

TOWN OF RUSH PLANNING BOARD
APPLICATION FOR LAND SUBDIVISION / SITE PLAN REVIEW
Application submission date is by the 10th of the month prior to public hearing date

PROJECT NAME _____
PARCEL LOCATION _____
TAX ACCOUNT # _____
DATE _____

SITE PLAN REVIEW FEES:
Single Family \$125.00
Multiple Family \$200.00
Plus \$30.00 per 1000 square feet
PRELIMINARY SUBDIVISION:
Subdivision of land in 2 parcels \$125.00
Plus \$20.00 for each additional parcel
FINAL SUBDIVISION: \$50.00 per parcel
over 2

Will the proposed project occur on property which contains a farm operation or on property which boundaries within 500 feet of a farm operation? _____ Yes _____ No
If yes please complete an Agricultural Data Statement.

PRELIMINARY SUBDIVISION HEARING

FINAL SUBDIVISION HEARING

Date _____ Total Lots _____
Fee _____

Date _____ Total Lots _____
Fee _____

SITE PLAN HEARING

Date _____

Fee _____

Applicant _____ Phone _____

Address _____

Property Owner if not Applicant _____

Address _____

I, _____ authorize _____ to act on my behalf
PLEASE PRINT (OWNER) PLEASE PRINT (AGENT FOR OWNER)

Professional Engineer/Land Surveyor Name _____

Address _____

Phone number _____ Email _____

Developer's Statement of Intent... State type, size and specific plans in support of Subdivision Ordinance Section 15-2.

***ALL ENGINEERING FEES INCURRED BY THE TOWN OF RUSH PLANNING BOARD IN THEIR REVIEW OF THIS APPLICATION WILL BE PAID BY THE APPLICANT PLUS A 10% ADMINISTRATIVE FEE.**

Signature of Applicant _____

Date _____

SPECIFICATIONS FOR SUBDIVISION

Twenty-two copies of the preliminary plat and all supplementary material shall be submitted. The preliminary plat shall be drawn on one or more sheets of tracing material not more than 34 by 44 inches in size and shall be clearly marked "preliminary plat." The preliminary plat shall be drawn at a standard scale not larger than 1 inch = 50 feet and shall include the information listed below. If more than one sheet is required to show the entire parcel, an index map shall be provided.

1. Applicant to include all pertinent Monroe County subdivision map checklist requirements for filing in the Monroe County Clerk's office.
2. Boundaries of the parcel to be subdivided. If the subdivider intends to develop the parcel in sections, the entire parcel shall nevertheless be included in the layout with anticipated sections and timing indicated and estimates of population and dwelling units by type for each section and for an equivalent population estimate for areas not proposed for residential development.
3. Existing buildings, wooded areas, watercourses and their 100-year flood limits, water bodies, wetlands and adjacent area. Features to be retained in the subdivision should be so indicated.
4. Statement as to proposed source of water supply and method of sewage disposal.
5. The approximate lines of proposed streets, sidewalks, lots and neighborhood recreation areas or other permanent open space.
6. Preliminary storm water culvert design including pipe size, material, slope and inverts. Culvert sizing calculations.
7. Indication of the zoning of the parcel and any other legal restrictions on use, and the relationship to Agricultural Districts and the Town Master Plan.
8. Names and owners of adjacent lands and tax account numbers and names of adjacent subdivisions.
9. The general soil classifications of the entire parcel proposed for subdivision.
10. Any Environmentally Sensitive Features.
11. Storm water management systems shall be designed in accordance with the latest version of the SPDES General Permit Phase II Storm water Regulations submitted as a separate storm water pollution prevention plan (SWPPP).
12. Existing streets immediately adjoining within the parcel to be subdivided and the distances to nearest major intersection.
13. Existing storm sewers, water lines and sanitary sewers nearby and within the parcel to be subdivided, with their location, size, type, invert elevations and slopes, using mean sea level as datum plane. Existing easements for such facilities should also be shown as should proposed easements.
14. When a private individual sewage disposal is to be used on any lot, typical design specifications for each individual system type shall be submitted. The location for each sewage disposal system shall be included on the plat map together with well location if applicable. Percolation test results as administered by the county Health Department shall be tabulated and submitted for each proposed sewage disposal system.
15. An overlay of all soils areas and their classifications, and those areas, if any, with moderate to high susceptibility to erosion should be shown on plat.
16. A description and location of existing vegetation and trees with species and sizes identified.
17. A description of methods proposed for handling runoff during grading and development, including erosion and sedimentation prevention measures, with the sequence for the installation of such prevention measures. All soil and erosion control measures to be in accordance with the latest version of the New York State Standards and Specifications for erosion and sediment control.

