



OFFICE OF LEWIS COUNTY CODE ENFORCEMENT

7660 North State Street
Lowville, New York 13367
Telephone: (315) 376-5377
Fax: (315) 377-3137

Application for a Town of New Bremen Site Plan Review and Zoning Permit

INSTRUCTIONS

Permits are available at the Town Clerks Office for the town you are building in, or at the Lewis County Building Codes Office.

Please fill in all of the information requested on the permit that pertains to your project.

If you have questions or need help, please call the Lewis County Codes Office.

You will need an approved Town of New Bremen Land Use Permit (from this office) in order to obtain a Lewis County Building Permit (for the structure).

The landowners name and address should also be on the permit if different from the applicants.

Location of development is the address of the location being developed or where the building is going. Please use the new 4 or 5 digit number assigned to your location by the Lewis County 911 Data Processing Office. If you don't know your 4 or 5 digit number, call 315-376-5294.

Please provide the correct Tax ID number from your tax bill: it will look like: 348.00-01-02.300

Please provide a complete description of your project.

An accurate and complete plot plan is required as explained on the application; applications will not be processed without a completed plot plan. Plot plan example attached.

Application Fee _____
Permit Number _____
Date Received _____

**TOWN OF NEW BREMEN
APPLICATION FOR SITE PLAN REVIEW AND ZONING PERMIT**

The undersigned hereby makes application for a:

_____ Mobile Home Park _____ Commercial Use
_____ Campground _____ Industrial Use
_____ Non-exempt Home Occupation

as described herein, and agrees that such purpose shall be undertaken in accordance with all applicable laws and requirements of the Town of New Bremen, County of Lewis, State of New York.

Signature (applicant)

Date

Address

Telephone

Ownership Intentions, (i.e. purchase options): _____

Location of Site: _____

Tax Map Description:

Section: _____ Block: _____ Lot: _____

County, State, and Federal permits needed (list types, status, and appropriate department): _____

Total Site Area (square feet or acres): _____

Is proposed Development/Use within a FEMA Designated Flood Zone? Yes _____ No _____

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Anticipated construction time: _____

Will development be staged? _____

Current land use of site (agriculture, commercial, undeveloped, etc.): _____

Current condition of site (buildings, brush, etc.): _____

Character of surrounding lands (residential, agriculture, wetlands, woodlands, etc.): _____

Estimated cost of proposed project: \$ _____

Anticipated number of residents, shoppers, employees, cabins, site, shelters, etc. (as applicable): _____

Financial plans for carrying out project: _____

All other supporting documentation as required by the Town of New Bremen site Plan Review Zoning Law, Article IV. Procedures.

ZONING OFFICER RECOMMENDATION: _____

Zoning Officer Signature

Date

Approval _____ Temporary Approval _____ Denied _____

Town Board (By)

Date

Use the space below or attach a separate sheet to show the location of the proposed building(s) in relation to all roads public or private, distance proposed building is from all bodies of water, the location of all wells and septic systems, existing and proposed, the distance between buildings and give the road name as well as the names of all adjacent landowners. Also show the lot width and depth, and show the distance of proposed building(s) to all property lines.

NOTE: GIVE THE DISTANCE OF ALL WELL AND SEPTIC SYSTEMS ON NEIGHBORING PROPERTIES TO YOUR PROPOSED WELL/SEPTIC IF CLOSER THAN 150FT.

PLOT DIAGRAM

NAME OF ADJACENT LAND OWNER _____		
YOUR PROPERTY LINES		
OWNERS NAME LEFT SIDE	REAR LOT WIDTH _____ 	OWNERS NAME RIGHT SIDE
LOT DEPTH _____	FRONT LOT WIDTH _____	LOT DEPTH _____
ROAD NAME _____		

THIS AREA REPRESENTS THE ROAD IN FRONT OF YOUR PROJECT. SHOW DRIVEWAY.

ARTICLE IV. PROCEDURES

Section 410 General

Any person, before undertaking any new land use activity at any location within the town for which this law requires site plan review, shall submit a site plan together with appropriate supporting data to the Town Board for Review and approval in accordance with the standards and procedures set forth in this law. Upon the Town Board's approval and granting of a zoning permit, all conditions and restrictions imposed upon the site plan approval must be met in connection with the issuance of a zoning permit by the Town Board.

