

Application #: \_\_\_\_\_

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

**Town of Minden  
Planning Board  
Special Use Permit/Site Plan Application**

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: ( ) \_\_\_\_\_

**Property Location:**

Address: \_\_\_\_\_

General Location: \_\_\_\_\_

Zoning Districts: \_\_\_\_\_

Tax Parcel ID# (SBL): \_\_\_\_\_

-The Applicant must submit (with this application) all the required information as described on the Site Plan Submission Requirement Checklist (see attached). This checklist is intended to be a guide to the applicant, for specifics on submission requirements, procedures, timeframes, ect., the applicant should refer to the applicable Town Zoning Law, and or State Law ( SEQR, Ag & Markets, ect. ).

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_  
(if different)

Date: \_\_\_\_\_

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Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

**For Office Use Only**

Application Fee: \$ \_\_\_\_\_

Other Fees: \$ \_\_\_\_\_ Description: \_\_\_\_\_

\$ \_\_\_\_\_ Description: \_\_\_\_\_

Total Amount Received: \$ \_\_\_\_\_

Check # (s)/Date: \_\_\_\_\_

Received By: \_\_\_\_\_

\*\*\*\*\*

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

\_\_\_\_\_  
(Code 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson, Town of Minden Planning Board

\_\_\_\_\_  
Date

Application#: \_\_\_\_\_

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

## **Town of Minden 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 graphic 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 all 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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Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

- 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) Zoning District boundaries within 200 feet of the sites perimeter shall be drawn and identified on the plan.
- \_\_\_\_\_ 17) 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.
- \_\_\_\_\_ 18) 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
  - \_\_\_\_\_ 19) 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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Project Name: \_\_\_\_\_

## Town of Minden Site Plan Approval Checklist

**Applicant:** \_\_\_\_\_

**Date  
Completed**

Pre-Submission Conference is held between the Zoning Enforcement Officer and the Applicant \_\_\_\_\_

Five (5) copies of Site Plan and Application is submitted to the Zoning Enforcement Officer accompanied by required fee \_\_\_\_\_

**Zoning Enforcement Officer:** \_\_\_\_\_  
(signature)

Within ten (10) days of submission by the applicant, Zoning Enforcement Officer certifies whether or not application is complete and is in conformance with the Zoning Ordinance \_\_\_\_\_

Zoning Enforcement Officer forwards complete application to 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 \_\_\_\_\_

