

PLEASE READ and KEEP FOR YOUR REFERENCE

Town of Groton - Application for Site Plan Review Directions

Fees and Costs

If the total area of your proposed business is **1999 square feet** or less.....\$100.00

If the total area of your proposed business is **2000 square feet** or more.....\$200.00

Additional costs incurred by the Planning Board in connection with the review of a proposed Site Plan shall be charged to the applicant.

- a. The cost of advertising fees for Public Hearings.
- b. Costs incurred by the Town of Groton for engineering, planning, legal and other necessary expenses for the purpose of reviewing any application.
- c. Costs incurred by the Town of Groton for the review and/or preparation of an Environmental Impact Statement, if said statement is necessary.

Such reimbursable costs shall be paid to the Town of Groton prior to the issuance of any required Building Permit and/or prior to any commencement of business.

Sketch Plan Conference

Your first meeting will be a free consultation with the Code Official & Planning to review ideas and plans. Please call at least 5 days in advance for an appointment. (607) 898-4428 or email code@grotontown.com **Keep in mind, this is your project. You must provide all documents.**

Deadlines to submission

Planning Board meetings are held the 3rd Thursday of each month. Applications and fees must be submitted to the Town Clerk's Office **at least 10 days before** the Planning Board meeting in order to get on the agenda for that month. **Applications must be completely filled out and all items on the Preliminary Site Plan Checklist must be addressed either on the paper provided or written up separately by the applicant.**

Preliminary Application Includes

1. **Environmental Assessment Form:** Answer all question of part (1) one only. Some projects require a Full Environmental Review Form which will depend on the scope and nature of the project. Projects encroaching the Wetland checkzone need to contact the Local DEC office to determine the actual wetland. Maps are available on-line at <https://www.dec.ny.gov/gis/erm/>
2. **Agricultural Data Statement:** Fill in your name, location of property and the owners of any farm land within 500 feet of the boundary lines of your proposed project.
3. **All Site Maps:**
 - 1) Showing parcel under consideration with adjacent properties, streets & easements within 200'
 - 2) Showing site topography with 5' contour intervals **or** 2' intervals if site is susceptible to erosion
 - 3) Showing site depicting all applicable information on the *Check List* sheet.
4. **Application form:** Fill in your name and contact information, provide a business plan describing the intended land use. If the applicant does not own the property they must have the owner's signature.

5. Tompkins County Planning: General Municipal Law 239 requires some projects are reviewed. TC Planning has 30 days to respond.

Preliminary Site Plan Review

**** You or your representative must be present at the Planning Board Meeting ****

The board will review with you what your plans are and the information provided. They will determine if a short State Environment Quality Review is appropriate or if a Full EIS is needed. They may ask for copies or proof from other agencies (such as the DOT, Health Dept. & DMV) that they have been given notification or you have applied for permits with them if not already supplied. They may require modifications to your plan which you may mitigate at this time. They will then approve or approve with modifications in writing so you may add it to your final application. If building permits are necessary, you may apply for them but they will not be issued until after the final review is complete. IF the application is disapproved they will supply the reason in writing and you will be allowed to resubmit the application after revisions or redesign. If approved they may designate a date for a Public Hearing.

Public Hearing – Notice Fee

All Site Plan Reviews **require at least one Public Hearing** to be held in conjunction with the review process. The Town is required by law to advertise the Public Hearing in the Town's legal paper and the applicant is responsible for paying this cost. You will be billed for this fee, which will be due in advance of the Public Hearing. Neighbors and interested parties may address the board at this time or in writing to share concerns or support of the project. This time is not a debate, all individuals will act professionally. The board will take comments and considerations into account should

Final Site Plan Review

**** You or your representative must be present at the Planning Board Meeting ****

Your Land Use Permit and Life Safety Inspections

After you receive approval of your Site Plan and you have completed any construction or other requirements the Code Official may issue your Land Use Permit. The Code Official will be conducting Life Safety Inspections on a routine basis. You will be notified when the inspection is due and an appointment will be arranged. If you have questions about this you may contact W. Rick Fritz, Code Enforcement Officer, at 607-898-4428 or 607-591-9898.

