TOWN OF FENTON PLANNING BOARD
APPLICATION FOR SITE PLAN REVIEW

NO. __________________
APPLICATION APPROVED _____________ DENIED _____________

General Information

PROJECT DESCRIPTION: ______________________________________

PROJECT ESTIMATED COST: __________________________________

START DATE: ____________________ EST. COMPLETION DATE: _____________

TAX MAP #: ____________________ EXISTING USE: ____________________

ZONING DISTRICT: _______________________________________________________________________

DEVELOPER/OWNER/TENANT NAME: _______________________________________________________

DEVELOPER/OWNER/TENANT ADDRESS: ______________________________________________________ ZIP ______

PHONE(S): __________ WORK __________ CELL ____________ EMAIL _______________________

APPLICANT'S NAME: _____________________________________________________________________

ADDRESS: __________________________________________________________________________

ZIP ______

PHONE(S): __________ WORK __________ CELL ____________ EMAIL _________________________

PERSON OR FIRM PREPARING THE PLAN AND MAP: _________________________________________

PREPARERS NAME: ______________________________________________________________________

PREPARERS ADDRESS: _____________________________________________________________________

PHONE(S): WORK __________ CELL ____________ EMAIL: _________________________________

Project Type (Check All That Apply)

NEW BUILDING __ TYPE ______________________ AREA ____________________ S.F.

REMODEL BUILDING __ AREA EXISTING ______ S.F. AREA AFTER REMODEL ________ S.F.

OCCUPANCY __ USE __ SWIMMING POOL __ RESIDENTIAL GARAGE __

ROADSIDE STAND __ SIGN __ UTILITY STRUCTURE __ OUTDOOR RECREATION __

MINING (GRAVEL, TOPSOIL, ETC.) __ GASOLINE SERVICE STATION __ ANIMAL KENNELS __

WETLAND ACTIVITY __ SUBDIVISION ___ OTHER ___ DESCRIBE-ATTACH DETAILS
NOTE: ALL APPLICATIONS FOR SITE PLAN REVIEW MUST SUBMIT A SITE PLAN THAT ACCURATELY DEPICTS THE PROPOSED IMPROVEMENTS. ALL SITE PLANS MUST COMPLY WITH LOCAL LAW CHAPTER 150-47, SPECIAL APPROVAL PROCEDURES. LOCAL LAWS ARE AVAILABLE ONLINE AT TOWNOFFENTON.COM (SELECT ORDINANCES; SELECT E-CODE; SCROLL TO APPROPRIATE CHAPTERS/SECTIONS)

I AM THE OWNER OR AUTHORIZED AGENT OF THE OWNER, AND THAT HE IS CONVERSANT WITH THE ZONING ORDINANCE OF THE TOWN OF FENTON AND THE RULES AND REGULATIONS PERTAINING THERETO, AND THAT THE ACTIVITY FOR WHICH THIS APPLICATION IS MADE WILL BE IN ACCORDANCE WITH THE EXISTING LAWS AND ORDINANCES, RULES AND REGULATIONS GOVERNING THAT ACTIVITY IN THE TOWN OF FENTON.

APPICANTS SIGNATURE ___________________________ DATE ______________

Site Plan Checklist

<table>
<thead>
<tr>
<th>DRAWING SCALE NO LESS THAN 1&quot; = 100’. WITH NORTH ARROW SHOWING ENTIRE PROPERTY(IES). STAMPED ORIGINAL PLUS 11 COPIES TO BE PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE USE, LOCATION AND DIMENSIONS OF PROPOSED BUILDINGS AND OPEN SPACES, INCLUDING YARDS.</td>
</tr>
<tr>
<td>THE PROPOSED STREETS AND OTHER VEHICULAR/PEDESTRIAN CIRCULATION FACILITIES, INCLUDING THE LOCATION AND WIDTHS OF DRIVEWAYS/SIDEWALKS ON THE SITE AND ACCESS TO EXISTING AND PROSPECTIVE HIGHWAYS.</td>
</tr>
<tr>
<td>THE AMOUNT, LOCATION AND DIMENSIONS OF OFF-STREET PARKING AND LOADING AREAS AND ACCESS THERETO.</td>
</tr>
<tr>
<td>THE LOCATION AND ARRANGEMENT OF LANDSCAPING IN TRANSITIONAL AREAS.</td>
</tr>
<tr>
<td>A STORM DRAINAGE PLAN SHOWING HOW SURFACE WATER WILL BE COLLECTED AND DISCHARGED FROM THE SITE AND THE EFFECT ON ADJACENT PROPERTIES IN ACCORDANCE WITH STORMWATER LOCAL LAW 121 &amp; NYS DRAINAGE LAW</td>
</tr>
<tr>
<td>THE LOCATION OF PUBLIC SEWER AND WATER SUPPLY FACILITIES OR PRIVATE WELL &amp; SEPTIC SYSTEM</td>
</tr>
<tr>
<td>SUCH ADDITIONAL INFORMATION AS MAY BE REQUIRED UNDER SUBSECTIONS B THROUGH K OF LOCAL LAW SECTION 150-47.</td>
</tr>
<tr>
<td>SEQRA LONG OR SHORT FORM BASED ON PROJECT SCOPE AS DETERMINED BY TOWN ENGINEER</td>
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</tbody>
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Site Plan Review Process Overview

