

Date: _____
TOWN OF NELSON
SITE PLAN/SPECIAL PERMIT
CHECKLIST – Page #1

Applicant _____ Project _____ Location _____

FOR FIRST PLANNING BOARD MEETING:

- _____ Review proposal with Town Code Enforcement Officer
- _____ Review Articles 2 & 3 and Exhibit E of the Town Land Use and Development Law
- _____ Pay application fees
- _____ **Submit 9 copies of the following documents to the Town Clerk – Contact Planning/Zoning Board Clerk at 315-655-8582x2 for deadline**
 - _____ Photograph(s) of the property (if lakefront, include view from lake)
 - _____ Application form completed and signed
 - _____ Location of property on Town map
 - _____ Short form Environmental Assessment Form (SEQR)
 - _____ Preliminary architectural plans/renderings for new structures, or modifications
 - _____ Sketch plan (on copy of survey map) showing:
 - _____ General location and dimensions of existing structures with distances to property lines
 - _____ Proposed new structure/structure modifications with preliminary dimnensons, and distances to property lines
 - _____ General location of existing/proposed well and septic system
 - _____ General location of natural features (wetlands, streams, ponds, woods, etc.)
 - _____ Easements\ Right of Ways
 - _____ General location of ingress/egress, fencing, parking, landscaping, lighting, and any other non-structural aspects of project

Attend Planning Board meeting – Second Tuesday of each month: 7 p.m.

SP CHECKLIST (CONT)

Plan (cont):

- ___ approval/signature boxes for Planning Board and County Health Dept.
- ___ location of storm water management facilities
- ___ existing and proposed landscaping, lighting, parking, fencing, traffic circulation, walks, signs, waste management features
- ___ buffers, set backs, and screening
- ___ PE/LS stamp

In addition, the following items may be required as part of the application process:

- ___ architectural plans and elevations prepared by a licenced architect
- ___ drainage, erosion and sedimentation control, design plans prepared by a licenced engineer
- ___ review fees for Town Engineer
- ___ approval of proposed driveway locations from County, Town, or State Storm water management report/SWPPP and NOI with NYDEC
- ___ Deed(s) of original property
- ___ review by Madison County Planning
- ___ approval of variances from Town ZBA
- ___ approval of Madison County Health Dept.
- ___ DEC, USACE approval for wetland/stream disturbance NY Ag & Markets approval within Agricultural District performance bond
- ___ operating plan\narrative
- ___ traffic report
- ___ archeology report
- ___ visual impact analysis
- ___ Long Form EAF or Environmental Impact Statement

**APPLICATION
TOWN OF NELSON PLANNING BOARD REVIEW**

APPLICATION DATA

DATE: _____

TYPE OF APPLICATION:

_____ subdivision _____ site plan _____ special permit

PROPERTY OWNER: _____ Phone# _____

APPLICANT/DEVELOPER: _____ Phone# _____
(if different than owner)

PROFESSIONAL ADVISORS:

Surveyor: _____ (name)
Engineer: _____ (name)
Attorney: _____ (name)
Other: _____ (type) _____ (name)

EXISTING PROPERTY DATA

PROPERTY ADDRESS: _____

TAX MAP NUMBER(S) : _____

CURRENT PROPERTY SIZE: _____ (acres), (and) _____ (acres)

TOWN OF NELSON ZONING DESIGNATION: _____

ROAD FRONTAGE: _____ (feet) on _____ (road)
(and) _____ (feet) on _____ (road)

LAKE FRONTAGE (if applicable): _____ (feet)

WAS THE EXISTING LOT(S) CREATED AFTER 1996? _____

EXISTING LAND USE: (check all that apply)

_____ wetland _____ forest _____ agricultural _____ business _____ (type) _____ vacant
_____ residential _____ waterfront _____ flood plain _____ other _____ (type)

LIST ANY NON-CONFORMING ASPECT(S) OF THE PROPERTY/BUILDINGS/LAND USE:

LIST ANY EASEMENTS OR R.O.W.'S ON THE PROPERTY _____

LIST ALL BUILDINGS PRESENT ON THE PROPERTY:

Type	Approx size (s.f.)	Use
_____	_____	_____
_____	_____	_____
_____	_____	_____

IS THERE A WELL ON THE PROPERTY?
IS THERE A SEPTIC SYSTEM ON THE PROPERTY?
IS THE PROPERTY IN A STATE AGRICULTURAL DISTRICT? _____

(over)

PROPOSED ACTION FOR PLANNING BOARD REVIEW
DESCRIBE THE PROPOSED ACTION IN WORDS:(attach additional as needed)

THE PROPOSED ACTION WILL: (check all that apply)

- ___ - CREATE ADDITIONAL BUILDING LOTS
How many? ___ Smallest size of new lots) ___ (acres)
Smallest new lot road frontage ___ (ft) Smallest new lot lake frontage ___ (ft)
- ___ - CHANGE EXISTING PROPERTY LINES
Between parcels ___ and ___ (tax map #'s)
- ___ - CONSTRUCT A NEW STRUCTURE
Type ___ Size ___ (s.f.) Proposed use ___
- ___ - CREATE A NEW USE FOR AN EXISTING STRUCTURE
Existing Use ___ Size ___ (s.f.) Proposed use ___
- ___ - EXPAND AN EXISTING USE
Type ___ % expansion ___
- ___ - CHANGE THE CURRENT LAND USE
From ___ To ___
- ___ - COMBINE PROPERTIES
List Properties: ___, ___ and ___ (tax map#'s)
- ___ - EXPAND/ALTER THE EXTERIOR OF AN EXISTING STRUCTURE
Type ___ Current size ___ (s.f.) Proposed expansion ___ (s.f.)
- ___ - DEMOLISH AN EXISTING STRUCTURE
Type ___
- ___ - OTHER _____

CHECK ANY ASPECTS OF THE PROPOSED ACTION THAT WILL NOT CONFORM TO CURRENT ZONING REGULATIONS FOR THE DESIGNATED ZONE:

___ land use ___ lot size ___ structure height ___ structure size ___ front setback
___ side setback ___ rear setback ___ lot coverage ___ lot frontage

OTHER APPROVALS/PERMITS NEEDED FOR PROPOSED ACTION _____

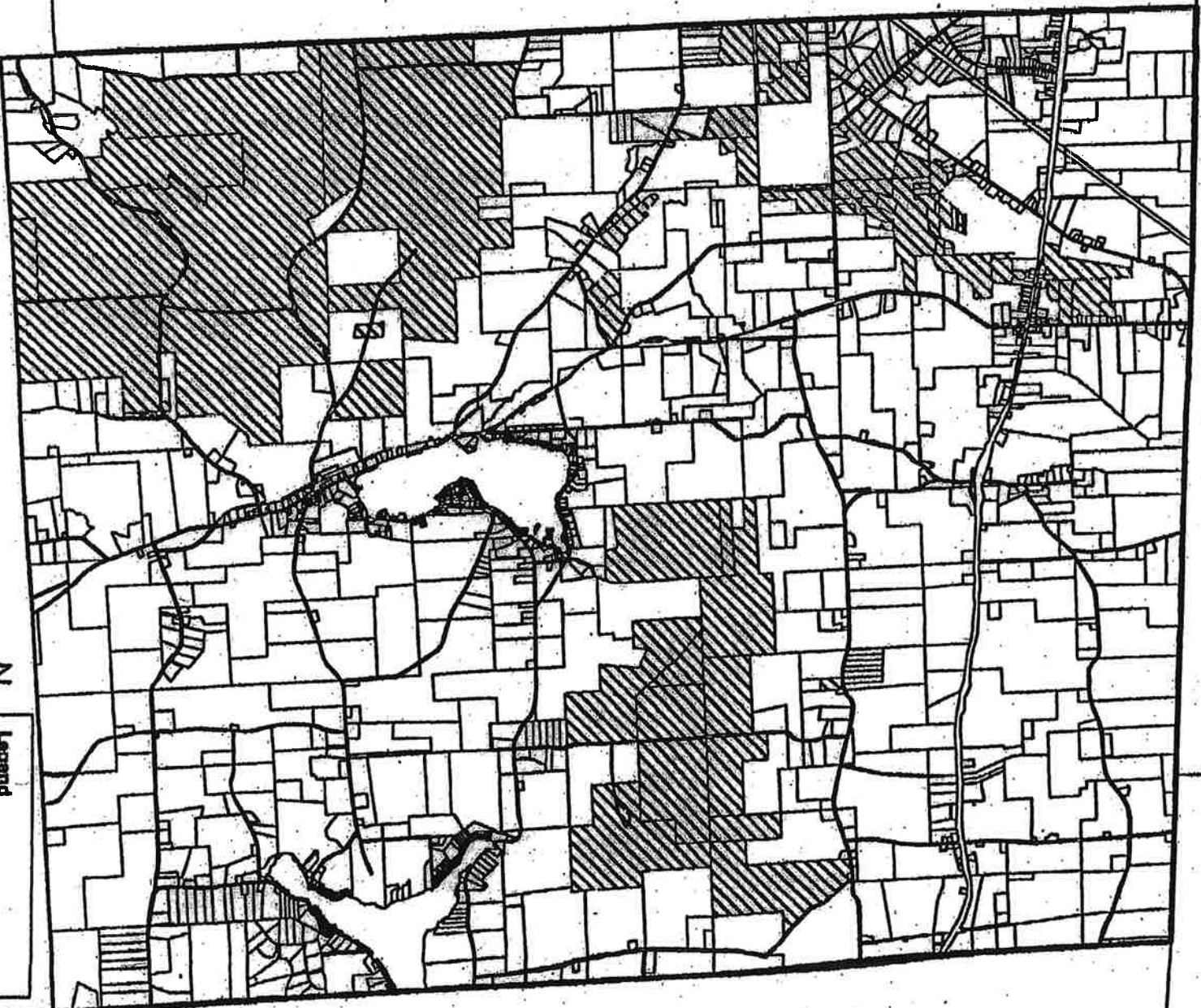
SIGNATURES (Both needed if different):

