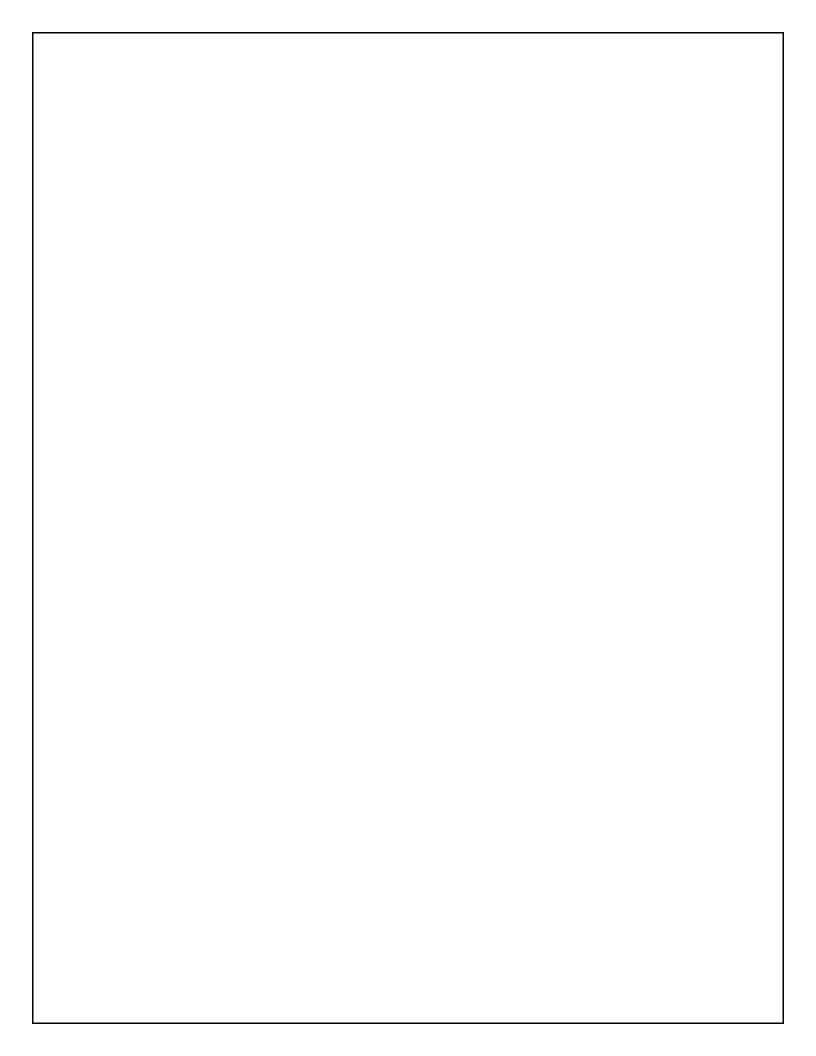


# Site Plan Application

For: \_\_\_\_\_

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





# Town of LeRay SITE PLAN APPLICATION

			EICE LICE ONLY	7	
			FICE USE ONLY		
	100 Fee for Project Cost up to			Project Cost up to \$50,001 - \$200,000 .1% = \$700] (Maximum Fee = \$1,000)	
	50 Fee for 239-m Form (Cou	-	•		
	Cash  Card  Check	Check #:	<u>Ψ100 1 cc 101 3</u>	Receipt #:	
			D.: J.		-
	Submitted:		Paid:	Received By:	_
	ing District Classification:		IMIIO DW 11 T	1 n , ; 7	
⊔ A	R □ R-1 □ MU □ CC □	IPD □ MED L	」MHO □ Well H	lead Protection Zone	
	of Projects that would req		Review:		
•	✓ New Buildings & Additi	ons			
	• Exceptions:  New by	uildings smaller th	nan 200 sq/ft in flo	or area	
				or area gross floor area, for a single-family, detach	ned
	dwellin	g in AR and R-1	districts	, 8,, action	
•	Uses requiring a Special				
	Changes to a previously	approved Site Pla	an (Site Plan Modif	cication)	
SIT	E PLAN APPLIC	ATION C	HECKLIST		
۸.	ommlete Ameliastias	4 h arra 41 C-1	10im ou		
_	omplete Application mu		iowing:		
	A completed application (1	* '			
	A Site Plan checklist (inclu	,	`		
	A completed Part 1 SEQR		•		
	• (x3) Full size stamped	0.1		1" x 7" copies of the Site Plan; <b>OR</b>	
Ш	<ul> <li>(x3) I'uli size stamped</li> <li>(x10) full size stamped</li> </ul>	0	` '	1 A Copies of the one Han, OK	
	** see pages 11 to 15 for a				
	The fee for application sub	omission (review t	the above "Office U	Use Only" section for details on project cos	t)
Add	litional Items you May N	Veed. (unless av	empt by the Planci	ng Board)	
	Developer Agreement (nota	·		ng Doatu)	
	239-M Form (Jefferson Cou				
	A Letter of Authorization (	•			
	An Ag Data Statement purs	1 /	riculture and Marke	ets Law 305-a (10 copies)	
	A color rendering depictir	ng the proposed	improvements wi	ithin the surrounding context from eye-le	
				s part of the application. A color rendering	
	may be waived at the discre			e scope and size of the project, this requirement	ent
				curately describe the project and inform	the
				he discretion of the Planning Board. (10 copi	

	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.	
	Planning Board shall refer a full statement of all site plan review matters that fall within those areas specified under all Municipal Law § 239-m to the County Planning Board prior to the Planning Board vote on preliminary site plans.	
Oth	ner attachments deemed pertinent by the applicant (please list):	
	1	
	2.	
	3.	
	4.	
	5	
	6.	
	7.	
	8.	
	9.	
	10.	