Section 420 Application for Site Plan Review

To apply for site plan review and zoning permit, an applicant shall complete a site plan application form and file it with the Town Clerk together with the application fee, as determined by resolution of the Town Board.

Section 430 Site Plan Submission Requirements

The site plan submitted for review and supporting documentation shall include the following information, as well as other information that may be requested by the Town Board:

- a. Title of a site plan, including name and address of applicant and person responsible for preparing such drawing.
- b. North arrow, scale and date.
- c. Boundaries of property plotted to scale.
- d. Location, size, and existing use of buildings on premises.
- e. Location and ownership identification of all adjacent lands as shown on the latest tax records.
- f. Location, name, and width of existing adjacent roads.
- g. Location, width, and identification of all existing and proposed rights-of-way, easements, setbacks, internal roads, reservations, and areas dedicated to public use on or adjoining the property.
- h. Grading and drainage plan, showing existing and proposed contours and water courses.
- i. Location, type of construction and exterior dimensions of all buildings and mobile home sites.
- j. Identification of the amount of gross floor area proposed for commercial/industrial facilities.
- k. Location, type of construction, and area of all parking and truck loading areas, showing access and egress.
- l. Provision for pedestrian access, including public and private sidewalks, if applicable.
- m. Location of outdoor storage, if any.
- n. Location and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences.
- o. Description of the method of sewage disposal and the location of such facilities.

- p. Description of the method of securing water, location of such facilities, and approximate quantity of water required.
- q. Location of fire lanes and other emergency zones, including the location of fire hydrants, if required.
- r. Location, design, and construction materials of all energy generation and distribution facilities, including electrical, gas, and solar energy.
- s. Location, size, design and type of construction of all proposed permanent signs.
- t. Location and development of all proposed buffer areas, including indication of existing and proposed vegetative cover.
- u. Location and design of existing and proposed outdoor lighting facilities.
- v. General landscaping and planting schedule.
- w. Record of applications and approval status of all necessary permits from federal, state, county, and local offices.
- x. Estimated project construction schedule.
- y. Other elements integral to the proposed development as may be specified by the Town Board.

Section 440 Specifications of Materials to be Submitted

- a. **Site Plan Map:** The site plan map shall be drawn at a scale of one hundred (100) feet to one inch or larger and shall show existing topography at a contour interval of not more than five (5) feet. This map shall show the site area and any pertinent natural features that may affect the proposed use such as watercourses, swamps, wetlands, wooded areas, areas subject to flooding, etc.
- b. **Site Plan:** The site plan for the proposed development shall be drawn to a scale of one hundred (100) feet to one inch or larger.
- c. **Elevations and/or Sections:** Elevations and/or sections, illustrating front, rear, and side profiles drawn to the same or smaller/larger scale as the site plan, may be required by the Town Board. The elevation and/or sections shall clearly delineate the bulk and height of all buildings and other permanent structures included in the proposal, including the dimensions and height of any proposed signs.
- d. **Engineering Plans:** The Town Board may require, as appropriate, engineering plans to illustrate and describe such development aspects as: road improvements, drainage system, grading plan, public or private utility systems, sewer and water facilities, and such other supporting data as may be necessary.

Section 450 Acceptance of Site Plan Review Application

The Town Board shall determine whether to accept the application as complete and begin the review process, or to reject the application as incomplete. Incomplete applications shall be returned to the applicant, without prejudice, with a letter stating the application deficiencies.

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Section 460 Referral to Other Agencies and Boards

