PLANNING BOARD
William J. Amacher, Chairman
4160 UPPER MOUNTAIN ROAD • SANBORN NY 14132-9416
www.townofcambria.gov

FEE: $_____

SITE PLAN REVIEW APPLICATION
Residential/Business/Escarpment

PSP-20 -
Office use only

IT IS STRONGLY RECOMMENDED THAT INDIVIDUALS REVIEW APPLICATION AND PROCEDURES WITH ZONING OFFICER PRIOR TO COMPLETING AND/OR SUBMITTING THIS FORM. Applications must be received 2 business days before the last day of the previous month

The Site Plan review process establishes additional standards for certain uses and activities that require special consideration because of their potential effects on surrounding properties, the environment, and community character. It also helps ensure that the Town can accommodate development in a manner consistent with the Town of Cambria Zoning Regulations.

APPLICATION PROCEDURE

Submit the site plan review application in writing with:

- A site plan;
- All additional information required by the Town Zoning Regulations; and
- An electronic copy of all application documents.

File the complete application and site plan with the Code Enforcement Officer, who will refer them to the Town Planning Board.

Planning Board Decision

The Town Planning Board shall approve, approve with conditions, or deny the site plan application within sixty-two (62) days after the application and site plan are presented at a duly called meeting and accepted as complete. The Planning Board and the applicant may extend this period by mutual consent.

Niagara County Referral

For applications that must be referred to the Niagara County Planning Board under section 239-m of Article 12-B of General Municipal Law, the Town Planning Board will not act during the first thirty (30) days.

PRE-APPLICATION CONFERENCE

A pre-application conference may be held between the Town Planning Board and the applicant to review the basic site design concept and generally determine the information to be required on the site plan.

Date _____
Name of Proposed Development _____
Applicant _____
Applicant's Address _____
Phone _____
Email_____
Plans prepared by _____

Address _____

Phone _____ Email _____

Site Information:

Address _____

Tax ID# _____ Zoning District _____

Total Project Area in Square Feet _____

Total Area of Disturbance in Acres _____

Current Land Use _____

Current Site Conditions _____

County, State and/or Federal Permits Required for This Project _____

_____

Anticipated Construction Time _____

Will Development Be in Phases _____

The applicant shall provide seven (7) sets and one electronic copy of all applicable materials listed below:

A "Site Plan" submittal should generally consist of the following three (3) separate plans/sheets:
1) Site Layout Plan;
2) Grading and Drainage Plan; and
3) Landscape Plan.

It is, however, possible, on minor site plans, to combine two (2) or more of the plans onto one (1) sheet, provided that the plans remain easily legible. Plans should be no larger than 24 inches by 36 inches. All plans shall be prepared by a New York State Licenses Design Professional. Address each of the following by location. Indicate, by initialing in the space provided to signify compliance. Please mark N/A if an item does not apply to your project.

Basic Information:

_____ Title of Drawing
_____ Name, address and telephone number of applicant
_____ Name, address and telephone number of person preparing drawings
_____ North arrow
_____ Graphic scale
_____ Date
_____ Environmental Assessment Form (EAF) in compliance with the State Environmental Quality Review Act

Map or Drawing Showing:

_____ Boundaries of the property plotted to scale
_____ Names of owner(s) of the subject property and all abutting parcels
_____ Seal and signature of surveyor, engineer and/or architect
_____ Date of Survey

Utilities, Easements & Rights of Way:

_____ Electric, gas, water & sewer lines
_____ Description of method of sewage disposal and location
_____ Description of method of securing public water and location
_____ Location of fire hydrants, if any
_____ Drainage ways
_____ Easements
_____ Public and/or private rights of way
_____ Other utility line or easements

Access Ways, Interior Circulation, Parking & Loading:

_____ Pedestrian access ways
_____ Vehicular access ways
_____ Loading & unloading areas
_____ Parking areas (number, location, dimensions)
_____ Exits & entrances
_____ Curb & sidewalk lines
_____ Fire lanes & apparatus access roads
_____ Location of fire and other emergency zones

Watercourses & Drainage:

_____ Watercourses & bodies of water
_____ Location, design and construction materials of all existing or proposed drainage ways including culverts, drains or other such site improvements
_____ Location of any storm sewer drains & catch basins
_____ Topography
_____ Slopes of 5% or greater
_____ Grading plan
_____ Storm water pollution prevention plan

Location Design & Dimensions Of:

_____ Elevation drawings of all structures including exterior building materials and colors
_____ Location of outdoor storage, including dumpsters and provision for screening
_____ Wells
_____ Septic systems
_____ Underground storage tanks
_____ Existing or proposed signs, including size, design, materials, colors and illumination
_____ Refuse collection & storage facilities
_____ Exterior lighting including fixture design and a photometric grid
_____ Existing or proposed retaining walls including a design and materials

Landscaping & Buffers:

_____ Location, scientific name, common name and size of existing and proposed trees and shrubs

_____ Identification of all ground covers

_____ Landscaping Plan and planting schedule

_____ Location dimensions and description of all fencing

_____ Location and proposed development of all buffer areas, including existing vegetative cover and screening

_____ Recreation or conservation areas

NOTE: The Town of Cambria Planning Board may require additional information relevant to the proposed development if it is necessary to complete the site plan review.

The applicant shall pay the cost of all consultant reviews deemed necessary by the Planning Board.

I certify that I am the owner or authorized agent for the property on which the proposed work will be performed; that I am duly authorized to perform such work; and that all work will be completed in accordance with the information provided above and all applicable local and state laws. I further understand that, once this application is approved, any deviation from the information provided requires the prior written approval of the Code Enforcement Officer.

Signature of Applicant: _____

Print Name: _____

Date: _____

Return the completed application, all required materials, and the applicable fee to the above address. Applications must be submitted by the appropriate scheduled date to be included on the Planning Board Agenda.

For additional information contact:

Code Enforcement / Zoning Officer

Email: buildinginspector@townofcambria.gov
Phone: 716-433-7664 X133

AGRICULTURAL DATA STATEMENT

1. Applicant name: _____

2. Applicant Address: _____

_____

3. Location of project: _____

_____

4. Specs of project: _____

5. Provide the name(s) and address(es) of owner(s) of lands within agricultural district containing farm operations (defined as "land used in agricultural production, farm buildings, equipment and farm residential buildings") and located within five hundred feet (500') of the boundary upon which the project is proposed.

NAME	***ADDRESS***

6. Attached is a map showing the site of the proposed project relative to the location of the farm operations identified above.

_____

Signature of Applicant

NOTE: *Effective July 1, 1993, this statement must be submitted with all applications for Special Use Permits, Site Plan Approvals, Use Variances and Subdivision Approvals in which adjacent "farm operations", as defined in item 5 above, exist within five hundred feet of the boundary upon which the project is proposed, and shall be forwarded to the owners of all existing operations listed thereon.*

Short Environmental Assessment Form
Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information		
Name of Action or Project:		
Project Location (describe, and attach a location map):		
Brief Description of Proposed Action:		
Name of Applicant or Sponsor:	Telephone:	
	E-Mail:	
Address:		
City/PO:	State:	Zip Code:

	NO	YES
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.	☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:	☐	☐

3. a. Total acreage of the site of the proposed action? _____acres
   b. Total acreage to be physically disturbed? _____acres
   c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____acres

4. Check all land uses that occur on, are adjoining or near the proposed action:

☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):
☐ Parkland

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	☐

	NO	YES
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?		
If Yes, identify:	☐	☐

	NO	YES
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☐	☐
b. Are public transportation services available at or near the site of the proposed action?	☐	☐
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐

	NO	YES
9. Does the proposed action meet or exceed the state energy code requirements?		
If the proposed action will exceed requirements, describe design features and technologies:	☐	☐

	NO	YES
10. Will the proposed action connect to an existing public/private water supply?		
If No, describe method for providing potable water: _____	☐	☐

	NO	YES
11. Will the proposed action connect to existing wastewater utilities?		
If No, describe method for providing wastewater treatment: _____	☐	☐

	NO	YES
12. a. 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?	☐	☐
b. 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?	☐	☐

	NO	YES
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	☐	☐
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☐	☐
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:

☐Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional

☐ Wetland ☐ Urban ☐ Suburban

	NO	YES
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	☐	☐
16. Is the project site located in the 100-year or 500-year flood plain?	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources?If Yes,	☐	☐
a. Will storm water discharges flow to adjacent properties?	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	☐	☐
If Yes, briefly describe: _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	☐	☐
20.Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	☐	☐
21. Is the project located within, or within ½ mile of, a disadvantaged community?	☐	☐
If No, could impacts from the project affect a disadvantaged community?	☐	☐
If Yes to either question in 21, answer the following question.		
a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):		

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor/name: _____ Date: _____

Signature: _____ Title: _____

Agency Use Only [If applicable]

Project:	
Date:	

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.
Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	**Moderate to large impact may occur**
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☐	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☐	☐
3. Will the proposed action impair the character or quality of the existing community?	☐	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☐	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☐	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☐	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☐	☐
b. public / private wastewater treatment utilities?	☐	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☐	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☐	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☐	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☐	☐

PRINT FORM

Agency Use Only [If applicable]

Project :

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT FORM