18. The lines and profiles of proposed streets at suitable vertical scale, showing finished grades in relation to existing ground elevation. Proposed street names shall be shown.
19. Profiles of proposed driveways with a grade greater than 5%.
20. A preliminary grading plan of the site at a contour interval of 2 feet or less, showing locations and approximate size of cuts and fills and cross section of any final grading steeper than 3:1, or where the cut or fill will be more than 5 feet.
21. The lines of proposed lots, the acreage and square footage contained in each lot, and individual lot numbering. If a proposed lot contains one or more existing buildings, the proposed setbacks for such buildings shall be indicated.
22. Any portion of the parcel not proposed to be subdivided into lots shall be designated "remaining lands (not approved for building)."
23. The locations, dimensions and development plan for areas proposed for neighborhood parks or playgrounds, or other permanent open space within the subdivision.
24. A planting plan for street trees, indicating the location, varieties and minimum size of trees to be planted and of existing trees to be preserved as street trees.
25. The location of any municipal boundary lines, existing special service district lines, and zoning district lines within the parcel.
26. Indications of any non-conforming lots, showing the required and actual dimensional requirements as applicable as well as the need for any special permits or variances.
27. Indications of type and location of any potentially hazardous materials of any nature.
28. Location and use of water bodies directly affected by and adjacent to the project and finished or design water levels.
29. Indications of requirements of any state or federal permit.
30. Location of buffers required either during or after construction is completed and reason for buffer and location of other proposed vegetation.
31. Location, size and type of proposed lighting and anticipated signs. A lighting plan conforming to town code.
32. Recommendations to alleviate noise and sight nuisance where they may exist on property adjacent to expressways or industrial development.
33. If located within a Special Flood Hazard Area as designated by the Federal Emergency Management Agency, specify special design considerations required by the National Flood Insurance Program and Town.
34. The Draft Environmental Impact Statement (if required) according to the requirements of Article 8, State Environmental Quality Review Act, NYS Environmental Conservation Law, shall be submitted with the preliminary plat.
35. A full Environmental Assessment Form shall be submitted with the preliminary plat.
36. An 8 ½" x 11" aerial photo or a GIS (Geographic Information System) photo shall be submitted with the application.

TOWN OF RUSH
PLANNING BOARD
RESIDENTIAL SITE PLAN
MINIMUM PLAN REQUIREMENTS

1. Submit completed form, applicable fee, full EAF, Agricultural Data Statement, and an 8 ½" x 11" aerial photo or GIS (Geographic Information System) photo.
2. Submit 22 copies of the site map, on 22 x 34 or 24 x 36 inch sheet with the following minimum information:
 - a) Name, address and phone number
 - b) General location map, north arrow, date and scale of drawings
 - c) Map scale to be 50 feet to 1 inch, 40 feet to 1 inch or 30 feet to 1 inch, based on project limits
 - d) Ownership of adjacent lands to the development including both sides of the road
 - e) Show existing buildings, septic systems and wells on adjacent properties within 200 feet of the project.
 - f) Provide five (5) foot contours extending 50 feet onto adjacent property demonstrating overall drainage patterns.
 - g) Maximum two (2) foot contours for proposed grading of building site 20 feet beyond disturbance limits.
 - h) Location of project with respect to 100 year flood plain limits, freshwater wetlands and wooded areas including those within 200 feet of the development boundaries
 - i) Location with respect to agricultural district.
 - j) Location of proposed buildings, proposed driveway access to lot line and proposed grades.
 - k) Existing and proposed storm water drainage including easements and culvert sizing calculations.
 - l) Proposed water supply, location; and water service calculations.
 - m) Proposed sewage disposal system design in accordance with County Health Department approval requirements.
 - n) Current zoning of parcel
 - o) Indicate setback from centerline of road and side & rear lot lines
 - p) General notes applicable as listed on the handout sheet
 - q) Erosion control detail and placement in accordance with the latest version of New York State Standards and Specifications for Erosion and Sediment Control.
 - r) If residential project with disturbance ≥ 5 acres, then submit a storm water pollution prevention plan (SWPPP) meeting latest version of SPDES General Permit Phase II storm water regulations. If commercial, disturbance threshold reduce to ≥ 1 acre.
 - s) Lighting plan in accordance with town outdoor lighting code.
 - t) All existing above and below ground utilities within the R.O.W. including size, inverts, type of material and utility providers.
 - u) Table demonstrating required and proposed site distances for posted speed limit.
 - v) Site civil construction details per Town Code.