Applicant Name:		Title: ☐ Mr	. □ Mrs. □ Ms. □ Mi
Company Name (if applicable):			
Email:			
Mailing Address:			
You are the: $\square$ Owner $\square$ Ten	nant 🗆 Contractor 🗆	Other, explain:	
Would you like to be notified of proje	ect information (i.e., meetings	, mailed correspondenc	e, emails)? 🗆 Yes 🗆 N
Property Owner Name (if different	from applicant):		
Fitle: $\square$ Mr. $\square$ Mrs. $\square$ Ms. $\square$ Mis	ss. Business Name (if applie	cable):	
Email:			
Mailing Address:			
Would you like to be notified of proje			
Contact Person Name:		Title: □ Mr	. □ Mrs. □ Ms. □ Mi
Company Name (if applicable):			
Email:			
You will be notified of correspondence	ce for all project information.		
You will be notified of correspondence  Licensed Engineer, Architect, or L  Title:   Mr.   Mrs.   Ms.   Mi	ce for all project information.  Land Surveyor Name:  iss. Business Name (if applied)	cable):	
You will be notified of correspondence  Licensed Engineer, Architect, or L  litle:   Mr.   Mrs.   Ms.   Mi  Email:	ce for all project information.  Land Surveyor Name:  iss. Business Name (if application)	cable): Phon	e:
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You will be notified of correspondence  Licensed Engineer, Architect, or L  Title:	ce for all project information.  Land Surveyor Name:	cable):  Phone State:  , mailed correspondence  onal)  Title:   Phone  State:	e: Zip: e, emails)?
Email:  Mailing Address:  Would you like to be notified of projet  Additional contact to be notified of  Name:  Email:  Mailing Address:  Project Information  Name of Site Plan:	ce for all project information.  Land Surveyor Name:	rable):  Phone State:  mailed correspondence  onal)  Title:   Phone  State:  Tax Parcel #:	e: Zip: e, emails)?
You will be notified of correspondence  Licensed Engineer, Architect, or L.  Title:	ce for all project information.  Land Surveyor Name:	Phone State: Phone State:, mailed correspondence onal) Title: Mr Phone State: State:	e:Zip: e, emails)? □ Yes □ N □ Mrs. □ Ms. □ Miss e: Zip:
You will be notified of correspondence  Licensed Engineer, Architect, or L  Title:	ce for all project information.  Land Surveyor Name:	rable):  Phone State:  , mailed correspondence  onal)  Title:  Phone  State:  Tax Parcel #:	e:Zip: e, emails)? □ Yes □ N □ Mrs. □ Ms. □ Miss e:Zip:
You will be notified of correspondence  Licensed Engineer, Architect, or L  Title:	ce for all project information.  Land Surveyor Name:	cable): Phone State: , mailed correspondence  onal) Title:	e: Zip: e, emails)? □ Yes □ N □ Mrs. □ Ms. □ Miss e: Zip: Zip:

_	Total Acreage Involved in the Project:
2.	Total Continuous Acreage controlled by the applicant/owner:
	(This Shall include lands owned by family members of the applicant, and any corporations(s), partnership(s) limited liability company(ies), or other entities in which the applicant has an interest.)
3.	Detailed Description of Proposed Activity:
4.	What is the land currently being used for:
5.	Description of the surrounding lands (adjacent uses):
6.	Describe the character of the neighborhood:

## 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:			
		Zip:	
Property Owner:		Tax Map ID #:	
3.6.11			
		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 #:	
Mailing Address:			
City:	State:	Zip:	
Property Owner:		Tax Map ID #:	
Mailing Address:			
City:	State:	Zip:	

Property Owner:		Tax Map ID #:	
Mailing Address:			
		Zip:	
Property Owner:		Tax Map ID #:	
Mailing Address:			
City:	State:	Zip:	
Property Owner:		Tax Map ID #:	
		Zip:	
Property Owner:		Tax Map ID #:	
Mailing Address:			
City:	State:	Zip:	
Property Owner:		Tax Map ID #:	
M-11 A 11			
		Zip:	
Property Owner:		Tax Map ID #:	
3.6.'1' A 1.1			
		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:			
		Zip:	
Property Owner:		Tax Map ID #:	
Mailing Address:			
		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 applica	tion at the property identifie	ed below.
These acts include: (please ini Pre-application conference all Planning Board applied Main point of contact for Agent will be contacted of Attend all Planning Board	ces with Town staff, filing apparations Town staff on all matters instead of the	oplications and/or other required documents relative to
Tax Parcel #:		
Mailing Address:		
City:	State:	Zip:
Property Owners(s)		
1 /		
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:	

This page is left blank on purpose. Page 8 of 15 SUBMITTAL DEADLINE: no later than the 3<sup>rd</sup> Friday of the month by noon. Revised July 2023

# 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 p	roject:	
Project Site Address:		Tax Parcel #:
City:	State:	Tax Parcel #: Zip:
The project is located on prop		
☐ Within an Agr	ricultural District containi	ng a farm operation, or
☐ With boundar	ies within 500ft of a farm	operation located in an Agricultural District
Number of acres affected by t	he project:	
Is any portion of the project si	te currently being farm	ed? □ Yes □ No
If yes, how many acres or squa	are feet?	
- · · · · · · · · · · · · · · · · · · ·	d within 500 feet of the be	of land containing farm operations within the oundary of the property upon which the project step.
☐ Attach a copy of the current ta farm operations.	x map showing the site o	f the proposed project relative to the location of
vibration, and other conditions	that may be objectionable late farm operations with	tions may generate dust, odor, smoke, noise, e to nearby properties. Local governments shall in State Certified Agricultural Districts unless it l.
Name and Title of Person Comp	oleting 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.
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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 a	applicable,
but not be limited to, the following:					

Site Plan	Utilities Plan	Detail Plan	$\triangleright$	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:
Gradii	ng 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.	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:	
<b>Utility</b>	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:
	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:
Lands	caping 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: