

Application #: _____

Date: _____

Project Name: _____

**Town of Florida
Planning Board
Application to the Planning Board**

A completed Application must be filed at least ten (10) days prior to the meeting at which it is to be considered by the Planning Board, including all applicable attached information.

Applicant: _____ Property Owner: _____

(if different)

Address: _____ Address: _____

Phone: () _____ Phone: () _____

Professional Advisor: _____ Other: _____
(if appropriate, please specify)

Address: _____ Address: _____

Phone: () _____ Phone: () _____

1) Property Location:

Address: _____

General Location: _____

Zoning District: _____

Tax Parcel ID# (SBL): _____

2) Type of Application (please check appropriate box(s)):

- Major Subdivision/ \$500
- Minor Subdivision \$100
- Major Site Plan \$500
- Minor Site Plan \$100
- Special Permit \$100
- Lot Line Adjustment \$100

3) Project Description: _____

For each type of application a checklist detailing the required information has been attached. These checklists are only intended to be a guide to the applicant, for specifics on submission requirements, procedures, timeframes, etc., the applicant should refer to the applicable Town Ordinance (Zoning, Subdivision, etc.), and or State Law (SEQR, Ag & Markets, etc).

Applicant Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

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For Office Use Only

Total Amount received: \$ _____

Check # (s)/Date: _____

Received By: _____

Zoning Enforcement Officer's certification that application is complete and in conformance with Zoning Regulations.

(Zoning Enforcement Officer)

For Planning Board Use Only

The Planning Board held a Public Hearing on _____ (day) of _____ (date),
_____ (year) in consideration of this application.

The application is hereby:

- Approved**
- Approved with modifications**
- Disapproved**

Modifications and comments: _____

Chairman, Town of Florida Planning Board

Date

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Town of Florida Site Plan Submission Requirement Checklist

Site Plan shall be prepared by a surveyor, registered professional engineer, architect, or landscape architect at a scale of one inch (1") equals twenty feet (20') or less, on standard 24"x 36" sheets.

- _____ 1) A completed and signed application to the Planning Board (including this checklist and all information required hereon).
- _____ 2) If the property is a farm operation within a NYS Agricultural District or with boundaries within 500 feet of a farm operation located in a NYS Agricultural District, the applicant must complete and submit (with this application) an Agricultural Data Statement (NYS Ag. & Markets) (see attached Appendix A).
- _____ 3) A completed part 1 of an Environmental Assessment Form (either short or full form, depending upon the nature of the proposal and in conformance with the New York State Environmental Quality Review Act SEQR (6 NYCRR 617), (see attached forms in Appendix B).

In addition each submitted site plan shall include:

- _____ 4) Name of the project, boundaries, location maps showing site's location in the town, date, north arrow and scale of the plan.
- _____ 5) Name and address of the owner of record, developer, and seal of the engineer, architect, surveyor or landscape architect.
- _____ 6) Name and address of all owners of record of abutting parcels and those within five hundred feet (500') of the property line.
- _____ 7) All existing lot lines, easements, and right-of-ways. Include areas in acres or square feet, abutting land uses, and the location and size of structures within five hundred feet (500') of the site.
- _____ 8) The location and use of all existing and proposed buildings and structures within the development. Include all dimensions of height and floor area, and showing all exterior entrances, and all anticipated future additions and alterations.
- _____ 9) The location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs, fences, paths, landscaping and walls. Location, type and screening details for all waste disposal containers shall also be shown.
- _____ 10) The location, height, intensity and bulk type (ie. Fluorescent, sodium incandescent) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties must be shown.
- _____ 11) The location, height, size, materials and design of all proposed signage.
- _____ 12) The location of all present and proposed utility systems including:

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- a. Sewage or septic systems
- b. Water supply systems
- c. Telephone, cable and electrical systems
- d. Storm drainage systems including existing and proposed drainage lines, culverts, catch basins, headwalls, end walls, hydrants, manholes, and drainage swales

The planning board may also require soil logs, soil profile analysis (deep hole test pits), percolation tests and storm water run-off calculations for large developments or developments in environmentally sensitive areas.

- _____ 13) Plans to prevent the pollution of surface or groundwater, erosion of soil both during and after construction, excessive runoff, excessive raising or lowering of the water table, and flooding of other properties, as applicable. There shall be pre and post drainage calculations for the site done by a certified engineer. From this the engineer must show how there will be no increase in runoff from the site. The use of ponds, dry wells, ect. Shall be used, but all sites shall have zero increase in runoff so as not to disturb neighboring properties.
- _____ 14) Existing and proposed topography at five foot (5') contour intervals. All elevations shall refer to the nearest US Coastal and Geodetic Bench Mark. If any portion of the parcel is within the 100-year floodplain, the area will be shown, and base flood elevation given. Indicate areas within site where ground removal or filling is required, and give its approximate volume in cubic yards.
- _____ 15) A landscape plan showing all existing natural land features, trees, forest cover and water sources, and all proposed changes to these features, including size and type of plant material, and erosion control measure. Water sources will include ponds, lakes, brooks, streams, wetlands, floodplains, and drainage retention areas.
- _____ 16) Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within two hundred feet (200') of the site.

