

TOWN OF CLAY

APPLICATION FOR SITE PLAN APPROVAL

INSTRUCTIONS

1. Legal requirements for Site Plan approval can be found in the Town Zoning Code, section 230.26. A preliminary conference with the Commissioner of Planning and Development would be helpful in determining the need for site plan approval, and in determining the need for other approvals that may be required.
2. File the **ORIGINAL** and **TWO (2) COPIES** of the Application for Site Plan Review and Approval, together with supporting documents, with the Town of Clay Commissioner of Planning and Development.
3. Attach the following supporting documents to both the **ORIGINAL** and the **COPIES** of this application:
 - (a) Environmental Assessment Form (EAF)
 - (b) The legal description of the subject property
 - (c) A survey of the property, showing existing features of the property, including contours, buildings, structures, major trees, streets, utility easements, right-of-way, land use and sign locations.
 - (d) A statement showing the construction sequence and time schedule for completion of each phase for buildings, parking spaces, landscaped areas, and other significant areas.
 - (e) A statement setting forth a description of the proposed uses including hours of operation, number of employees, expected volume of business, and type and volume of traffic expected to be generated.
 - (f) If the applicant is not the owner, the attached form stating that the owner "agrees to and joins in" the application.
4. Provide **eight (8) copies** of a site plan drawn to scale showing items listed on the SITE PLAN REQUIREMENTS. Include a site location plan indicating major landmarks and roads leading to major highways. These plans will be distributed to interested parties prior to the scheduled meeting.
5. Provide **one (1) set** of preliminary architectural drawings for structures delineated to be constructed, including floor plans, exterior elevations, sections and dimension.
6. Provide **four (4) sets** of preliminary engineering plans, including street improvements, public utility systems and hydrant locations. These will be distributed to the Town Engineer and Town Attorney.
7. Payment of the \$_____ administration fee must accompany the filing of this Application for Site Plan Review and Approval. Deposits may be required for work items that are to become Town property.
8. Provide an additional **seven (7) copies** of site plan for Board Members the night of the Public Hearing.
9. An electronic copy (pdf) of the plan (disk or email) must be submitted.

NOTE: ALL SURVEYS, MAPS, ETC., THAT ARE SUBMITTED MUST BE FOLDED TO 8 ½" x 14" MAXIMUM (except any copies provided the night of the public hearing).



TOWN OF CLAY

DEPARTMENT OF PLANNING AND DEVELOPMENT
4401 State Route 31 Clay, New York 13041-8707

(315) 652-3800

MARK V. TERRITO
COMMISSIONER

FAX (315) 622-7259

Environmental Assessment Form

Must be submitted with all applications

All commercial Projects

-Use Full Environmental
Assessment Form

All Industrial Projects

- Use Full Environmental
Assessment Form

Residential Projects -Over 10 Acres

-Use Full Environmental
Assessment Form

Residential Projects - Under 10 Acres

-Use Short Environmental
Assessment Form

***Please read
instructions!!***

***Incomplete
applications
will NOT be
processed.***

TOWN OF CLAY - SCHEDULE OF FEES

CHAPTER 105

A. TOWN CLERK'S OFFICE

| | <u>FEE</u> |
|--------------------------------|------------|
| 1. TOWN MAPS | \$ 3.00 |
| 2. ZONING ORDINANCE (Copy) | \$ 20.00 |
| 3. ZONING MAP (Whole) | \$ 20.00 |
| 4. ZONING MAP (Half) | \$ 10.00 |
| 5. DRAINAGE & SEWER STANDARDS | \$ 5.00 |
| 6. COPIES (per page) | |
| ♦ Small | \$.25 |
| ♦ Ledger | \$.50 |
| ♦ Wide format | \$ 3.00 |
| 7. CERTIFICATION | \$ 1.00 |
| 8. ZONING INFORMATION RESEARCH | \$ 30.00 |

B. PLANNING & DEVELOPMENT DEPARTMENT

| | <u>FEE</u> |
|--|-------------------------------------|
| 1. ZONE CHANGE APPLICATIONS | \$ 400.00 |
| 2. VARIANCES | |
| ♦ Residential | \$ 200.00 |
| ♦ Commercial | \$ 400.00 |
| ♦ After construction | \$ Double the fee |
| 3. SPECIAL PERMIT | \$ 300.00 |
| 4. Interpretation | \$ 200.00 |
| 5. SITE PLANS (& <i>Special Permits requiring Site Plan review</i>) * | |
| ♦ 3 acres or less | \$ 900.00 |
| ♦ Over 3 acres | \$ 1500.00 |
| 6. AMENDED SITE PLANS * | \$ 600.00 |
| <i>Amendment of site plans which are proposed within five (5) years of the original site plan approval, which in the opinion of the Commissioner of Planning & Development, would not involve any changes that could adversely impact adjacent properties.</i> | |
| 7. ADMINISTRATIVE SITE PLAN | \$ 75.00 |
| 8. PRELIMINARY PLATS* | \$ Base fee: \$200 + 50 per lot. |
| 9. FINAL PLATS* | \$ 300.00 |
| 10. ADMINISTRATIVE SUBDIVISION | \$ 75.00 |
| 11. ADDITIONAL ADVERTISING | \$ As per cost |
| 12. ADDITIONAL ENGINEERING FEES INCURRED BY THE TOWN | \$ As per cost |
| 13. AFTER HOURS INSPECTION FEE | \$ 75.00 |

***NOTE:** For a commercial site plan or residential subdivision (with no proposed public utilities) requiring the preparation of a Stormwater Pollution Prevention Plan, an additional \$1500 will need to be deposited with the Town to cover engineering fees for the review of the Stormwater Pollution Prevention Plan.

SITE PLAN REQUIREMENTS

Town of Clay Municipal Code Section 230-47 (D)

3. Site Plan Requirements: The Site Plan Map or maps shall contain the following information and elements:
- a. A survey of the property, dated within six (6) months of submission.
 - b. Names and addresses of the owner of the site and all adjacent owners.
 - c. The Zoning Classification of the site and all adjacent property.
 - d. All existing easements and/or restrictions of record including rights-of-way, fully dimensioned.
 - e. All existing and proposed utilities both public and/or private.
 - f. All existing and proposed buildings or structures and mature trees.
 - g. All watercourses, marshes, rock outcroppings, wooded areas, wetlands, (DEC or Corps of Engineers) flood plains, (based on F.E.M.A. maps) and other significant natural or manmade features.
 - h. Topographic information (spot elevations for areas less than two [2%] percent slope and two [2] foot contours for slopes greater than two [2%] percent).
 - i. Proposed land use.
 - j. All driveways, parking lots, curbing, loading spaces and driving lanes including proposed on and off site circulation patterns.
 - k. All proposed landscaping, plantings, screening devices and exterior lighting.
 - l. All proposed signs.
 - m. Existing and proposed fire hydrants and fire suppression connections.
 - n. Detailed drainage plans showing on site storage, floodways and proposed easements including siltation and erosion controls plans.
 - o. Proposed grading.
 - p. Construction sequence and timing of completion of all improvements.
 - q. Architectural renderings and floor plans showing pedestrian and vehicular access.
 - r. Such other information or details as may be reasonably required by the Commissioner of Planning and Development or the Planning Board.

TOWN OF CLAY

APPLICATION FOR SITE PLAN REVIEW AND APPROVAL

Developer _____ File _____
Address _____ Case No. _____

Telephone _____

PLANNING BOARD ACTION

- 1. Date filed with Commissioner of Planning & Development _____, 20 _____
- 2. Date of Preliminary public hearing _____, 20 _____
- 3. Date of final public hearing _____, 20 _____
- 4. Attorney's certification received: _____, 20 _____
- 5. Engineer's certification received: _____, 20 _____
- 6. Date of Decision: _____, 20 _____
- 7. Preliminary application approved () disapproved ()
or approved with the following conditions or modification: _____, 20 _____

- 8. Final application approved () disapproved ()
or approved with following conditions or modifications
- _____

Commissioner of Planning & Development

ROUTING: (1) Commissioner of Planning & Development (2) Planning Board Attorney
(3) Syracuse-Onondaga County Planning Agency

TO: THE PLANNING BOARD, TOWN OF CLAY, NEW YORK:

The Application for Site Plan Review and Approval by:

(Name of Applicant)

(Address of Applicant)

respectfully states that the:

1. applicant is the (owner) (tenant) (Purchaser under contract) of the subject property which is located at: (show street address, or if none, general description). (Attach legal description)

2. applicant (acquired) (leased) the subject property on _____, 20____. If not the owner, the name(s) and address(es) of the owner(s) of record of the subject property (is) (are):

3. zoning district classification of the subject property is: _____
4. current land use of the subject property is: _____
(Specify length of time it has been so used:) _____
5. school district in which the subject property is located is: _____
6. names and addresses of all adjoining owners, together with the current zoning of each adjoining parcel, are as follows:

| | <u>Name</u> | <u>Address</u> | <u>Zoning</u> |
|--------|-------------|----------------|---------------|
| NORTH: | _____ | _____ | _____ |
| EAST: | _____ | _____ | _____ |
| SOUTH: | _____ | _____ | _____ |
| WEST: | _____ | _____ | _____ |
7. anticipated construction sequence and time schedule for completion of each phase for buildings, parking spaces and landscaped areas is as follows:
8. applicant hereby consents to appropriate Planning Board action revoking any approval which may be granted hereinafter if the Planning Board subsequently determines that any statement contained herein, or any statement made by applicant at any informal or public hearing called to consider this application, is materially false and was not made in good faith.

9. applicant further agrees to execute a Developer's Agreement upon approval of this application which will incorporate the plans and documents used in support of said application and will further contain the developer's consent to the conditions of approval imposed by the Planning Board.
10. applicant further consents to appropriate Planning Board action either revoking any approval which may be granted hereafter or obtaining necessary injunctive relief in the event applicant fails to abide by any conditions or restrictions contained herein or imposed hereafter by the Town of Clay Planning Board.
11. applicant has read and is familiar with the provisions of the General Municipal Law, Section 809 which states:
 - A. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions or any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or a municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
 - B. For the purpose of this action an officer or employee shall be deemed to have an interest in the applicant when (s)he, his/her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:
 - (a) is the applicant, or
 - (b) is an officer, director, partner or employee of the applicant, or
 - (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
 - (d) is a party to an agreement with such an applicant, express or implied, whereby (s)he may receive any payment or other benefit, whether or not for services rendered, or contingent upon the favorable approval of such application, petition or request.
 - C. Ownership of less than five percent (5%) of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
 - D. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.
12. no Town of Clay officer, employee or a relative of either, as defined in Section 809 General Municipal Law has any interest in this application.

-OR-

If a Town of Clay officer, employee or relative of either as defined in Section 809 General Municipal law has any interest in this application, the full particulars are provided on an attached sheet.

(Individual Signature) Date: _____, 20____.

(Corporate Name)

By (Officer)

(Mailing address of applicant)

(Telephone Number)

(Facsimile Number)

(Individual Acknowledgement)

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:

On this _____ day of _____, 20____, before me personally came and appeared _____, to me known and known to me to be the person described in and who executed the foregoing application for Site Plan Review and Approval, and he duly acknowledged to me that he executed the same.

Notary Public

(Corporate Acknowledgement)

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:

On this _____ day of _____, 20____, before me personally came and appeared _____, to me known, who being by me duly sworn did depose and say that he resides at _____, that (s)he is the _____ of _____, the corporation described in and which executed the foregoing application for Site Plan Review and Approval; that he knows the seal of said corporation; that one of the seals affixed to said instrument is such seal; that it was so affixed by order of the directors of said corporation and that he signed his name thereto by like order.

Notary Public

Date _____

(I / We) _____
being owner of premises known as:

(ADDRESS) _____

TAX MAP NUMBER(S) _____ . - _____ - _____
_____ . - _____ - _____
_____ . - _____ - _____

Agree to and join in the application of:

(APPLICANT NAME) _____

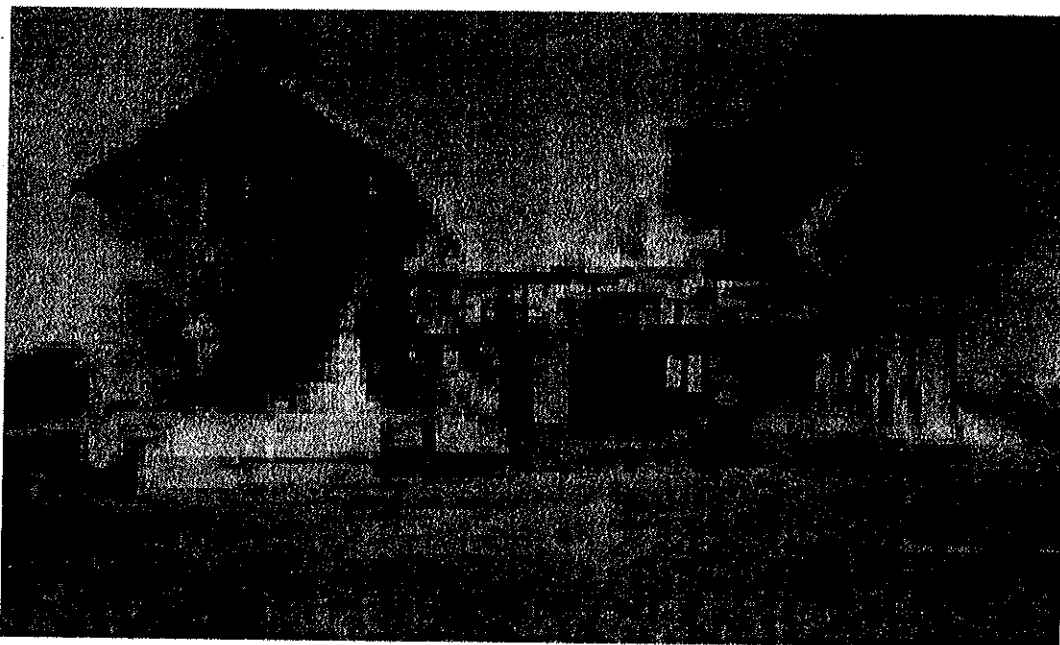
For a Site Plan (TO / FOR)

SIGNATURE _____

TOWN OF CLAY

FIRE-FLOW REQUIREMENTS FOR BUILDINGS

Based on the 2000 Edition of the International Fire Code



One of the basic essentials needed to control and extinguish a structure fire is an adequate water supply. Designing the water supply for new buildings is an important part of the initial planning for new development projects whether the new building is a 1500 square foot house or a 200,000 square foot retail store.

The Fire Code of New York State requires that an approved water supply capable of supplying the required fire flow for fire protection to be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction. There are three exceptions to this requirement if the area of development lacks fixed fire protection water supplies.

The Town of Clay has approved the Appendix B of the 2000 edition of the International Fire Code as the method for determining the required fire flow. These standards are based on fire flow calculations originally developed by the Insurance Services Office (ISO). The Fire Code standard is a modified version of the ISO calculation method and it utilizes a table of fire flows to simplify the calculation procedure. This guide is intended for developers of new projects to help explain how to calculate the required fire flows for new buildings and for additions to existing buildings.

Included at the end of this guide are the text and a table from Appendix B of the International Fire Code, 2000 Edition. Also included is a copy of the **New Development Fire Flow Form**. This form must be completed for new developments and submitted with the site plan or preliminary subdivision application. To complete the form:

1. The developer must fill out Part 1.
2. The developer then has his design professional fill out Part 2.

Note: Substitute the following: Commissioner of Planning & Development in place of the Fire Chief where it appears in Appendix B of the International Fire Code.

DETERMINING REQUIRED FIRE FLOW FOR NEW DEVELOPMENTS

Follow these steps to determine required flows:

1. Determine the use of the buildings -- all buildings will be either:

- One- and two-family dwellings
- Buildings other than one and two-family dwellings.

A. For buildings that are one and two-family dwellings:

- For all dwellings with a **fire area** up to 3,600 square feet, the required fire flow is 1,000 gallons per minute.
- For all dwellings with a **fire area** larger than 3,600 square feet, use Table B105.1 to determine the required flow (look under the column heading Type VB). Find the number in the column corresponding to the fire area. The fire flow is the number under the Fire Flow heading corresponding to the fire area. For example: a 4,500 square foot home would have a required fire flow of 1,750 gallons per minute.

