

SITE PLAN REVIEW PROCESS

The Town Engineer administers the site plan application and review process for the Town of Great Valley. To enable proper review of your application and to assist you in a timely manner, please read the following:

- A.** To ensure that you understand the site plan process and the various elements of the application process, applicants or the design professionals shall meet with the Town Engineer to discuss your proposed project prior to the submittal of a site plan application package. Appointments can be scheduled by calling the Town Engineer, Mark D. Alianello, P.E. at 716-699-4650.
- B.** Site plan application materials may be obtained from the Town Clerk's Office. Upon submission, the application package must contain a completed application form and checklist, site plans meeting all requirements, and a completed Part 1 of the State Environmental Quality Review (SEQR) Short Form Environmental Assessment Form. A Full Environmental Assessment form may be requested depending upon the project.
- C.** To guarantee that your application will be placed on the agenda for the next regularly scheduled Planning Board meeting, it is important that we receive your site plan application no later than 14 days prior to the meeting. The Planning Board typically meets on the second Wednesday of each month. You may contact the Town Clerk for meeting and deadline dates appropriate to your needs.
- D.** Any variances that may be required from the Zoning Board of Appeals must be obtained prior to final action on a site plan application. Any Special Use Permits shall be obtained from the Planning Board prior to action on a site plan application.

Attached you will find the application package, which includes the application form and associated checklist, an outline of the requirements of site plans, and Part I of the Environmental Assessment Form. Please familiarize yourself with these materials and schedule your pre-submittal appointment through the Town Engineer at your earliest convenience. We look forward to assisting you. Should you have any questions regarding this process or the application requirements, please do not hesitate to contact the Town Engineer.

Thank you for your cooperation.

SITE PLAN APPLICATION INSTRUCTIONS

- Please read the entire application and review the Zoning Ordinance and other applicable Town regulations.
- A pre-submittal appointment shall be scheduled with the Town Engineer to review the proposed project prior to completing and submitting the site plan application package. Appointments may be scheduled by calling Mark D. Alianello, P.E. or Aaron Tiller at 716-699-4650.

1. Please complete and submit the application, checklist, plans, and other material as follows. Please label all items with the name of applicant or company, as applicable.

- _____ 1 copy of site plan application and checklist.
- _____ 10 copies of all plans (see site plan requirements).
* Should include individual site plan, grading plan, drainage plan, landscaping plan, clearing and soil erosion control plan, and lighting plan. For simple projects, a single sheet may include all information required.
- _____ 10 copies of topographic boundary survey.
- _____ 3 sets of floor plans and elevations. (if available)
- _____ 2 copies of the site plan Engineering Report
- _____ 1 original (with signature) and 10 copies of SEQR Environmental Assessment Form.

2. The application package will be reviewed by the Town Engineer for completeness. Only complete applications will be placed on the Planning Board agenda and provided to the Planning Board for its review.

3. All applicants and/or their representatives are required to attend the Planning Board meeting.

4. All Planning Board approvals are contingent upon the Town Engineer reviewing and approving the design plans and all other regulatory approvals/permits being received by the applicant. Once all conditions are met and approvals/permits received, the plan will be signed by the Planning Board Chairman and Town Engineer, and an application can be filed for a building permit. No site clearing or demolition may be conducted without a Building Permit.

5. The last day to file a site plan application package is 14 days prior to the next scheduled Planning Board Meeting. Due to review time required no site plan application will be placed on the Planning Board agenda after the deadline has closed.

APPLICATION FOR SITE PLAN REVIEW
TO BE COMPLETED BY APPLICANT

DATE _____

PROJECT NAME _____

APPLICANT _____ PH _____

ADDRESS _____

EMAIL ADDRESS _____

PROPERTY OWNER _____ PH _____

ADDRESS _____

EMAIL ADDRESS _____

ENGINEER/ARCHITECT _____ PH _____

ADDRESS _____

EMAIL ADDRESS _____

SBL# _____ EXISTING ZONING _____

PROJECT DESCRIPTION(Include all uses and any required construction) _____

SIZE OF LOT(acres) _____ ACREAGE TO BE DEVELOPED _____

GROSS FLOOR AREA(sq.ft.) _____

EXISTING USE(S) ON PROPERTY _____

PROPOSED USE(S) ON PROPERTY _____

EXISTING STREET FRONTAGE(S) _____

EXISTING USE(S) ON ALL ABUTTING PROPERTY _____

PUBLIC SEWER YES _____ NO _____ PUBLIC WATER YES _____ NO _____

**APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETION OF ALL
REQUIRMENTS LISTED HEREIN**

TO BE COMPLETED BY THE TOWN OF GREAT VALLEY

FILE# _____

DATED RECEIVED _____ BY _____

APPLICATION DEADLINE _____ PRE-SUBMITTAL APPOINTMENT _____

PLANNING BOARD MEETING DATE _____

PUBLIC HEARING DATE _____

CATTARUGUS COUNTY REFERRAL REQUIRED _____ YES _____ NO

SEQR DETERMINATION TYPE 1 UNLISTED _____ TYPE 2 _____ DATE OF DECISION _____

PLANNING BOARD APPROVAL DATE _____

SITE PLAN EXPIRATION DATE _____

APPROVALS REQUIRED:

☐ SITE PLAN☐ SPECIAL USE PERMIT☐ ZONING AMMENDMENT☐ SUBDIVISION

Site Plan Review

APPLICANT CHECKLIST FOR SITE PLAN REVIEW

An application for site plan approval shall be accompanied by information drawn from the following checklist, as determined by the Planning Board after a determination as to whether the proposed project is a Minor or Major Site Plan. The formal Site Plan that is submitted for approval shall be prepared by and show the signature or seal of a licensed engineer, architect, landscape architect, or surveyor as appropriate. The Site Plan application shall include the following information, unless the Planning Board has determined that a specific item is not necessary:

- (1) ____ Title of drawing, including name and address of applicant and person responsible for preparation of such drawing.
- (2) ____ North arrow, scale and date.
- (3) ____ A survey of the proposed development, including its acreage and a legal description thereof with boundaries plotted to scale.
- (4) ____ Location of survey datum.
- (5) ____ Drainage plan showing existing and finished contours and grades. Location of any slopes of five percent (5%) or greater.
- (6) ____ Water supply plan, including location of fire lanes and hydrants.
- (7) ____ Description of the method of securing water supply and location, design and construction materials of such facilities.
- (8) ____ Description of the method of sewage disposal and location, design and construction materials of such facilities.
- (9) ____ Location, design, type of construction, proposed use and exterior dimensions of all buildings.
- (10) ____ Location, proposed use, height, building elevations and floor plans of all nonresidential and all residential structures, yard dimensions and location of all parking, loading and stacking areas with access drives.
- (11) ____ Location of outdoor storage, if any.
- (12) ____ Identification of the location and amount of building area proposed for retail sales or similar commercial activity.

- (13) ____ Location, design and construction materials of all energy distribution facilities, including electrical, gas, oil, solar and wind energy.
- (14) ____ Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.
- (15) ____ The lines of existing and proposed streets, crosswalks and sidewalks, immediately adjoining and within the proposed site showing pedestrian access, and the names of all proposed streets.
- (16) ____ Location and proposed development of all open spaces, including parks, playgrounds and open reservations.
- (17) ____ Location and proposed development of all buffer areas, including existing vegetative cover.
- (18) ____ General landscaping plan.
- (19) ____ Location and design of outdoor lighting facilities.
- (20) ____ Location, size and design and type of construction of all proposed signs.
- (21) ____ An estimated project construction schedule.
- (22) ____ Identification of any County, State or Federal permits required for the project's execution, and documentation of application for and approval status of all necessary permits from the County, State, or Federal officials.
- (23) ____ Description of operations. The nature and intensity of the operation and its compatibility with surrounding development.
- (24) ____ The means by which surrounding properties will be protected from any objectionable influences, such as noise, glare, dust, vibration, fire hazards, air pollution, water pollution, soil erosion and traffic.
- (25) ____ Additional data on other elements integral to the proposed development may be requested of a property owner or his or her agent by the Planning Board as it deems necessary and pertinent to carry out its responsibility for Site Plan review as provided in this Law.
- (26) ____ SEQRA Environmental Assessment Form
- (27) ____ All required fees.

Standards for Review of Site Plan

- A. Consistency with Other Plans and Laws.** The Site Plan shall be in conformance with this Local Law, the Town's Comprehensive Plan and all other applicable laws, ordinances and regulations.
- B. General Standards.** The Planning Board's review of the Site Plan shall include, as appropriate, but is not limited to, the following general considerations:
- (1) _____ Location, arrangements, size, design and general site compatibility of buildings, lighting and signs.
 - (2) _____ Adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic controls.
 - (3) _____ Location, arrangement, appearance and sufficiency of off-street parking and loading.
 - (4) _____ Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
 - (5) _____ Adequacy of storm water and drainage facilities, as approved by the Town Engineer.
 - (6) _____ Adequacy of water supply and sewerage disposal facilities.
 - (7) _____ Adequacy of fire lanes and other emergency zones and the provision of fire hydrants.
 - (8) _____ Adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
 - (9) _____ Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise buffer between the applicant's and adjoining lands, including the maximum retention of existing vegetation.
 - (10) _____ Location, size, use of structure, nature and intensity of operations involved, size of site in relation to proposed use, and location of site with respect to streets giving access to it are such that it will be in harmony with the orderly development of the District.

- (11) _____ Location, nature, architectural characteristics and height of buildings, walls and fences will not discourage the appropriate development and use of adjacent land and buildings, or impair their value.
- (12) _____ Protection of adjacent or neighboring properties against noise, glare, unsightliness or nuisances.
- (13) _____ Protection of solar access on adjacent or neighboring properties.
- (14) _____ In the case of apartment complex or other multiple dwelling, the adequacy of usable open space for play areas and informal recreation, and access or proximity to routine, day-to-day retail goods and services.

NOTES:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">NO</td> <td style="padding: 2px 5px;">YES</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input type="checkbox"/>						
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:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">NO</td> <td style="padding: 2px 5px;">YES</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input type="checkbox"/>
NO	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 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							

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<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? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) 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 site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<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	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input type="checkbox"/>	<input type="checkbox"/>	
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 plain?	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, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/> NO <input type="checkbox"/> YES		

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
_____	<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 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?"

	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"/>

	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?	<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"/>

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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
Town of Great Valley Planning Board	
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)

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