The planning board may require a detailed traffic study for large developments or for those in heavy traffic areas to include:

- a. The projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic level;
 - b. The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site;
 - c. The impact of this traffic upon existing abutting public and private ways in relation to existing road capacities. Existing and proposed daily and peak hour traffic levels as well as road capacity levels shall also be given.
- _____ 17) For new construction or alterations to any existing building, a table containing the following information must be included:
 - a. Area of building to be used for a particular use such as retail operation, office storage, ect.;
 - b. Maximum number of employees;
 - c. Maximum seating capacity, where applicable;
 - d. Number of parking spaces existing and required for the intended use
 - _____ 18) Elevation plans at a scale of $\frac{1}{4}''=1'$ for all exterior facades of the proposed structure(s) and/or existing facades, plus addition(s) showing design features and indicating the type and color of materials to be used.

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**Town of Florida
Site Plan Approval Checklist**

Applicant: _____

Date Completed

Pre-Submission Conference is held between the Code Enforcement Officer and the Applicant _____

Nine (9) copies of the Site Plan and Application are submitted to the Code Enforcement Officer accompanied by the required fee _____

Code Enforcement Officer: _____
(signature)

Within ten (10) days of submission by the applicant, the Code Enforcement Officer certifies Whether or not the application is complete and is in conformance with the Town's Zoning Ordinance _____

The Code Enforcement Officer forwards the complete application to the Planning Board Chairman no later than twenty (20) days prior to its meeting _____

Planning Board reviews Site Plan Application and declares intent to be Lead Agency (SEQR); sets public hearing date and notifies applicant _____

Planning Board refers Site Plan to County Planning Board (if applicable) _____

Hold Public Hearing _____

Planning Board completes SEQR process, and files all documents as required by law _____

Planning Board approves, conditionally approves, disapproves Site Plan _____

Planning Board files all documents as necessary _____

State Environmental Quality Review Act (SEQR) Forms

All Downloadable SEQR Forms are PDF Files

The Environmental Assessment Forms (Appendices A and B) should be used (as of October 7, 2013) for applications to be submitted to reviewing, funding or approving agencies. If you are new to filling out the EAFs or using the EAF Mapper, or have questions about how to use them, we recommend that you begin with the [Environmental Assessment Form \(EAF\) Workbooks](http://www.dec.ny.gov/permits/90125.html) at <http://www.dec.ny.gov/permits/90125.html>. You may also want to view [The New EAFs - EAFs for the 21st Century \(PDF\)](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/eafwebinar.pdf) at http://www.dec.ny.gov/docs/permits_ej_operations_pdf/eafwebinar.pdf, which is a training program on using the new (2013) Environmental Assessment Forms, Workbooks and EAF Mapper. EAF forms can be filled out and saved with Acrobat Reader.

- [EAF Mapper Application](http://www.dec.ny.gov/eafmapper/) at <http://www.dec.ny.gov/eafmapper/>, (will generate partially filled-in EAFs) The EAF Mapper Application is an Internet-based Geographic Information System (GIS) specifically designed to facilitate the NY State Environmental Quality Review (SEQR) process by answering geographic or place-based questions on the Short and Full Environmental Assessment Forms (EAFs). The EAF Mapper will provide its results by directly filling out many place-based questions in Part 1 of an electronically fillable SEAF or FEAF form and returning the partially completed form to the applicant or sponsor to finish. If you are using the EAF Mapper, do not complete any part of a PDF for either the SEAF or FEAF first. Rather, start with the EAF Mapper and wait for the program to fill in the various answers, then save the document to your computer and continue completing the forms from there. If you start a PDF before running the EAF Mapper, any information entered will be lost when the program applies its GIS data. [Help in using the EAF Mapper application](http://www.dec.ny.gov/EAFHelp/) at <http://www.dec.ny.gov/EAFHelp/>, is located on the EAF Mapper Application's main page next to "feedback". Additional guidance can be found in the [EAF Workbook](http://www.dec.ny.gov/permits/90201.html) at <http://www.dec.ny.gov/permits/90201.html>, under the subsection "Using the EAF Mapper".
- Short Environmental Assessment Form (SEAF) (*Appendix B to 6 NYCRR 617.20*)
 - [SEAF Part 1 \(PDF\)](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf) at http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf
 - [SEAF Part 2 & 3 \(PDF\)](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafparttwo.pdf) at http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafparttwo.pdf
- Full Environmental Assessment Form (FEAF) (*Appendix A to 6 NYCRR 617.20*)
 - [FEAF Part 1 \(PDF\)](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart1.pdf) at http://www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart1.pdf
 - [FEAF Part 2 \(PDF\)](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart2.pdf) at http://www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart2.pdf
 - [FEAF Part 3 \(PDF\)](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart3.pdf) at http://www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart3.pdf

Town of Florida Site Plan Approval Flow Chart

