
Town of LeRay

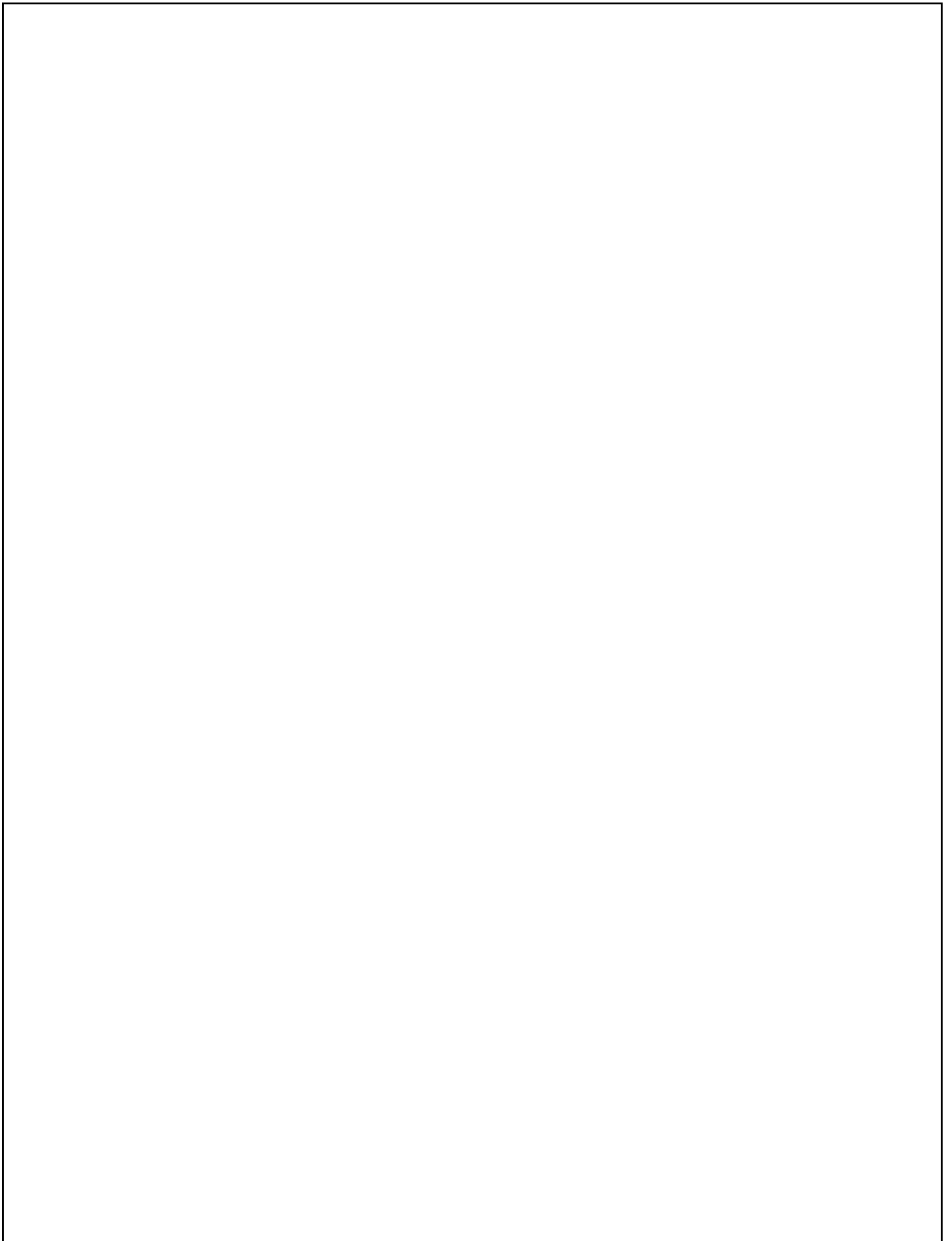
Site Plan & Special Use Permit Application

For: _____

Contact Morgan Melancon with any questions:
(315) 629-4052 or clerk@townofleray.org



Revised July 2023



Town of LeRay

SITE PLAN & SPECIAL USE PERMIT APPLICATION

OFFICE USE ONLY

- \$100 Fee for Project Cost up to \$50,000 \$200 Fee for Project Cost up to \$50,001 - \$200,000
 Fee of 0.1% of Project cost over \$200,001 [example: \$700,000 x 0.1% = \$700] (Maximum Fee = \$1,000)
 \$50 Fee for 239-m Form (County Referral) \$100 Fee for Special Meeting
 \$100 Fee for Special Use Permit