Note: Town Clerk's Office requests copies of all reports be sent to the Town Engineer.

Any changes after review by the Planning Board (including relocation of house) may require Building Inspector and/or Planning Board approval.

- (4) All waste, scrap, refuse, empty containers, drums, bottles and cartons shall be stored in suitable closed containers.
- (5) Notwithstanding the provisions of § 120-19, side and rear setbacks adjacent to any residential district shall be a minimum of 75 feet, of which 20 feet thereof shall be used to create a screened buffer zone. Such screening shall not be less than four feet in height and may be accomplished by deciduous and/or evergreen plantings or by a fence or masonry wall of acceptable design. All such buffers and screenings shall be properly maintained by the owner or owners of the screened industrial property.

§ 120-16. Size of buildings.

- A. The total minimum gross floor area or total minimum floor space of any main building hereafter erected or placed on any premises in any district shall conform to the following schedule:

District	Total Minimum Gross Floor Area
R-20	1,000 square feet
R-30	1,200 square feet
RR-5	1,200 square feet
R-MH	600 square feet
R-MD	750 square feet (per unit)
R-TH	1,000 square feet (per unit)
R-20, R-30, R-MD Townhouses	1,000 square feet (per unit)

District	Total Minimum Floor Space
C	1,600 square feet
I	2,500 square feet
LI	2,500 square feet
RB [Added 9-8-1999 by L.L. No. 1-1999]	1,600 square feet

- B. The maximum height of any building in any district shall be 35 feet.
- C. NOTE: The total minimum gross floor area, total minimum floor space or maximum height requirements contained in this section shall not apply to telecommunications towers and/or accessory facilities or structures constructed in accordance with the procedures and standards set forth in § 120-64. [Added 2-14-1997 by L.L. No. 1-1997; amended 5-13-1998 by L.L. No. 1-1998]

§ 120-17. Minimum area and dimensions of lots or subdivided premises. [Amended 2-14-1997 by L.L. No. 1-1997; 5-13-1998 by L.L. No. 1-1998]

A. Requirements.

District	Minimum Area	Minimum Width	Minimum Depth	Minimum Front Lot Line
R-MD	5,500 sq. ft. per dwelling unit; total area not less than 2 acres	150 ft.	200 ft.	50 ft.
R-MH	10,000 sq. ft. per dwelling unit; total area not less than 5 acres	60 ft.	100 ft.	35 ft.
R-20	20,000 sq. ft.	100 ft.	200 ft.	50 ft.
R-30	30,000 sq. ft.	150 ft.	200 ft.	50 ft.
RR-5	5 acres	300 ft.	300 ft.	50 ft.
R-TH	10,000 sq. ft. per dwelling unit; total area not less than 1 acre	0	0	0
C	1 acre	100 ft.	200 ft.	50 ft.
I	1 acre	150 ft.	200 ft.	50 ft.
LI	1 acre	150 ft.	200 ft.	50 ft.
RB [Added 9-8-1999 by L.L. No. 1-1999]	1 acre	100 ft.	200 ft.	50 ft.

B. NOTE: In some instances, if a lot is a minimum width, the depth must be greater than the required minimum in order to meet the area requirement. Similarly, in some instances, a lot of minimum depth must have greater than minimum width.

C. The minimum area and dimensions of lots or subdivided premises contained in § 120-17 shall not apply to telecommunications towers and/or accessory facilities or structures constructed in accordance with the procedures and standards set forth in § 120-64.

§ 120-18. Minimum setbacks of structures.

A. In order to insure that structures shall be set back adequately from highway rights-of-way as they may be established or widened from time to time, structures shall be set back the following distances from the highway center line:

District	Type of Road	Setback (feet)
R-20	State or county	110
R-30		
RR-5		
R-MH		
R-MD		
R-TH		
R-20	All others	100
R-30		
RR-5		
R-MH		
R-MD		
R-TH		
C	State or county	140
I		
LI		
C	All others	100
I		
LI		
RB [Added 9-8-1999 by L.L. No. 1-1999]	State, county or town	140 feet from center line of road

- B. The minimum setbacks specified above shall apply regardless of whether the highway is at the front, side or rear of the structure.
- C. In areas already built-up or partially built-up where structures already existing have actual front setbacks at distances less than those provided for herein, the Board of Appeals may grant an appropriate variance to bring about greater uniformity or to prevent unusual hardship.

