



APPLICATION FOR AMENDED SITE PLAN APPROVAL

Legal requirements for an Amended 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 amended site plan approval, and in determining the need for other approvals that may be required.

INSTRUCTIONS:

File one **ORIGINAL** of the Application for Amended Site Plan Review and Approval with the **Town of Clay Commissioner of Planning and Development** along with the following (*These items will be distributed to board members and all interested parties by Monday of the meeting week.*):

- **TWELVE (12) COPIES** of a site plan drawn to scale showing items listed on the “**AMENDED SITE PLAN REQUIREMENTS**”. Include a site location plan indicating major landmarks and roads leading to major highways.
- **TWELVE (12) COPIES** of the Environmental Assessment Form (EAF) (Separate download)
- **ONE (1)** copy of the legal description of the subject property or deed.
- **TWELVE (12) COPIES** of the 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.
- **TWELVE (12) COPIES** of the statement showing the construction sequence and time schedule for completion of each phase for buildings, parking spaces, landscaped areas, and other significant areas.
- **TWELVE (12) COPIES** of the 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.
- **ONE (1) original**, if the applicant is not the owner, of the attached form stating that the owner “agrees to and joins in” the application.
- **TWELVE (12) COPIES** of the preliminary architectural drawings for structures delineated to be constructed, including floor plans, exterior elevations, sections and dimension.

Payment of the **\$600.00** administration fee must accompany the filing of this Application for Amended Site Plan Review and Approval. Deposits may be required for work items that are to become Town property.

If there is any additional information or revisions not previously submitted, provide **NINE (9)** copies **the night of the public hearing.**

An electronic copy (**pdf format**) of the approved/signed plan (disk or email) must be submitted.

***Please read
instructions!!
Incomplete
applications will
NOT be
processed.***



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**



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 (& Special Permits requiring Site Plan review) *	
♦ 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.



AMENDED SITE PLAN REVIEW REQUIREMENTS

Refer to Section 230-26(D)3 **Town of Clay Municipal Code**

THE AMENDED SITE PLAN MAP SHALL CONTAIN THE FOLLOWING:

- A.** A survey of the property, dated within six (6) months of submission.
- B.** Name(s) and address(es) of the owner(s) of the site and names of all adjacent owners.
- C.** The Zoning Classification of the site and all adjacent properties.
- D.** All existing easements and/or restrictions of record including rights-of-way, fully dimensioned.
- E.** All existing/proposed utilities both public and/or private, including fire hydrants.
- F.** All existing/proposed buildings, structures mature trees, driveways, parking areas, curbing, loading areas, and circulation patterns.
- G.** All watercourses, marshes, rock outcroppings, wooded acres, wetlands, (DEC and 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 uses, building, and structures, driveways, parking lots, curbing, loading spaces and driving lanes including on and off site circulation patterns.
- J.** All landscaping, plantings, screening devices and exterior lighting.
- K.** All signs.
- L.** Proposed utilities, fire hydrants, fire suppression connections, and fire service access per Chapter 5 Fire Service Features of the Fire Code of New York State.
- M.** Proposed grading.
- N.** Detailed drainage plans showing on site storage, floodways and proposed easements including siltation and erosion controls plans.
- O.** *Stormwater Pollution Prevention Plan* consistent with the requirements of §230-20 D.
- P.** Such other information or details as may be reasonably required by the Commissioner of Planning and Development or by the Planning Board.



Town of Clay

Case # _____
Tax Map # _____

Application for Amended Site Plan Review and Approval

PROJECT NAME _____

PROJECT LOCATION _____

PROJECT DESCRIPTION _____

NAME OF APPLICANT _____

Mailing Address _____

Email _____ Phone _____

PROPERTY OWNER (if not applicant) _____

Mailing Address _____ Phone _____

PERSON/FIRM REPRESENTING APPLICANT _____

(architect, engineer, attorney, etc.)

Mailing Address _____

Email _____ Phone _____

LAND USE:

Current Use of Land _____

Zoning District _____ Total Acres _____

Is any portion of the land located in:

- _____ Regulated Wetlands
- _____ Flood Plain
- _____ Town Local Waterfront Revitalization Area

Nature of Proposal:

- _____ New Project Site
- _____ Modification of Existing Building
- _____ Change of Use of Existing Building/Site
- _____ ADMINISTRATIVE SITE PLAN APPROVAL

<p>Dated: _____, 20____</p> <p>_____ (Individual Signature)</p> <p>_____ (Entity Name)</p> <p>By: _____ (Officer) (Title)</p>	<p style="text-align: center;">Official Use Only</p> <p>Planning Board Action:</p> <p>Date filed w/ Planning Department _____,20____</p> <p>Date of Preliminary Public Hearing _____,20____</p> <p>Date of Final Public Hearing _____,20____</p> <p>Attorney's Certification Rec'd _____,20____</p> <p>Engineer's Certification Rec'd _____,20____</p> <p>Date of Decision _____,20____</p> <p style="text-align: center;">Application: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/ conditions <input type="checkbox"/> Denied</p> <p style="text-align: right;">_____ Commissioner of Planning & Development</p>
---	--

TOWN OF CLAY

DISCLOSURE AFFIDAVIT

This affidavit is a part of and must be completed and attached to every application, petition, request submitted for a *site plan, variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit.*

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

I. _____, being duly sworn, deposes and says that (s)he is:

(applicant, petitioner, corporation officer, property owner, etc.)

II. That deponent 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 site plan, 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 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:
 - 1) is the applicant, or
 - 2) is an officer, director, partner or employee of the applicant, or
 - 3) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
 - 4) 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.

III. That 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.

Date: _____, 20____.

Date: _____, 20____.

(Individual Signature) (Print Name)

(Entity Name)

By (Officer) (Title)

(Mailing address of applicant)

(Telephone Number) (Fax Number)

(Individual Signature) (Print Name)

(Entity Name)

By (Officer) (Title)

(Mailing address of applicant)

(Telephone Number) (Fax Number)

ACKNOWLEDGEMENTS

STATE OF NEW YORK)
) SS:
COUNTY OF ONONDAGA)

On this _____ day of _____ in the year **20**____, before me, the undersigned, a notary public in and for said state, personally appeared _____, _____, and _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within Petition and acknowledged to me that he/she/they executed the same in her capacity, and that by his/her/their signature(s) on the Petition, the individual or the persons upon behalf of which the individual acted executed the instrument.

Notary Public

Owner agreement to join in with an Amended Site Plan request:

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 an Amended Site Plan **(TO / FOR)**

SIGNATURE _____

PRINTED NAME _____