B. For buildings other than one or two family dwellings:

1. Determine the **fire area** and **type of construction** for each building. If you don't know the construction type, consult your architect.
2. Use Table B105.1 to determine the fire flow. Some examples:
 - A 25,000 square foot Type V-B building has a fire flow requirement of 4,250-gallons/ minute.
 - A 10,000 square foot Type IIIB building has a fire flow requirement of 2,250 gallons/minute.
 - A 100,000 square foot Type IIB building has a fire flow requirement of 6,750 gallons/minute.

3. The required fire flow for a building can be reduced by two methods:

A. Installing an approved fire sprinkler system:

- For one- and two-family dwellings, the required fire flow is reduced by 50% in sprinkled buildings.
- For buildings other than one- and two-family dwellings, the fire flow can be reduced up to 75%, **but the resulting fire flow cannot be reduced below 1,500 gallons per minute**. For example: a 50,000 square foot Type IIIB building has a fire flow of 4,750 gallons per minute. If equipped with a fire sprinkler system, the fire flow can be reduced by up to 75% to 1,188 gallons per minute. But, the minimum fire flow in this case is 1,500 GPM because this is the minimum allowed by the code.

B. Dividing the building into separate fire areas, by the installation of firewalls without openings, constructed in accordance with the New York State Building Code.

- The fire flow for each **fire area** within the building is then calculated according to Table B105.1. For example, if a 50,000 square foot Type IIIB building is separated into two 25,000 square foot **fire areas** by a firewall, the fire flow for each area is 3,250 gallons per minute. Without the firewall, the 50,000 square foot **fire area** has a fire flow of 4,750 gallons per minute.

TOWN OF CLAY'S APPROVED METHOD OF DETERMINING FIRE FLOW

International Fire Code Appendix B

Fire Flow: The flow rate of water supply, measured at 20-psi residual pressure, that is available for fire fighting.

Fire Wall: A fire-resistance-rated wall having protected openings, which restricts the spread of fire and extends continuously from the foundation to or through the roof, with sufficient structural stability under fire conditions to allow collapse of construction on either side without collapse of the wall.

Fire Area: The portion of the building being accounted for when applying table B105.1. This definition allows a fire area, for the purpose of defining fire flow, to be divided only by a firewall with no openings. Fire barriers and partitions could not be used to create separate fire areas.

Fire Flow Reduction: A 75% reduction in the fire flow is allowed were the building is equipped throughout with an approved automatic sprinkler system in accordance with chapter 9 of the FCNYS. The resulting fire flow shall not be less than 1500 gpm.