_____ owner _____ date

_____ developer _____ date

Town of Nelson, NY

Property Location Map



- Legend**
-  Federal/State/County/Town Lands
 -  Parcels - Nov 2008

created by the Madison County Planning Department Dec 2008 (RM)

Code Requirement	R	B	NC	EH	N
Planned Unit Development - PUD (acres)	5.0	5.0	5.0	5.0	5.0
Minimum Lot Area (acres) (Note 1)					
Basic Districts - Lots	2.0	2.0	1.5	1.5	2.0
Basic Districts - Flag Lots	4.0	3.0	2.5	2.5	3.0
Minimum Regulations: (Minimum Feet)					
Lot frontage at street line					
Traditional Lots	200	200	150	150	200
Flag Lots	80	60	60	60	60
Front yard depth (at setback line)					
Buildings / structures (from street line)	50	50	25	25	50
Side yard depth (at setback line)					
Buildings / structures	30	30	20	20	30
Accessory buildings / structures	20	20	10	10	20
Parking area	20	20	10	10	20
Driveways	5	5	5	5	5
Rear yard depth (at setback line)					
Buildings / structures	50	50	25	25	50
Accessory buildings / structures	20	20	10	10	20
Parking area	20	20	10	10	10
Ratio regulations:					
Maximum depth:width	3:1	3:1	3:1	3:1	3:1
Height regulations: (maximum feet)					
Principal facility	40	40	40	40	40
Accessory facility	35	35	30	30	30
Agricultural use		No limit			
Percentage regulations: (maximum %)					
Lot coverage (% of lot area) (Note 1)					
All impervious buildings/structures	10	25	25	25	10
All other impervious materials	10	25	25	25	10
Total - all improvements ****	20	50	50	50	20

All lot area calculations shall not include any easements, rights-of-way, or any other permanent encumbrances.