§ 120-19. Minimum side and rear setbacks.

District	Side Setbacks (feet)	Rear Setbacks (feet)
R-MD and R-MH	25	25
R-20	15	25
R-30	25	25
RR-5	50	50
R-TH	25**	25***
	50**	
C	25	25
I	70	35

District	Side Setbacks (feet)	Rear Setbacks (feet)
LI (for lot fronting on state or county road)	70	35
LI (for lot fronting on other road)	50	35
RB [Added 9-8-1999 by L.L. No. 1-1999]	25	25

NOTES:

- * Between a cluster and a property line.
- ** Between each cluster.
- *** From the property line of the townhouse development.

§ 120-20. Accessory buildings.

No accessory structure shall be constructed or placed nearer to the highway or lot lines than is permitted for the main structure in the district in which it is to be erected or located.

§ 120-21. Maximum coverage. [Amended 2-14-1997 by L.L. No. 1-1997; 5-13-1998 by L.L. No. 1-1998]

The maximum coverage of any building or buildings hereafter erected or placed on any premises in any district shall conform to the following schedule with the exception of telecommunications towers and/or accessory facilities or structures constructed in accordance with the procedures and standards set forth in § 120-64.

District	Maximum Coverage
R-20	25%
R-30	25%
RR-5	25%
R-MH	25%
R-MD	25%
R-TH	25%
C	50%
I	50%
LI	50%
RB [Added 9-8-1999 by L.L. No. 1-1999]	50%

GENERAL NOTES TO BE INCLUDED ON ALL SITE PLANS/SUBDIVISIONS

1. Sanitary waste disposal system shall be constructed in accordance with the standards of New York State and Monroe County Health Departments.
2. No parking or driveway areas in leach field area.
3. Positive drainage to be provided in leach field area.
4. Laundry wastes shall be discharged to leach field area. If pumping is required, a check valve shall be installed on pump discharge line.
5. Any change in location of septic system from that shown on the plans shall require re-approval by the County Health Department.
6. Discharge from roof drains and sump lines shall be directed away from the septic system and shall be connected to a dry well (or) discharged to splash blocks.
7. Water service will be installed in accordance with the rules and regulations of the Monroe County Water Authority.
8. All building construction is to be in compliance with the Building Code of New York State.
9. Any cost related to the relocation of any utilities necessitated by this project shall be the responsibility of the owner or those requesting the relocation of the utility.
10. All proposed utility services (telephone, electrical, Cable TV, etc.) shall be installed underground from the source to the proposed building.
11. A Certificate of Occupancy shall not be issued until all requirements and conditions on the approved plans have been complied with.
12. Any and all culvert locations, size or types are to be approved by the New York State DOT, County Superintendent of Highways, Town Superintendent of Highways or Town Engineer.
13. Subdivisions shall comply with the applicable requirements of the County Monumentation Law.
14. All construction of improvements shall be in accordance with the Design Criteria and Construction Specifications for Land Development for the Town of Rush.
15. The Town of Rush is not responsible for the quality or quantity of well water.
16. This project is/is not located within the Southeastern Agricultural District.
17. This project is/is not within a New York State Department of Environmental Conservation designated Freshwater Wetland or the 100 foot adjacent area.
18. This project contains or is within 100 feet of the boundary line of a New York State designated Freshwater Wetland entitled RU-_____. A NYS DEC Law Article 24 Permit is required prior to the start of construction.

19. This project is not within a 100-year flood plain

OR

This project is within the 100 year flood plain of _____ Creek or River as designated on the Town of Rush National flood Insurance Program Rate Map, Community Panel # _____, effective date 5/17/82.