**TABLE B105.1
MINIMUM REQUIRED FIRE FLOW AND FLOW DURATION FOR BUILDINGS**

| FIRE AREA (square feet) | | | | | FIRE FLOW (gallons per minute) ^c | FLOW DURATION (hours) |
|-----------------------------|--------------------------------|------------------------------|--------------------------------|-----------------------|--|--------------------------|
| Type IA and IB ^b | Type IIA and IIIA ^b | Type IV and V-A ^b | Type IIB and IIIB ^b | Type V-B ^b | | |
| 0-22,700 | 0-12,700 | 0-8,200 | 0-5,900 | 0-3,600 | 1,500 | 2 |
| 22,701-30,200 | 12,701-17,000 | 8,201-10,900 | 5,901-7,900 | 3,601-4,800 | 1,750 | |
| 30,201-38,700 | 17,001-21,800 | 10,901-12,900 | 7,901-9,800 | 4,801-6,200 | 2,000 | |
| 38,701-48,300 | 21,801-24,200 | 12,901-17,400 | 9,801-12,600 | 6,201-7,700 | 2,250 | |
| 48,301-59,000 | 24,201-33,200 | 17,401-21,300 | 12,601-15,400 | 7,701-9,400 | 2,500 | |
| 59,001-70,900 | 33,201-39,700 | 21,301-25,500 | 15,401-18,400 | 9,401-11,300 | 2,750 | |
| 70,901-83,700 | 39,701-47,100 | 25,501-30,100 | 18,401-21,800 | 11,301-13,400 | 3,000 | 3 |
| 83,701-97,700 | 47,101-54,900 | 30,101-35,200 | 21,801-25,900 | 13,401-15,600 | 3,250 | |
| 97,701-112,700 | 54,901-63,400 | 35,201-40,600 | 25,901-29,300 | 15,601-18,000 | 3,500 | |
| 112,701-128,700 | 63,401-72,400 | 40,601-46,400 | 29,301-33,500 | 18,001-20,600 | 3,750 | 4 |
| 128,701-145,900 | 72,401-82,100 | 46,401-52,500 | 33,501-37,900 | 20,601-23,300 | 4,000 | |
| 145,901-164,200 | 82,101-92,400 | 52,501-59,100 | 37,901-42,700 | 23,301-26,300 | 4,250 | |
| 164,201-183,400 | 92,401-103,100 | 59,101-66,000 | 42,701-47,700 | 26,301-29,300 | 4,500 | |
| 183,401-203,700 | 103,101-114,600 | 66,001-73,300 | 47,701-53,000 | 29,301-32,600 | 4,750 | |
| 203,701-225,200 | 114,601-126,700 | 73,301-81,100 | 53,001-58,600 | 32,601-36,000 | 5,000 | |
| 225,201-247,700 | 126,701-139,400 | 81,101-89,200 | 58,601-65,400 | 36,001-39,600 | 5,250 | |
| 247,701-271,200 | 139,401-152,600 | 89,201-97,700 | 65,401-70,600 | 39,601-43,400 | 5,500 | |
| 271,201-295,900 | 152,601-166,500 | 97,701-106,500 | 70,601-77,000 | 43,401-47,400 | 5,750 | |
| 295,901 -Greater | 166,501 -Greater | 106,501-115,800 | 77,001-83,700 | 47,401-51,500 | 6,000 | |
| — | — | 115,801-125,500 | 83,701-90,600 | 51,501-55,700 | 6,250 | |
| — | — | 125,501-135,500 | 90,601-97,900 | 55,701-60,200 | 6,500 | |
| — | — | 135,501-145,800 | 97,901-106,800 | 60,201-64,800 | 6,750 | |
| — | — | 145,801-156,700 | 106,801-113,200 | 64,801-69,600 | 7,000 | |
| — | — | 156,701-167,900 | 113,201-121,300 | 69,601-74,600 | 7,250 | |
| — | — | 167,901-179,400 | 121,301-129,600 | 74,601-79,800 | 7,500 | |
| — | — | 179,401-191,400 | 129,601-138,300 | 79,801-85,100 | 7,750 | |
| — | — | 191,401 -Greater | 138,301 -Greater | 85,101 -Greater | 8,000 | |

For SI: 1 square foot = 0.0929 m², 1 gallon per minute = 3.785 L/m, 1 pound per square inch = 6.895 kPa.

b. Types of construction are based on the *International Building Code*.

c. Measured at 20 psi.

(7/06)

NEW DEVELOPMENT FIRE-FLOW FORM

PROJECT INFORMATION

(To Be Completed By Applicant)

PART 1

Property Owner _____

Property Address _____

Nearest Cross Street _____

Distance to Nearest Cross Street _____

Applicant _____ Telephone () _____

Address _____

City _____ State _____ Zip Code _____

Occupancy (Use of Building) _____ Sprinklered: Yes No

Type of Construction _____

Square Footage _____ Number of Stories: _____

List the minimum fire flow required for this project (Table B105.1) _____

Applicant's Signature

Date

Part 2 (To Be Completed By Design Professional)

1. Circle the name of the water supplier: Town of Clay OCWA
2. List the approximate location, type and size of supply lines for this project, or attach a map with the same information:
3. List the g.p.m. at 20 p.s.i. residual pressure at the point that the development/project will be connected to the existing water system: _____
Note: This is the available fire flow and must be equal to or greater than the required fire flow.
4. Attach fire flow test data for the fire hydrants nearest to the development/project that must be used to determine available fire flow.
5. If new lines are needed (or if existing lines must be looped) to supply the required fire flows, or if more information is needed to state the available minimum gpm @ 20 psi residual pressure, please list what the applicant/developer must do or obtain: _____

Print Name of Design Professional _____

Signature of Design Professional

Date