



Town of Cairo Zoning Department

512 Main Street, PO Box 728, Cairo, NY 12413

Ph. (518) 622-3120 ext.121 Fax (518) 622-3415

email: zoningofficer@townofcairo.com

Application # _____ (PB use only)

SITE PLAN/SPECIAL USE PERMIT/CHANGE OF USE APPLICATION

Instructions: Complete and submit this form to the Zoning Department.

Project Name:		Site Address:	
Description of Project:			
Zoning District:			
Type of Use: (Must be a Conforming Use, See "Appendix A" pages 58 – 61 of the Zoning Law and choose the appropriate use)			

Owner:			
Name:		Contact Person:	
Mailing Address:		Phone Number:	
City/State/Zip:		E-mail:	

Applicant (if different than Owner):			
Name:		Contact Person:	
Mailing Address:		Phone Number:	
City/State/Zip:		E-mail:	

Property Information/Description:					
Name or other identification of site (address):					
Situated on the (N, S, E, W)		Side of:		(road)	(feet)
From the intersection of:			(road)		
Tax Map Description:		(section)	(block)	(lot)	
Identify ownership intentions (i.e. purchase options, lease, etc.):					
Identify ownership intentions (i.e. purchase options, lease, etc.):					
Identify current land uses of the site (e.g. agricultural, commercial, residential, rural, etc.):					
Identify proposed use(s) of the site:					

Identify Federal, State, County and Local permits required for this project:			
Identify current site conditions (e.g. 50% open field, 30% forested, 20% wetlands, etc.):			
Proposed construction starting date:		Will development be in stages or phases:	
What is the total area of the site:		Approximate area to be developed:	

If the site is in a hamlet, identify the hamlet and describe the existing lot sizes, side and front setbacks and character of the area within 1/4 mile of the project:

As applicable, describe the anticipated increase in number of residents, vehicles, shoppers, visitors, employees (etc.) that will be using the project site:

Describe the proposed use, including primary and secondary uses: (For residential buildings, include the number of dwelling units by size, e.g.: efficiency, one, two, three or more bedrooms and the number of parking spaces provided. For non-residential buildings, include total floor area, total sales area, number of vehicle (automobile and truck) parking spaces and other proposed structures. You may include a sketch plan and/or attach additional sheets if more space is needed):

Estimated project cost:		Total gross floor area of principal structure:			
Proposed setbacks:	Front:	Rear:	Left:	Right:	
Size of Accessory Structure(s):					
Height of principal structure:		# of Stories:		# of parking spaces:	Truck: Car:
Height of accessory structure(s):	#1:		#2:	#3:	

Is there an existing curb cut onto the street, Y/N:		What street has it:	
Will the project require new curb cuts, Y/N:		What street(s) will require it:	
Describe all existing buildings on the site:			

****READ BEFORE CONTINUING****

-If you are requesting a waiver of review pursuant to Section D(4) of the Site Plan Law, complete the section entitled, "Applicant's comments/Explanation to justify waiver request." to explain your reasons why review of your project should be waived.

-If you are requesting the planning board conduct a 'Less Intensive Review' pursuant to the Site Plan Law, continue and complete the section starting on page 3 entitled, "Request for Less Intensive Review". In addition, complete the section starting on page 5 of this application entitled, "Applicant's comments/Explanation to Justify Waiver Request." to explain your reasons why review of certain elements of your project should be waived

-If you are not requesting a waiver or a less intensive review, DO NOT complete REQUEST FOR LESS INTENSIVE REVIEW or Applicant's Comments/Explanation to Justify Waiver Requests, Go directly to page 6 and sign the application form where indicated.

REQUEST FOR LESS INTENSIVE REVIEW

Project Name:	Site Address:
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Instructions:

1. As provided for in section D (7) of the Site Plan Law, the planning board may grant a "Less Intensive Review" by waiving certain required review elements. Use this section to provide the Planning Board with a written request of which elements you believe may not apply to your project
2. Use the column noted as "Request" and place a check mark in the box that corresponds to any item for which you are requesting a waiver. Otherwise, leave the box blank.
3. Use the "Applicants Comments/Explanation to Justify Waiver Request" section to fully explain why each requested element should be exempted from review. Attach additional 8 1/2 x 11" sheets if necessary. Acceptable reasons for a less intensive review are contained in Section D (7) of the Site Plan Law.

Item	Request	Granted	
A			Title of Site Plan including the name and address of the Applicant and person responsible for preparing the site plan drawing.
B			North Arrow, scale and date
C			Boundaries of the property plotted to scale.
D			Location, size and existing use of buildings on premises, if any.
E			Location and ownership identification and address for all adjacent lands as shown on the latest tax records.
F			Location, Name and width of all existing public streets, easements and other reservations of land or areas dedicated to public use within 500 feet of the applicant's property.
G			Location, width and identification of all existing and proposed rights-of-way, easements, setbacks, reservations and areas dedicated to public use on or adjoining the property
H			Grading and drainage plans showing existing and proposed contours and watercourses within and extending 50 feet beyond the applicant's property. Include basic SWPPP (soil erosion and sediment control plan) if required pursuant to DEC regulations.
I			Location, design, type of construction and exterior dimensions of all proposed buildings and structures.
J			Identification of total gross floor area, proposed division of building(s) into units of separate occupancy and hours of operation for non-residential proposals.
K			Location, design, type of construction and area of all parking and truck loading areas. Include number of parking spaces. Show access and egress.
L			Show provisions for pedestrian access including public and private sidewalks, if applicable.
M			Show location of outdoor storage and solid waste disposal. Location and description of any hazardous materials to be used or stored on site.
N			Location and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls, fences, detention ponds (etc.)
O			Description of the method of sewage disposal and the location of such facilities, including the location of the collection system.

P		Description of the method of securing water, location of such facilities, design and construction materials, approximate water quantity required and the location of the distribution system.
Q		Location of fire lanes and other emergency zones, including location of fire hydrants, if required.
R		Location, design and construction materials of all energy generation and distribution facilities, including electrical, gas, solar energy and all power and communications facilities, including towers and satellite dish antennae
S		Location, size, design and type of construction of all proposed signs.
T		Location and development of all proposed buffer areas, including indication of existing and proposed vegetative cover.
U		Location and design of existing and proposed outdoor lighting facilities.
V		General landscaping plan and planting schedule
W		Location and identification of all structures and uses on adjacent lands within 100 feet of the property line.
X		Identification of any Federal, State, County or Local Agency permits from other governmental bodies required for the project's execution and a record of their applications and approval status.
Y		Estimated project cost and construction schedule
Z		DNA
AA		DNA
BB		Elevation and facade treatment plans of all proposed structures
CC		Any pertinent natural features that may affect the proposed use such as water courses, swamps, wetlands, wooded areas, areas subject to flooding, steep slopes in excess of 15%, areas of frequent rock outcrops (etc.).
DD		A vicinity map drawn at a scale of two-thousand (2000) feet to the inch, or larger, showing the proposed site in relation to existing community facilities that may affect or serve it such as roads, shopping areas, schools (etc.).

NOTE: Some review elements contained in the Site Plan Law may not be listed above. If you are requesting a waiver of an element that is not listed above, use the "Applicant's Comments/Explanation to Justify Waiver Requests" section to list that specific element and provide justification for your request.

Applicant's Comments/Explanation to Justify Waiver Requests:

[illegible]

Applicant's Certification and Signature

NOTICE:

This is an official document to be filed with a Governmental Agency.
By signing below and providing the document to the Town of Cairo Planning Board you are certifying that the information contained within is true and accurate to the best of your knowledge.

Providing an official document for filing with a Governmental Agency that contains information you know to be false is a crime punishable as a misdemeanor under the provisions of the Penal Law of the State of New York.

CERTIFICATION:

I, _____ (applicant or authorized representative)
do hereby certify that the information contained in this application is true and exact to the best of my knowledge.

Affirmed under penalty of law this _____ day of _____, 20____.

(signature)

Short Environmental Assessment Form

Part 1 - Project Information

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?			NO
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.			YES
			<input type="checkbox"/>
			<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO
If Yes, list agency(s) name and permit or approval:			YES
			<input type="checkbox"/>
			<input type="checkbox"/>
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 _____ acres			
or controlled by the applicant or project sponsor?			
4. Check all land uses that occur on, are adjoining or 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			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

Project: Date:

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

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?"

	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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Project: _____

Date: _____

Short Environmental Assessment Form

Part 3 Determination of Significance

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)

PRINT FORM