Cash Card Check Check #: _____ Receipt #: _____

Date Submitted: _____ Date Paid: _____ Received By: _____

Zoning District Classification:

- AR R-1 MU CC PD MED MHO Well Head Protection Zone

List of Projects that would require a Site Plan Review:

- ✓ New Buildings & Additions
 - Exceptions:
 - New buildings smaller than 200 sq/ft in floor area
 - New additions that are under 600 sq/ft in gross floor area, for a single-family, detached dwelling in AR and R-1 districts
- ✓ Uses requiring a Special Use Permit or a Use Variance
- ✓ Changes to a previously approved Site Plan (Site Plan Modification)

A **Special Use** is defined as a use which is deemed allowable within a given zoning district but which is potentially incompatible with other uses and therefore is subject to special standards and conditions set forth for such use subject to approval by the Planning Board.

SITE PLAN APPLICATION CHECKLIST

A Complete Application must have the following:

- A completed application (10 copies)
- A Site Plan checklist (included)
- A completed Part 1 SEQR Form (10 copies)
- Current deed and any easements affecting property (10 copies)
- (x3) Full size stamped originals of the Site Plan and (x7) 11" x 7" copies of the Site Plan; **OR**
 - (x10) full size stamped originals of the Site Plan** see pages 13 to 17 for a detailed Site Plan checklist
- The fee for application submission (review the above "Office Use Only" section for details on project cost)

Additional Items you May Need: (unless exempt by the Planning Board)

- Developer Agreement (notarized) (10 copies)
- 239-M Form (Jefferson County Referral - we will fill this out)
- A Letter of Authorization (10 copies)
- An Agricultural Data Statement (10 copies)
- A color rendering depicting the proposed improvements within the surrounding context from eye-level perspective, or an aerial oblique perspective shall be required as part of the application. A color rendering of

SUBMITTAL DEADLINE: no later than the 3rd Friday of the month by noon.

the site plan shall not be utilized as a substitution. Based upon the scope and size of the project, this requirement may be waived at the discretion of the Planning Board.

- Additional renderings or photo-simulations necessary to accurately describe the project and inform the Planning Board's decision-making process may be requested at the discretion of the Planning Board.
- An estimated project construction schedule which includes start-up and completion dates and any interim dates of significance.
- A description of all existing or proposed deed restrictions or covenants applying to the property must be submitted.

The Planning Board shall refer a full statement of all site plan review matters that fall within those areas specified under General Municipal Law § 239-m to the County Planning Board prior to the Planning Board vote on preliminary site plan review.

Other attachments deemed pertinent by the applicant (please list):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Contact Information

Applicant Name: _____ Title: Mr. Mrs. Ms. Miss

Company Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

You are the: Owner Tenant Contractor Other, explain: _____

Would you like to be notified of project information (i.e., meetings, mailed correspondence, emails)? Yes No

Property Owner Name (if different from applicant): _____

Title: Mr. Mrs. Ms. Miss Business Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Would you like to be notified of project information (i.e., meetings, mailed correspondence, emails)? Yes No

Contact Person Name: _____ Title: Mr. Mrs. Ms. Miss

Company Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

You will be notified of correspondence for all project information.

Licensed Engineer, Architect, or Land Surveyor Name: _____

Title: Mr. Mrs. Ms. Miss Business Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Would you like to be notified of project information (i.e., meetings, mailed correspondence, emails)? Yes No

Additional contact to be notified of project information: (optional)

Name: _____ Title: Mr. Mrs. Ms. Miss

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Project Information

Name of Site Plan: _____ **Tax Parcel #:** _____

Parcel Address: _____

City: _____ State: _____ Zip: _____

Type of Construction or activity proposed (check all that apply):

New Construction: Residential Commercial Institutional

Expansion: Residential Commercial Institutional

Town of LeRay

Special Use Permit Application

Statement indicating how the Special Use meets each standard as it relates to the use and regulations pertaining to the use below (can be attached separately).

- 1. The Site Plan for the property shall be approved in accordance with the provisions of Article VII of Chapter 158 Section 126.**

Explain: _____

- 2. The proposed size, height, architectural character and placement of new or expanded structures on the site shall be reasonably compatible with the existing or anticipated buildings on adjacent properties.**

Explain: _____

- 3. Streets and access facilities serving the site shall be able to safely accommodate the expected traffic generated by the proposed use.**

Explain: _____

In addition, the use shall not:

- a. Causes excessive traffic congestion or delays.**

Explain: _____

b. Obstruct access to adjacent properties.

Explain: _____

c. Imperil the safety of motorist, pedestrians, or bicyclists.