20. All drainage swales through individual lots shall be maintained by the respective property owners. Swales shall be relocated and reshaped to the specifications shown on this drawing.
21. No improvements, fences, plantings, etc. shall be erected with the right of way limits of the highway.
22. The purchaser and/or developer of each lot is advised that all improvements, particularly sewage disposal systems, required fill, grading, swales, ditches and culverts are to be constructed in accordance with this plan.
23. The purchaser and/or developer of each lot is to be provided with a copy of this approved map.
24. All drainage easements shall be granted to the townwide drainage district.
25. All driveways are to be installed to NFPA Standards for ingress and egress by emergency vehicles.
26. A change of the proposed structure footprint or site revisions involving grading, drainage, driveway location, highway access, placement of utilities, placement of erosion/siltation control measures or any other site revisions may require plan resubmission and reapproval by the Planning Board and/or Town Engineer. The Town Building Inspector shall determine plans requiring resubmittal and reapproval. All costs associated with the review or revised plans shall be the responsibility of the subdivder or lot owner.
27. Verification of the house and septic locations will be made by the building inspector prior to the issuance of a building permit to ensure that the placement is the same as shown on the approved plan. Cost of verification to be borne by the property owner/developer.
28. It is the responsibility of the developer to provide adequate soil erosion control devices during construction. If, in the opinion of the town, adequate erosion control devices to effectively accommodate the increased runoff caused by changes in surface conditions during and after development are not in place, the town may call for placement of additional temporary erosion control measures which may include sediment fences, swales, sediment check dams and/or sediment basins, as necessary until ground cover has been re-established. These erosion control devices are to remain in place until ground cover has been re-established and their removal has been authorized by the Code Enforcement Officer or Town Engineer.

**PROCEDURES FOR FINAL SUBDIVISION OR SITE PLAN APPROVAL
(SIGNATURE) BY TOWN OF RUSH PLANNING BOARD**

The following procedures must be adhered to prior to the Chairman or Vice Chairman signing the final subdivision map to be recorded in the County Clerk's Office or the final site plan:

1. Signatures to appear on the original map or plan:
 - A. Town Engineer
 - B. Monroe County Health Department
 - C. Town Superintendent of Highways or Monroe County Dept. of Transportation or New York State Dept. of Transportation
 - D. Monroe County Water Authority (if applicable)
2. All drainage corridors will be dedicated through easement to town-wide drainage district.
3. All easements to the Town of Rush and/or improvement district to be filed in the County Clerk's Office shall be submitted and approved by the Town Attorney and Town Engineer.
4. Any proposed homeowner's association agreement shall be submitted and approved by the Town Attorney.
5. All Federal, State, and County permits associated with the proposed project construction or development shall be submitted to the Planning Board. This does not include operational permits or licenses.
6. If project involves dedication to town, a Letter of Credit must be submitted and approved by both Town Attorney and Town Engineer.

Environmental Special PermitA. General

It is in the best interests of the Town of Rush to protect, as much as possible, environmentally sensitive features and preserve the rural character of the Town. If property proposed to be subdivided and/or developed contains any Environmentally Sensitive Features, as defined in this section, and as determined by the Planning Board, the applicant must obtain an Environmental Special Permit from the Planning Board after demonstrating that the subdivision and/or development will be implemented in a manner calculated to take into account the Environmentally Sensitive Features and to avoid interference with and protect such features as much as possible. The Planning Board may condition the Permit upon such mitigating measures as it deems appropriate.

The presence or absence of Environmentally Sensitive Features shall be disclosed on the application and/or map by the applicant. The Planning Board and Conservation Board, in their reviews of the application, will determine the accuracy of the applicant's assessment of the presence or absence of Environmentally Sensitive Features.

B. Environmentally Sensitive Features

Environmentally Sensitive Features are areas or conditions which have been determined as deserving special consideration and/or treatment. The following are Environmentally Sensitive Features:

- (1) **WETLANDS** – An area which has standing water at any time of year, which has a marshy or swampy aspect for more than half the year, or which has vegetation characteristic of a wetland. Wetland areas include those designated by the New York State Department of Environmental Conservation but also include areas smaller than the 12.4 acre minimum protected by state law and include a 100 foot wide buffer area around the wetland.
- (2) **WATERCOURSE CORRIDOR** – An area within (1) 200 feet of the centerline of a natural or manmade watercourse with an approximate channel top width which is 10 feet or greater; (2) 100 feet of the centerline of a natural or manmade watercourse with an approximate channel top width which is 50 feet or greater and less than 100 feet; 50 feet of the centerline of a natural or manmade watercourse with an approximate channel top width of less than 50 feet. The approximate channel top width of a watercourse shall be deemed to be the width of the watercourse at its mean annual flood level.
- (3) **WOODLAND** – An area of one or more contiguous acres of mature wooded land. Mature wooded land is a continuously wooded area in which more than half of the trees are 30 feet or more in height or 6 inches in trunk diameter at a level of 4 feet from the ground. It shall not be interpreted to include orchards, Christmas tree lots or other trees planted for the special purpose of commercial harvest.
- (4) **STEEP SLOPE** – An area with a slope of 15 percent or greater measured over a linear distance of 100 feet and all areas within 50 feet of said slopes. Shall also include an area with a 10 percent to 15 percent slope so measured, in combination with a rock outcropping.
- (5) **GEOLOGICAL SITE** – An area with land forms of geological significance based on topography or other geological and soils data, to include but not limited to (1) drumlins, kamas and kettles, (2) rock outcroppings of geological or paleontological importance.
- (6) **ARCHEOLOGICAL OR HISTORICAL SITE** – An area containing structures or artifacts of historical or prehistorical significance. Archeological sites include areas designated by the Rochester Museum and Science Center or other recognized agency as known archeological sites or strong potential sites by virtue of close contiguity with known sites. Historical sites include, but are not limited to, buildings, sites or districts listed on the State or National Registers of Historical Places, a National Landmark, or any site which is currently in the application process for such designation.
- (7) **CRITICAL ENVIRONMENTAL AREA** – An area designated by Town Board as having exceptional or unique character, pursuant to the provisions of the State Environmental Quality Review Act.

Environmental Special Permit Conditions

In granting an Environmental Special Permit, the Planning Board may impose whatever conditions it deems necessary to preserve or mitigate interference with the Environmentally Sensitive Features. The conditions imposed shall seek to enhance and preserve the Environmentally Sensitive Features and the existing character of the area.

Adopted by Town Board
September 10, 1990

TOWN OF RUSH

PLANNING BOARD

ADDENDUM TO APPLICATION FOR LAND SUBDIVISION /SITE PLAN REVIEW

PROJECT NAME _____

PARCEL LOCATION _____

TAX ACCOUNT NUMBER _____ DATE _____

Indicate whether any of the following Environmentally Sensitive Features are present on the property proposed to be subdivided and/or developed. Please carefully examine the definitions in §100-11 of the Subdivision Ordinance before completing this Application

Environmentally Sensitive Features	Yes	No
(1) Wetland		
(2) Watercourse Corridor		
(3) Woodland		
(4) Steep Slope		
(5) Geological Site		
(6) Archeological or Historical Site		
(7) Critical Environmental Area		

If any answer is Yes, show the Environmentally Sensitive Feature(s) in detail on the map or plan.

Date: _____

Signature of Applicant _____



MONROE COUNTY AGRICULTURAL DATA STATEMENT

Please note: Section 283-a of the Town Law requires any application for a site plan approval, subdivision approval, special permit or use variance on property within an agricultural district containing a farm operation, or on property with boundaries within five hundred (500) feet of a farm operation located in an agricultural district, to include an Agricultural Data Statement.

A farm operation is defined as "...the land and on-farm buildings, equipment, manure processing and handling facilities, and practices which contribute to the production, preparation and marketing of crops, livestock and livestock products as a commercial enterprise...." (Section 301, Article 25-AA of the Agriculture and Markets Law).

All applications requiring an Agricultural Data Statement must be referred to the County Planning Department in accordance with amended Sections 239- m and 239-n of the General Municipal Law.

Applicant name & address: _____

Project address: _____

Tax parcel number(s) & acreage : _____

Agricultural District (e.g. Midwestern): _____

Description of project: _____

*Names and mailing addresses of all owners of land located within five hundred (500) feet of the project property within an agricultural district and containing farm operations:

	Landowner name	Address	Tax parcel number(s)	Type of farm
1				
2				
3				
4				
5				

Use separate sheet if needed.

*Attach tax map showing the site of the proposed project relative to the location of farm operations identified above.

*INFORMATION REQUIRED IN THIS APPLICATION BY LAW

617.20
Appendix B
Short Environmental Assessment Form

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 which 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:
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.		NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>
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, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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: _____	<input type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO	YES	
<input type="checkbox"/>	<input type="checkbox"/>		
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? <input type="checkbox"/> NO <input type="checkbox"/> YES	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/> NO <input type="checkbox"/> YES		

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. 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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. 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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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