THE PLANNING BOARD SHALL REVIEW THE APPLICATION AND SITE PLAN, TOGETHER WITH SUCH OTHER FACTS AS SHALL BE PROPERLY IN EVIDENCE BEFORE IT, AND IT MAY EITHER REJECT OR APPROVE THE APPLICATION AND SITE PLAN, SUBJECT TO ANY CONDITIONS NECESSARY TO MEET THE FOLLOWING OBJECTIVES AND ANY OTHER OBJECTIVES REQUIRED FOR A PARTICULAR IMPROVEMENT OR USE BY ANOTHER SUBSECTION OF THIS SECTION.

[Diagram showing the process of application completion, submission, and review with key steps highlighted]
Site Plan Submission Information Requirements

**Legal Data**
- Name and address of applicant and authorization of owner if different from applicant.
- Name and address of owners(s) of record, if different from applicant.
- Name and address of person or firm(s) preparing the plan and map. (i.e. Architect/Engineer).
- Name and address of Attorney.
- Ownership intentions, such as purchase options.
- Current zoning classification of property, including exact zoning boundary if in more than one district.
- Property boundary line plotted to scale. Distances, angles and area should be shown.
- North arrow, scale and date (Scale: Application for Site Plan Review states 1" = 100').
- Locations, widths, elevations and names of existing and proposed adjacent streets.
- Property lines and names of owners of adjoining parcels. (ADD Tax Map Number(s)).
- Location, width and purpose of all existing and proposed easements, set-backs, reservations and areas dedicated to public use within and adjoining the property.
- Description of all existing deed restrictions, Right-of-Ways (ROW's), easements or covenants applying to the property.
- Final Only: Record of application and approval status of all necessary state and county permits.

**State or County Permits/Referrals**
- Fill Permit
- Floodplain Development Permit
- Aquifer Protection Permit
- Special Use Permit (for Restricted Commercial)
- Mining
- Telecommunications
- Stormwater Management

**Impact of Proposal on Environment (on site and in the surrounding area or district)**
- Relationship to adjacent and nearby land uses, both public and private.
- Relationship to existing and proposed traffic patterns.
- Relationship to existing and projected water supply, sewage disposal and similar service capabilities.
- Relationship to the community's ability to provide adequate recreation, education, fire protection and similar facilities and services to its residents.
- Visual compatibility with surroundings.
- Effect on air and water quality standards applicable primarily to industrial site development plans.
- Effect on energy consumption and conservation. (Note: Draft Environmental Impact Statement (DEIS) and Environmental Impact Statement (EIS) will be required if the reviewing agency deems the proposal to have a significant negative impact on the environment pursuant to the State Environmental Quality Review Act (SEQRA).)
Natural Features
- Geologic features, such as depth to bedrock and the location of rock outcrops.
- Topographic features, including a map showing existing contour intervals of no more than five feet. Two-foot contour intervals should be required if the topography is relatively flat. Areas of steep slopes should be delineated as necessary.
- Vegetative cover, including existing wooded areas, significant isolated trees and similar features.
- Soil characteristics and drainage capacity.
- Hydrologic features should include drainage and runoff patterns, flood hazard areas, wetlands and depth to groundwater (Note: This is variable).

Existing Development and Infrastructure
- Location and dimensions of major buildings, structures and impervious surfaces.
- Location and width of roads and paths, including site access.
- Location, size and flow direction of sewers, water supply lines and culverts. Major electric, gas and telephone/data lines and appurtenances should also be shown.
- Location of other existing development and uses, including parking and loading areas, fences, trees and landscaping.

Proposed Development
- Grading and drainage plan showing proposed topography at appropriate contour intervals. This information can be combined with the map and existing topography if it can be clearly depicted.
- Location, proposed use and height of buildings and other structures, such as retaining walls, fences, outdoor storage tanks, air conditioning units and waste disposal units.
- Location, proposed use; design and construction materials of improvements not required structures, such as parking, loading, and outdoor storage areas.
- Location and arrangement of site access and egress, including all paths for pedestrian and vehicular travel within the site. Information should include profiles and cross-sections of roadways and sidewalks showing grades, widths and location size of utility lines.
- Location and size of water and sewer lines and appurtenances. Any means of water supply or sewage disposal other than extensions of existing systems should be described, including location, design and construction materials.
- Location, design and construction materials of all energy distribution facilities, including electric, gas and solar energy.
- Location, size and design of all outdoor lighting facilities and public address systems.
- Location, size, design and construction materials of all outdoor signs.
- General landscaping plan and planting schedule, including the treatment of buffer areas and the location and types of trees to be planted.
- (Final Only) Estimated project construction schedule with possible phasing plan for large projects.
- Additional specifications for materials.
- Performance bond, amount, completion schedule, public improvements covered, inspection and bond approval.
Available Planning Review Services