Explain: _____

4. The proposed use shall not adversely affect the use and enjoyment of adjacent properties by generating excessive noise, vibration, light, glare, odors or any other form of pollution, nuisance, or public safety concern

Explain: _____

5. The proposed use will be served adequately by essential services such as streets and highways, off-street and on-street parking, police and fire protection, storm water drainage, refuse disposal, water and sewer facilities, schools, and other essential services as determined by the Planning Board.

Explain: _____

Please provide any information you feel will be necessary or helpful for the Planning Board in rendering their decision. Certain Special Use Permits (expansion of an existing nonconformity, specific uses in the Town Overlay District, etc.) require other, more specific findings in addition to those listed above.

Town of LeRay

ADJACENT LANDOWNERS

The following list consists of all individuals, firms, corporations, and businesses owning property adjacent to both sides and rear, and in front of (across street from) the property. Addresses must be obtained from the current tax rolls which are available in the Town Office. Use additional pages if needed.

Property Owner: _____ Tax Map ID #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map ID #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map ID #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map ID #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map ID #: _____

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Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner: _____ Tax Map ID #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Town of LeRay

LETTER OF AUTHORIZATION

Let it be known that _____ has been retained to act as agent to perform all acts for my application at the property identified below.

These acts include: (please initial all the acts you are authorizing)

- _____ Pre-application conferences with Town staff, filing applications and/or other required documents relative to all Planning Board applications
- _____ Main point of contact for Town staff
- _____ Agent will be contacted on all matters instead of the owner
- _____ Attend all Planning Board meetings on my behalf

Tax Parcel #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owners(s)

Signature:

Print Name:

Date:

Signature:

Print Name:

Date:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Agent

Signature:

Print Name:

Date:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

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Town of LeRay

AGRICULTURAL DATA STATEMENT

Per § 305-a of the New York State Agriculture and Markets Law, any application for a special use permit, site plan approval, use variance, or subdivision approval requiring municipal review and approval that would occur on property within a New York State Certified Agricultural District containing a farm operation or property with boundaries within 500 feet of a farm operation located in an Agricultural District shall include an Agricultural Data Statement. ****Only applicable if within 500ft of a NYS Certified Agricultural District.**

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Description of the proposed project:

Project Site Address: _____ Tax Parcel #: _____

City: _____ State: _____ Zip: _____

The project is located on property:

- Within an Agricultural District containing a farm operation, or
- With boundaries within 500ft of a farm operation located in an Agricultural District

Number of acres affected by the project: _____

Is any portion of the project site currently being farmed? Yes No

If yes, how many acres or square feet? _____

Attach a copy of the name and address of any owner of land containing farm operations within the Agricultural District and is located within 500 feet of the boundary of the property upon which the project is proposed. If a copy has already been provided, skip this step.

Attach a copy of the current tax map showing the site of the proposed project relative to the location of farm operations.

FARM NOTE

Prospective residents should be aware that farm operations may generate dust, odor, smoke, noise, vibration, and other conditions that may be objectionable to nearby properties. Local governments shall not unreasonably restrict or regulate farm operations within State Certified Agricultural Districts unless it can be shown that the public health or safety is threatened.

Name and Title of Person Completing Form

Date

Signature

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Town of LeRay

SITE PLAN CHECKLIST

- The Planning Board shall refer a full statement of all Site Plan review matters that fall within those areas specified under General Municipal Law § 239-m to the County Planning Board prior to the Planning Board vote on preliminary Site Plan review.
- The below checklist is supplied as a guide and is not meant to be all-inclusive. Failure to provide any of the above, however, may be grounds for disapproval of the Site Plan Application.
- For Site Plan review, see Town of LeRay Town Codes Chapter 158, Article XX.
- Drawings and drawing contents shall be stamped and signed by a New York State licensed professional engineer, registered architect and/or registered landscape architect, and shall include the following:

Site Plan Review Objectives

- A. In considering and acting on site plans, the Planning Board shall refer to the Purpose statements found in the Articles covering each zoning district and those contained in § 158-138(A).
- B. In addition to said statements, the Planning Board shall also consider the health, safety, welfare, and comfort and convenience of the public in general, the residents of the proposed development, and the residents of the immediate surrounding area.
- C. Pursuant to Town Law 274-a, the Planning Board may prescribe such appropriate conditions and safeguards as may be required in order that the results of its action shall, to the maximum extent practicable, further the accomplishment of the aforementioned Purpose statements, as well as the following objectives:
 - (1) **Vehicular access**

That proposed access points are not excessive in number, but adequate in width, grade, alignment, and visibility; not located too close to intersections or places of public assembly; and other similar safety considerations.
 - (2) **Circulation and parking**

That adequate off-street parking and loading spaces are provided to prevent parking of vehicles on public highways by any persons connected with or visiting the development, that the interior circulation system is adequate to provide safe accessibility to all required parking lots, and that it provides adequate separation of pedestrian and vehicular movements.
 - (3) **Landscaping and screening**

That all parking, storage, loading, and service areas are reasonably screened at all seasons of the year from the view of adjacent residential areas and that the general landscaping of the site is in character with the surrounding areas.
 - (4) **Natural features**

That the proposed use, together with its sanitary and water service facilities, are compatible with geologic, hydrologic, and soil conditions of the site and adjacent areas and those existing natural scenic features are preserved to the extent possible.
 - (5) **Impact.**

The extent that the proposal will support the expansion of the local economy, promotes an increase in the quantity or quality of housing opportunities, and protects the quality of existing structures.

(6) Recreation.

The extent that the proposal will provide sufficient land area and programmatic opportunities for the recreational enjoyment of residents and visitors residing within or adjacent to the proposed development, such as the provision of lawn areas, playgrounds, sidewalks, trails, game fields and sport courts, that can be efficiently and safely accessed by pedestrians and bicyclists. Further, that the present and anticipated future needs for park and recreational facilities in the town based on projected population growth to which the particular site plan will contribute be considered.

Preliminary Site Plan Approval

Ten (10) hard copies of the application project documents shall be submitted, which shall include where applicable, but not be limited to, the following:

- Site Plan
- Utilities Plan
- Detail Plan
- Color Renderings
- Grading Plan
- Building Plans
- Landscape Plan

The checklists provided here are designed to help you understand the requirements for each set of drawings. To ensure that all the necessary criteria are met, both you as the applicant and the site plan preparers are required to go through these checklists and initial them. This step is crucial in confirming that all the specified requirements have been taken into account and included in the site plans. By simply initialing the checklists, you and the preparers affirm your commitment to meeting the standards and ensuring that the site plans fulfill all the necessary criteria.

Site Plan Requirements are as Follows:

Please review and initial the following information to ensure all items have been completed.

1. The title of the drawing, including the address of the project site(s) and the name and address of the applicant and person responsible for preparing said plan. Project plans that have undergone multiple iterations and submittals to the Planning Board shall be distinguishable from previous submittals via amendments to the drawing title to denote a new version.

Site Plan preparers initials: _____
Applicants' initials: _____

2. Unless otherwise allowed by the Planning Board, a scale of one-inch equals 50 feet, with five-foot contours showing the topography of the lot and areas within 50 feet of the lot. At the discretion of the Planning Board, two-foot contours may be requested.

Site Plan preparers initials: _____
Applicants' initials: _____

3. A North arrow, scale, and most recent date for which the drawings were prepared.

Site Plan preparers initials: _____
Applicants' initials: _____

4. Boundaries of the property and adjoining properties within 200 feet plotted to scale; current zoning classification of property, including the exact zoning boundary, if in more than one district.

Site Plan preparers initials: _____
Applicants' initials: _____

5. Existing watercourses and freshwater wetlands, as identified by the New York State Department of Environmental Conservation and the United States Army Corps of Engineers.

Site Plan preparers initials: _____
Applicants' initials: _____

6. Locations and widths of all ingress, egress and circulatory drives and access points to existing roads and highways; locations of all required parking and/or truck loading areas.
 Site Plan preparers initials: _____
 Applicants' initials: _____
7. Locations and dimensions for pedestrian and bicycle access.
 Site Plan preparers initials: _____
 Applicants' initials: _____
8. Location and design for outdoor storage, including refuse, if any. Dumpsters must be screened.
 Site Plan preparers initials: _____
 Applicants' initials: _____
9. Locations and dimensions of all existing or proposed site improvements, including drains, culverts, retaining walls, sidewalks, and fences.
 Site Plan preparers initials: _____
 Applicants' initials: _____
10. Location and design of all proposed site and building mounted signs.
 Site Plan preparers initials: _____
 Applicants' initials: _____
11. The location and amount of building area proposed for various uses of the site, including all points of ingress and egress.
 Site Plan preparers initials: _____
 Applicants' initials: _____
12. The location, width and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use on the site(s) and property(ies).
 Site Plan preparers initials: _____
 Applicants' initials: _____
13. Location of proposed sites for vehicle, equipment, and material staging areas, storage and stockpile areas, and other areas to be utilized and disturbed during construction, including the location of portable restroom facilities, snow storage and removal areas.
 Site Plan preparers initials: _____
 Applicants' initials: _____
14. Proposed routes and access points for construction traffic.
 Site Plan preparers initials: _____
 Applicants' initials: _____
15. Location of proposed recreational amenities and their relationship to structures, walkways, and other site infrastructure.
 Site Plan preparers initials: _____
 Applicants' initials: _____

Grading Plan Requirements are as Follows:

1. A grading plan showing existing and proposed contours, including spot elevations along structures and site improvements where appropriate to determine the flow of surface runoff. The inclusion of arrows denoting surface flow direction is also preferred where appropriate.
 Site Plan preparers initials: _____
 Applicants' initials: _____

2. Line(s) denoting limits of disturbance, clearing, grubbing, and grading as appropriate. Protective fencing for areas and vegetation to be preserved and undisturbed throughout construction shall also be shown.
 Site Plan preparers initials: _____
 Applicants' initials: _____

3. Documents and plans pursuant to the requirements of the New York State Pollution Discharge Elimination System (SPDES), including a completed Storm Water Pollution Prevention Plan (SWPPP) for Planning Board review, as required.
 Site Plan preparers initials: _____
 Applicants' initials: _____

4. Construction schedule for review by the Zoning Enforcement Officer.
 Site Plan preparers initials: _____
 Applicants' initials: _____

Utility Plan Requirements are as Follows:

1. The locations and size of water, sanitary sewer and storm sewer lines and appurtenances and connections to utility services, including all invert and grate elevations. Where possible, the inclusion of arrows denoting the flow of storm and sanitary sewers is preferred.
 Site Plan preparers initials: _____
 Applicants' initials: _____

2. Locations of fire and other emergency zones, including the location of fire hydrants and building sprinkler system connection points.
 Site Plan preparers initials: _____
 Applicants' initials: _____

3. Locations of all fuel and energy exploration, generation, transmission, distribution, and storage facilities, including but not limited to electricity, natural gas, propane, motor vehicle fuels, and wind, solar and geothermal energy systems.
 Site Plan preparers initials: _____
 Applicants' initials: _____

4. Locations of outdoor lighting facilities, including the location and design of poles, bollards, and building mounted fixtures. A photometric plan shall also be prepared and submitted for review and approval by the Planning Board and Zoning Enforcement Officer.
 Site Plan preparers initials: _____
 Applicants' initials: _____

5. Locations of telephone, cable and other telecommunications devices and facilities.
 Site Plan preparers initials: _____
 Applicants' initials: _____

Building Plan Requirements are as Follows (unless exempted by the Planning Board):

1. Floor plans showing the location of all building ingress and egress points.
 Site Plan preparers initials: _____
 Applicants' initials: _____

2. Elevation plans denoting the type of construction and construction materials, and exterior dimensions of all building elements and facades. Where appropriate, building elevations shall include structures on adjoining lots to indicate the scale and massing of the proposed structure in relation to the area.
Site Plan preparers initials: _____
Applicants' initials: _____

Detail Plan Requirements are as Follows:

1. The design dimensions and type of construction of all roads, driveways, parking areas and/or loading areas.
Site Plan preparers initials: _____
Applicants' initials: _____
2. The design and construction materials of all proposed site improvements, including drains, culverts, walls, screens, and fences.
Site Plan preparers initials: _____
Applicants' initials: _____
3. The design and construction materials to be used for all water and sewer lines and appurtenances.
Site Plan preparers initials: _____
Applicants' initials: _____
4. The design of all fire hydrants.
Site Plan preparers initials: _____
Applicants' initials: _____
5. The design and construction materials of all fuel and energy exploration, generation, transmission, distribution, and storage facilities.
Site Plan preparers initials: _____
Applicants' initials: _____
6. The design dimensions, type of construction materials, including illumination, of all proposed signs.
Site Plan preparers initials: _____
Applicants' initials: _____
7. The design and construction, including dimensions, of outdoor lighting facilities and the area of illumination on subject and adjacent properties.
Site Plan preparers initials: _____
Applicants' initials: _____

Landscaping Plan Requirements are as Follows:

1. The location and dimensions of proposed buffers, screens and fence areas specifying materials and vegetation; include existing vegetative cover and proposed areas of lawn and groundcover.
Site Plan preparers initials: _____
Applicants' initials: _____
2. A general landscaping plan and planting schedule specifying the number of planting units and the number, type and size of proposed vegetation as required pursuant to the appropriate district standards. The size of vegetation at installation and upon maturity shall be noted on the plans.
Site Plan preparers initials: _____
Applicants' initials: _____