- a. **Coordinated Review.** The Town Board may refer the site plan for review and comment to local and county officials or their designated consultants, and to representatives of federal, state, and county agencies, including but not limited to the Soil Conservation Service, the New York State Department of Transportation, the State Department of Environmental Conservation, and the State or County Department of Health.
- b. **County Planning Board Review.** The Town Board shall provide notice of all site plan review matters that fall within those areas specified under General Municipal Law, Article 12-B, Section 239-m to the County Planning Board as required by law. Any site plan that falls within 500 feet of the boundary of the Town; a State/County park or recreation area; a State/County highway; a State/County owned drainage channel; and State/County land where a public building or institution is located; or requires an agricultural data statement shall be referred to the Lewis County Planning Board for their recommendations thereon. The notice shall be accompanied by a full statement of the matter under consideration.
- c. **Agricultural Data Statement; Requirements.** An application for a site plan review permit that would occur on property within an agricultural district containing a farm operation or on property with boundaries within 500 feet of a farm operation located in an agricultural district, shall include an agricultural data statement. The Town Board shall consider the agricultural data statement in its review of the possible impacts of the proposed project upon the functioning of farm operations within such agricultural district.
- d. **Agricultural Data Statement; Content.** An agricultural data statement shall include the following information: The name and address of the applicant; a description of the proposed project and its location; the name and address of any owner of land within the agricultural district, which land contains farm operations and is located within 500 feet of the boundary of the property upon which the project is proposed; and a tax map or other map showing the site of the proposed project relative to the location of farm operations identified in the agricultural data statement.
- e. **Agricultural Data Statement; Notice Provision.** Upon the receipt of such application by the Town Board, written notice of such application shall be mailed to the owners of land as identified by the applicant in the agricultural data statement. Such notice shall include a description of the proposed project and its location. The cost of mailing said notice shall be borne by the applicant.
- f. **Environmental Review.** The Town Board shall be responsible for compliance with the State Environmental Quality Review (SEQR) Act under Article 8 of the Environmental Conservation Law and its implementing regulations as codified in Title 6NYCRR, 617.

Section 470 SEQR Compliance

The applicant shall demonstrate compliance for any actions subject to SEQR prior to site plan approval.

Section 480 Public Hearing on Site Plan

The Town Board may conduct a public hearing on the site plan. If the Town Board decides to hold a public hearing, such hearing shall be held within sixty-two (62) days of submission of the complete site plan review application. A notice of such hearing shall be advertised in a newspaper in general circulation in the Town at least five (5) days prior, and mailed to the applicant ten (10) days prior to the hearing.

Section 490 Town Board Action on Site Plan

Following conclusion of the SEQR review process, and within sixty-two (62) days of its receipt and acceptance of the complete application for site plan approval, or, if a public hearing is held, within sixty-two (62) days after the close of the hearing, the Town Board shall render its decision to either approve, approve with modifications, or disapprove the site plan.

- a. Approval. Upon approval with or without modifications of the site plan, and payment by the applicant of all fees and reimbursable costs due to the town, the Town Board shall endorse its approval with or without modifications, on a copy of the site plan review and zoning permit. The decision of the Town Board shall be filed in the office of the Town Clerk within five (5) business days after the day such decision is rendered. A copy of such decision shall be mailed to the applicant, along with a written statement of approval with or without modifications.
- b. Disapproval. Upon disapproval of the site plan, the decision of the Town Board shall be filed in the office of the Town Clerk within five (5) business days after the day such decision is rendered. A copy of such decision shall be mailed to the applicant along with a letter stating the Town Board's reasons for disapproval.

Section 495 Extension of Time to Render Decision

The time period in which the Town Board must render its decision on the site plan may be extended by mutual consent of the applicant and the Town Board.

ARTICLE V. DESIGN STANDARDS

Section 510 Lot Development Criteria

An application for site plan review shall not be approved unless the proposed use meets the following minimum development standards.

a. **Sewer, Water, and Public Facilities**

Sewer, water, and other utilities shall be provided in accordance with the requirements of Chapter 1, Part 7, NYS Sanitary Code, and subject to any other Town requirements.

b. **Access/Traffic Standards**

Site plan approval shall be conditional upon the applicant obtaining any necessary approvals from the jurisdictional permitting authority, e.g. county, or town highway departments. In addition, the following access requirements shall apply:

- 1) Private roads and driveways shall be constructed and maintained so as to provide for year-round access.
- 2) Private roads and driveways shall be finished with a surface that will assure that it will be maintained free of dust and debris. Surface materials may include oil and chip, compact gravel, or blacktop.
- 3) There shall be a minimum distance of thirty-five (35) feet between proposed and existing driveways on public roads.
- 4) Driveways shall be combined wherever possible to minimize the number of access points onto public roadways.
- 5) No driveway centerline shall intersect a streetline less than seventy (70) feet from the intersection of any two (2) roadways.
- 6) Driveway grade and width shall be such that adequate and safe access is provided for emergency and service vehicles during all seasons.
- 7) The minimum maintained width of driveways shall be twenty-four (24) feet which allows for incoming and outgoing vehicles to pass one another safely.
- 8) The additional traffic generated, together with existing traffic, shall not exceed the capacity of the highway(s) that serve the development.