The Town of Fenton is committed to working with property owners, tenants, developers and business owners to develop quality projects that benefit the applicant and the Town of Fenton. The Planning Review Process may involve the Town Board, Planning Board (PB), Engineering Department, Zoning Board of Appeals (ZBA), Town Legal Counsel and Building Inspector. The Town develops and administers standards and policies governing development in the Town of Fenton encourages the most appropriate use of land, protects and conserves the value of property and promote the health, safety and general welfare of the community.

Pre-Submittal Conference
To assist applicants with getting projects implemented, Planning Board and Engineering Department, in cooperation with the Building Inspector and other departments as needed, offers a Pre-Submittal Conference on Thursday’s.

Applicants are strongly encouraged to take advantage of this free service. Attending a brief informal meeting at the start of a project to discuss scope and direction can give any applicant a clear understanding of what permits, planning/zoning approvals, environmental assessments, etc. are required and help avoid delays in obtaining necessary permits or unneeded design expenses. We are available to sit down with applicants at any stage in their project development from concepts to final checks.

Please Note: The Applicant shall be responsible for any engineering services cost associated with an application that exceeds $5,000 (five thousand dollars)

Project Review
Depending on the scope of a project and location, different levels of review may be necessary. By law, no building or use permit for an improvement or for any improvement or use in connection with a commercial enterprise, shall be issued, except upon the approval of the Planning Board and in some cases the Town Board. The Commercial or required applicant shall submit to the Planning Board an application and site plan for the subject premises. Activity in other zones also requires permits and approvals in most cases.

Planning Board Review and Approval: Planning Board review is required for projects involving the Special approval procedures (Town Code §150-47), and actions that are Type I, Unlisted, and Type 2 under the State Environmental Quality Review Act (SEQRA). Planning Board review and approval of a site plan generally involves multiple meetings, one of which may include a public hearing.

General Municipal Law, Section 239 m, n and nn is a State law that requires local municipalities to send certain projects to County planning for review (commonly called 239 Review) and comment. The intent of the law is to identify actions that might have inter-municipal and countywide impacts. The Town only needs to submit these actions to Broome County Planning for 239 Review if they take place within 500 feet of one or more of the following:

- Boundary of any city, village or town;
- Boundary of any existing or proposed county or state park or any other recreation area;
- Right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway;
- Existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines;
- Existing or proposed boundary of any county or state-owned land on which a public building or institution is situated;
- Boundary of a farm operation located in an agricultural district (unless it is an area variance, then there is no need to submit it for review).
By State law, County Planning has 30 days from the date of receipt of a complete application for their review. The County's comments will be delivered to the applicant when they are received. The 239 Review process may extend the final decision timeline. The application deadline is always the first Tuesday of the month for it to be placed on the Planning Board Agenda for that month. The Planning Board Site Plan Review application can be obtained at either the office of the Town Clerk or on the Town website (townoffenton.com). Building permits cannot be issued until the project has been approved through this review. Once a project has been approved, any necessary building permits can be provided by the Town of Fenton Building inspector.

Other Reviews
Some projects may require additional reviews. Town Engineering will help you identify which of these additional reviews, if any, are necessary. When multiple reviews are necessary, Engineering will do its best to have reviews running concurrently.

Zoning Board of Appeals
All projects are required to be in compliance with the Town of Fenton code. If a project cannot meet these requirements, then an applicant can apply for a variance from the Zoning Board of Appeals (ZBA). The ZBA review process is typically about one (1) month from application submission to decision.

Building Inspector and Code Enforcement
The Office of Building Inspector enforces general compliance with the laws and regulations that govern the planning, development, construction, operation, and demolition of structures. They encourage and support public safety by ensuring that all buildings, structures and related equipment are designed, constructed, installed and maintained in compliance with the standards of established building codes.

Planning and Zoning Applications
Relevant document(s) must be completed for projects requiring review by the Building Inspector, Town Engineer, Planning Board, the Zoning Board of Appeals or Town Board.

Prior to applying, it is recommended that you attend a Thursday afternoon Pre-Submission Conference. At that time, staff will help one determine which of the applications are necessary for your project.

Other sections to address from Town Code: Flood Damage Prevention (Chapter 81), Aquifer Protection (Chapter 57), Freshwater Wetlands (Chapter 85), Fill and Development Permits (Chapter 78-3B, 78-3C, 78-3D), Stormwater Management (Chapter 121), Storm Sewers Construction Activity (Chapter 120), Water (Chapter 145-27-Permit for use of Fire hydrants).

Important Contact Information

Town of Fenton Offices
44 Park Street
Port Crane, NY 13833
607-648-4800
Town of Fenton Department Directory