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: Winn Construction Services, Inc
Address: 29 Market Street Amsterdam New York 12010
Phone: (607) 316-2973

Property Owner: _____
(if different)
Address: _____
Phone: ( ) _____

Professional Advisor: Verity Engineering, D.P.C.
Address: P.O. Box 474 Troy, New York 12181
Phone: (518) 389-7200

Other: _____
(if appropriate, please specify)
Address: _____
Phone: ( ) _____

1) Property Location:
Address: State Highway 5S, Amsterdam, New York 12010 (SBL: 54.-4-1)
General Location: North Side of Route 5s, Across from Dollar General Distribution
Zoning District: Industrial Business Park (IBP)
Tax Parcel ID# (SBL): 52.-2-2.31

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: Construction of office space and warehouse space totaling 16,684 sf for growing heavy highway and bridge construction company.

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: 10/9/2026

Property Owner's Signature: _____ Date: _____

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

Application #:_____
Date :_____
Project Name:_____

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:

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 ¼"=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.

Application #:_____
Date:_____
Project Name:_____

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 _____