APPLICATION FOR PRELIMINARY SITE PLAN REVIEW/LAND USE PERMIT

Application Date: _____

Tax Parcel # _____

Name of Business/Project: _____ Located at: _____

Business Plan or Project Goal(s): _____

Required Permits (if applicable): Health Dept. Dept. of Motor Vehicles Sign Building Permit

Flood Hazard Area Development Other (specify): _____

**** Provide a map or sketch***

****All items on Site Plan Checklist (back) must be addressed or added to map or sketch.***

Will there be construction? No (skip to name) Yes, Type of: _____

No. of Stories _____ No. of units _____ No. of baths _____

Type of Heat _____ Sq. ft. – Basement _____ 1st Floor _____ 2nd Floor _____

The undersigned applies for permission to do the above, in accordance with ALL the laws & Regulations of the Town of Groton, New York, or others having jurisdiction, and affirms that all statements and information given herein are correct to the best of their belief.

Applicant's Name _____ Mailing Address _____

Phone _____ E-mail _____

Fax# _____ Applicant Signature _____

Landowner Information (required if it is not the applicant)

Name / Address _____ Phone _____

E-mail _____

Fax# _____ Landowner Signature _____

Mail or bring application packet to Groton Town Clerk's Office PO Box 36, 101 Conger Blvd. Groton, NY 13073

Land Use Type: _____

Zone (circle one): RA L M1 M2 H I1 I2

Approved Approved With Modifications Denied Date _____

Public Hearing Date _____ Time _____

Signed: _____

Planning Board Chair

For Office Use Only	
Date Received	_____
Fees <2000 sq. ft.	\$100.00
>2000 sq. ft.	\$200.00
Paid	<input type="checkbox"/> \$100 <input type="checkbox"/> \$200
Receipt #	_____

SITE PLAN CHECKLIST

*Please address all items on the following list.
Where applicable show on the map and/or write a description on a separate sheet.*

Enlarged tax maps can be obtained through the Town Clerk's office or via the Assessment Dept. web site
<http://www.tompkinscountyny.gov/assessment/online>

Indicate with N/A
For Not Applicable

	a. Title block showing name of project, title of drawing, including name and address of applicant and person responsible for preparation of the drawing.
	b. North arrow, and drawing scale in graphic form, and date.
	c. Boundaries of the property plotted to scale
	d. Existing watercourses and water bodies, both natural and man-made, as well as wetlands..
	e. Proposed grading and drainage plan, showing existing and proposed contours.
	f. Size, location, construction materials and use of all existing and/or proposed buildings and structures, access drives, above and below ground utilities and other improvements to the site.
	g. Location and description of all existing vegetation on the site.
	h. Location of adjacent streets and highways, both public and private.
	i. Location, design, and construction materials of all parking and truck loading areas, showing access and egress.
	j. Provision for pedestrian access.
	k. Location, design of outdoor storage areas or facilities.
	l. Location, design, and construction materials of all existing or proposed site utilities and other improvements, including drains, culverts, retaining walls, fences and storm water facilities.
	m. Description of the methods of sewage treatment and disposal and location, design, and construction materials of such facilities.
	n. Description of the method of securing potable water and location, design, and construction materials of such facilities.
	o. Location of fire and other emergency zones, including the location of fire hydrants.
	p. Location, design, and construction materials of all energy distribution facilities, including electrical, gas, and solar or wind energy systems.
	q. Location, size, design, and construction materials of all proposed signs.
	r. A landscaping plan and plant materials schedule, including location and types of planting materials, and all buffer areas.
	s. Location and design of outdoor lighting facilities.
	t. Designation of the amount and location of building area proposed for each activity type.
	u. Other elements integral to the proposed development as considered necessary by the Planning Board, including identification of any Federal, State, or County permits required for the project's execution. (As identified under Required Permits)

If you have any questions or concerns on this matter please feel free to contact us at 898-4428 or 898-5035.



