons per _____ (unit of time)
 • Operation : _____ tons per _____ (unit of time)
 ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:
 • Construction: _____

 • Operation: _____

 iii. Proposed disposal methods/facilities for solid waste generated on-site:
 • Construction: _____

 • Operation: _____

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No
 If Yes:
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
 ii. Anticipated rate of disposal/processing:
 • _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 • _____ Tons/hour, if combustion or thermal treatment
 iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No
 If Yes:
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

 ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

 iii. Specify amount to be handled or generated _____ tons/month
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No
 If Yes: provide name and location of facility: _____

 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.
 i. Check all uses that occur on, adjoining and near the project site.
 Urban Industrial Commercial Residential (suburban) Rural (non-farm)
 Forest Agriculture Aquatic Other (specify): _____
 ii. If mix of uses, generally describe:

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
If Yes,
i. Identify Facilities:

e. Does the project site contain an existing dam? Yes No
If Yes:
i. Dimensions of the dam and impoundment:

- Dam height: _____ feet
- Dam length: _____ feet
- Surface area: _____ acres
- Volume impounded: _____ gallons OR acre-feet

ii. Dam's existing hazard classification: _____
iii. Provide date and summarize results of last inspection:

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? Yes No
If Yes:
i. Has the facility been formally closed? Yes No

- If yes, cite sources/documentation: _____

ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? Yes No
If Yes:
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? Yes No
If Yes:
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: Yes No
 Yes – Spills Incidents database Provide DEC ID number(s): _____
 Yes – Environmental Site Remediation database Provide DEC ID number(s): _____
 Neither database
ii. If site has been subject of RCRA corrective activities, describe control measures: _____

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? Yes No
If yes, provide DEC ID number(s): _____
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):

v. Is the project site subject to an institutional control limiting property uses? Yes No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? Yes No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ feet

b. Are there bedrock outcroppings on the project site? Yes No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____%

c. Predominant soil type(s) present on project site: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: Well Drained: _____ % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? Yes No
 If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? Yes No

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? Yes No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? Yes No
 If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? Yes No

j. Is the project site in the 100-year Floodplain? Yes No

k. Is the project site in the 500-year Floodplain? Yes No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? Yes No
 If Yes:
 i. Name of aquifer: _____

m. Identify the predominant wildlife species that occupy or use the project site: _____ _____ _____	
n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Describe the habitat/community (composition, function, and basis for designation): _____ _____ <i>ii.</i> Source(s) of description or evaluation: _____ <i>iii.</i> Extent of community/habitat: <ul style="list-style-type: none"> • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres 	
o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Species and listing (endangered or threatened): _____ _____ _____	
p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Species and listing: _____ _____	
q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give a brief description of how the proposed action may affect that use: _____ _____	
E.3. Designated Public Resources On or Near Project Site	
a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide county plus district name/number: _____	
b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>i.</i> If Yes: acreage(s) on project site? _____ <i>ii.</i> Source(s) of soil rating(s): _____	
c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature <i>ii.</i> Provide brief description of landmark, including values behind designation and approximate size/extent: _____ _____ _____	
d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> CEA name: _____ <i>ii.</i> Basis for designation: _____ <i>iii.</i> Designating agency and date: _____	

<p>e. 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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District</p> <p style="margin-left: 20px;">ii. Name: _____</p> <p style="margin-left: 20px;">iii. Brief description of attributes on which listing is based: _____</p>
<p>f. 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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>g. Have additional archaeological or historic site(s) or resources been identified on the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Describe possible resource(s): _____</p> <p style="margin-left: 20px;">ii. Basis for identification: _____</p>
<p>h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Identify resource: _____</p> <p style="margin-left: 20px;">ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____</p> <p style="margin-left: 20px;">iii. Distance between project and resource: _____ miles.</p>
<p>i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Identify the name of the river and its designation: _____</p> <p style="margin-left: 20px;">ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____