**TOWN OF NELSON
TUSCARORA (WF-T) WATERFRONT ZONE AREA
DIMENSIONS**

Property Address: _____

Tax Parcel #: _____

	REQUIRED	EXISTING	PROPOSED
MINIMUM LOT SIZE	2.0 acres		
MINIMUM FRONTAGE FROM STREET – 150 FT. AND 150 FT. FOR LAKE FRONTAGE (WHERE APPLICABLE)			
MINIMUM SETBACKS			
Front yard setback from street	25 feet (or 10% of lot depth)		
Lakeshore setback for structure	30 feet		
Lakeshore setback for decks	5 feet		
Side yard:			
- Principal	15 feet		
- Accessory	10 feet		
- Side yard parking	5 feet		
MAXIMUM HEIGHT			
- Principal **	30 ft.		
- Accessory	20 ft.		
- Decks including rail	8 ft.		
MAXIMUM COVERAGE			
Lot size (s.f)			
Buildings:			
- Principal (s.f)		s.f.	s.f.
- Accessory (s.f.)		s.f.	s.f.
- Total (s.f) buildings		s.f.	s.f.
- % of lot (buildings)	12%	s.f.	s.f.
Other impervious:			
- Driveways/parking (s.f.)		s.f.	s.f.
- Walkways (s.f.)		s.f.	s.f.
- Miscellaneous (s.f.)		s.f.	s.f.
Total other (s.f.)		s.f.	s.f.
- % of lot (other)	10%	%	%
**MAXIMUM TWO-STORY TUSCARORA LAKE	EXPOSURE IN	WATERFRONT	ZONE
Total all improvements with decks (including pervious and impervious decks)	25%	%	%

**TOWN OF NELSON
EATONBROOK (WF-E) WATERFRONT ZONE AREA
DIMENSIONS**

Property Address: _____
Tax Parcel #: _____

	REQUIRED	EXISTING	PROPOSED
MINIMUM LOT SIZE	2.0 acres		
MINIMUM FRONTAGE FROM STREET – 150 FT. AND 150 FT. FOR LAKE FRONTAGE (WHERE APPLICABLE)			

MINIMUM SETBACKS			
Front yard setback from street	25 feet (or 10% of lot depth)		
Lakeshore setback for structure	30 feet		
Lakeshore setback for decks	5 feet		
Side yard:			
- Principal	15 feet		
- Accessory	10 feet		
- Side yard parking	5 feet		

MAXIMUM HEIGHT			
- Principal **	35 ft.		
- Accessory	20 ft.		
- Decks including rail	8 ft.		

MAXIMUM COVERAGE			
Lot size (s.f)			
Buildings:		s.f.	s.f.
- Principal (s.f)		s.f..	s.f.
- Accessory (s.f.)		s.f.	s.f.
- Total (s.f) buildings		s.f.	s.f.
- % of lot (buildings)	15%	s.f.	s.f.

Other impervious:			
- Driveways/parking (s.f.)		s.f.	s.f.
- Walkways (s.f.)		s.f.	s.f.
- Miscellaneous (s.f.)		s.f.	s.f.
Total other (s.f.)		s.f.	s.f.
- % of lot (other)	10%	%	%
**MAXIMUM TWO-STORY IN WFZ-EATONBROOK	EXPOSURE	(PLUS WALK	OUT LEVEL)
Total all improvements with decks (including pervious and impervious decks)	25%	%	%

Date: _____

To: _____

Subject: _____

Please be advised that an application has been filed with the Town of Nelson Planning Board for a Site Plan/Special Permit Review of the noted property. This Public Hearing has been scheduled for 7:00 p.m. on Tuesday, the ____ day of _____ 20__ and will be held at the Nelson Town Office, 4085 Nelson Road, in the Hamlet of Nelson.

The property is located on _____ and being

Tax Map No. _____ The property is owned by _____

You are being notified as you are a property owner within 500 feet of the property named above.

All persons will be heard at said time or as soon thereafter in support or in opposition to this request. Persons may appear in person or by agent.

Very truly yours,

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:		
Address:	E-Mail:		
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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <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"/> Forest <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"/> Parkland <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations? 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?	<input type="checkbox"/>	<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: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<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: _____	<input type="checkbox"/>	<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: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<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? b. Is the proposed action located in an archeological sensitive area?	<input type="checkbox"/>	<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? 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"/>	<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?	<input type="checkbox"/>	<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? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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:		<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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <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: <ul style="list-style-type: none"> a. public / private water supplies? 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	<input type="checkbox"/>	Moderate to large impact may occur	<input type="checkbox"/>
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.

- 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