Town of Groton

Agriculture Data District- 1

A mailed notification regarding projects such as Subdivisions, Site Plan review, a Use Variance or Special Permits located within a New York State Ag and Market District, shall be sent to Farms or Farming Operations with 500ft of the site.

Please fill out the following information for the reviewing board as well as for the clerk to comply with Town Law section 305-a.

Applicant

Owner if Different from Applicant

Name : _____	Name : _____
Address: _____	Address: _____
_____	_____

Application Type : Special Use Permit Site Plan Approval Use Variance
 Subdivision Approval

Description of the Project: _____

Project Location: _____ Tax Parcel #: _____

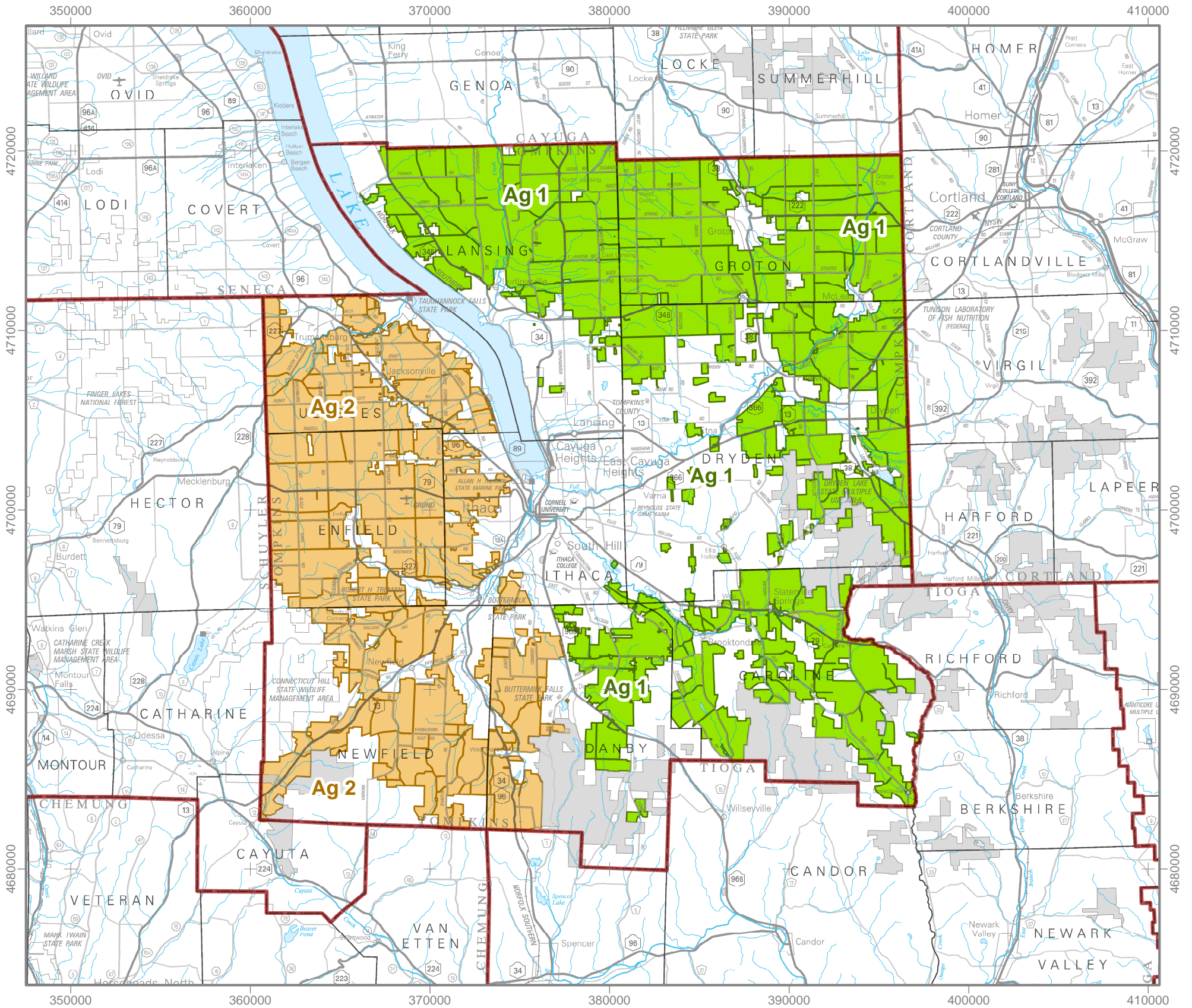
Is Project Parcel Actively Farmed ? Yes No

List all farm operations within 500ft of your parcel. Attach sheets if necessary

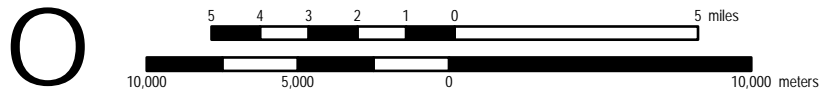
Name : _____	Name : _____
Address: _____	Address: _____
Actively Farmed <input type="checkbox"/> Yes <input type="checkbox"/> No	Actively Farmed <input type="checkbox"/> Yes <input type="checkbox"/> No
Name : _____	Name : _____
Address: _____	Address: _____
Actively Farmed <input type="checkbox"/> Yes <input type="checkbox"/> No	Actively Farmed <input type="checkbox"/> Yes <input type="checkbox"/> No
Name : _____	Name : _____
Address: _____	Address: _____
Actively Farmed <input type="checkbox"/> Yes <input type="checkbox"/> No	Actively Farmed <input type="checkbox"/> Yes <input type="checkbox"/> No

Reviewed By: _____
Municipal Official


Signature of Applicant/ Owner (if not the Applicant)




MAP PROJECTION
UTM Zone 18, NAD83 meters



Tompkins County

Ag. District 1 

Ag. District 2 

DISTRICT CERTIFICATIONS and TOWNS

DISTRICT 1 CERTIFIED 8/5/2020		DISTRICT 2 CERTIFIED 3/28/2017	
Caroline	Groton	Danby	Newfield
Danby	Ithaca	Enfield	Ulysses
Dryden	Lansing	Ithaca	

MAP SOURCE INFORMATION

Map created at Cornell IRIS (Institute for Resource Information Sciences) <<http://iris.cals.cornell.edu>> for the NYS Department of Agriculture and Markets <<https://www.agriculture.ny.gov>>

Base Map: state250_bw.tif 1998
Scale: 1:250,000; County boundaries imported from the file nyshore.e00 from the NYS GIS Clearinghouse website: <<http://gis.ny.gov>>

DISCLAIMER
This is a general reference to Agricultural District boundaries; not a legal substitute for actual tax parcel information.

Boundaries as certified prior to January 2021

Agricultural Districts boundary data is available at CUGIR (Cornell University Geospatial Information Repository) website: <<http://cugir.library.cornell.edu>>

Base map contains data copyrighted by the NYS ITS GIS Program.

Open Enrollment Annual Inclusions added after the certification date are not included in this data. Check with county agencies to confirm the status of individual parcels.

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
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
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				

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
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
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
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?”

<div style="background-color: yellow; padding: 5px; text-align: center;">THIS PORTION IS FOR THE PLANNING BOARD</div>	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?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
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?		
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?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	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?		
11. Will the proposed action create a hazard to environmental resources or human health?		

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)