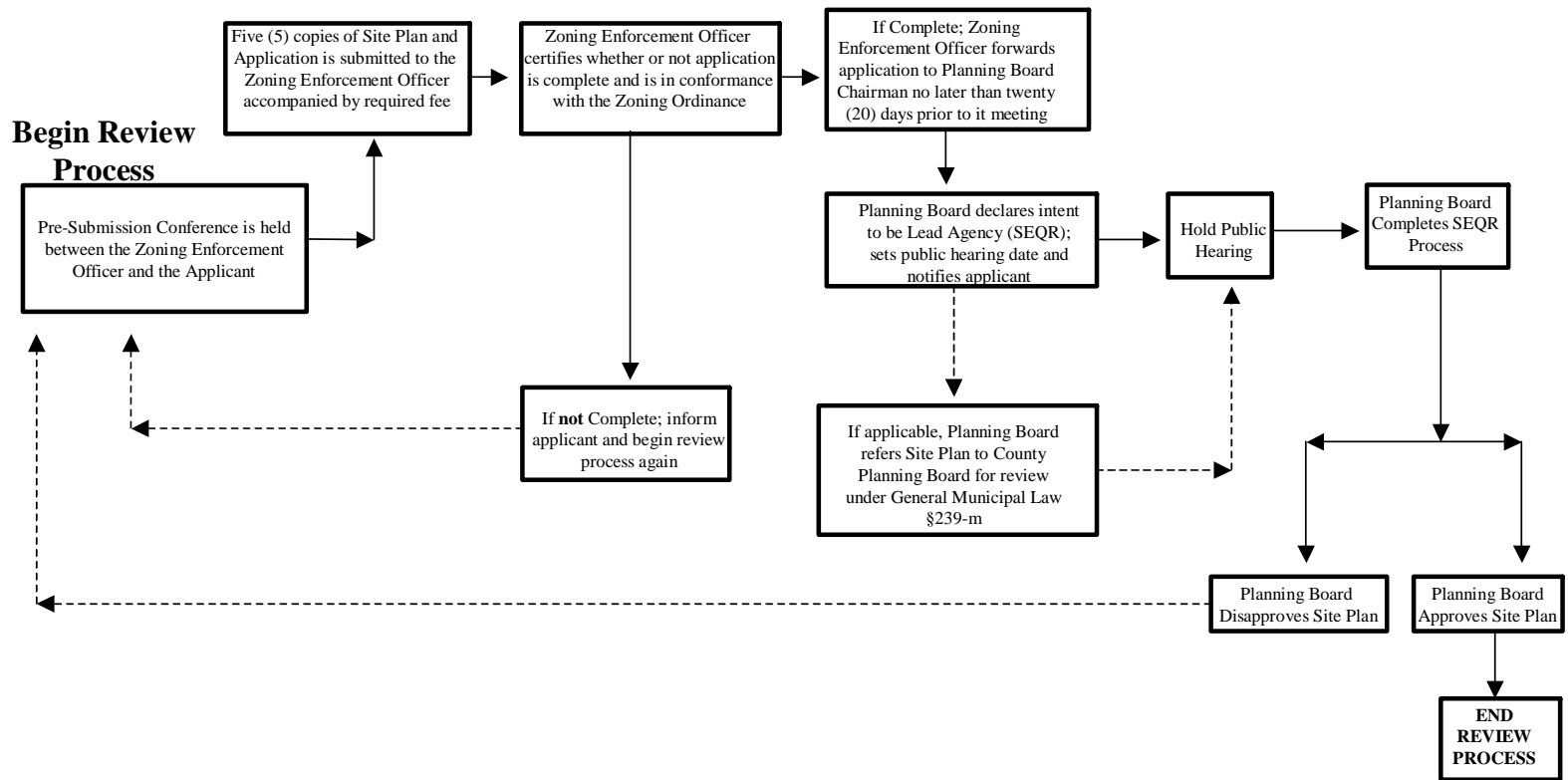
Planning Board completes SEQR process, and files all documents as required by law \_\_\_\_\_

Planning Board approves, conditionally approves, disapproves Site Plan \_\_\_\_\_

Planning Board files all documents as necessary \_\_\_\_\_

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## Town of Minden Site Plan Approval Flow Chart



## Appendix A - Agricultural Data Statement Compliance

### **PROCESSING AN AGRICULTURAL DATA STATEMENT**

**(Pursuant to Section 305-a of the Agriculture and Markets Law)**

- Any application requiring: **Special Use Permit  
Site Plan Approval  
Use Variance or  
Subdivision Approval**

Which requires approval by: **A Planning Board  
Zoning Board of Appeals  
Town Board or  
Village Board of Trustees**

Must submit an Agricultural Data Statement (ADS) if the proposed project occurs on property within an agricultural district containing a farm operation or on property with boundaries within 500 feet of a farm operation located within an agricultural district.

- Content of an Agricultural Data Statement requires:
  - Name and address of applicant,
  - Description of the proposed project and its locations,
  - Name and address of any owner of land within the agricultural district, which land contains farm operations and is located within 500 feet of the boundaries of the property upon which the project is proposed,
  - A tax map or other map showing the site of the proposed project relative to the location of the farm operations identified in the ADS.
- The Clerk of the appropriate governmental entity is required to mail a written notice containing a description of the proposed project and its location to owners of land as identified by the applicant in the ADS.
- The local reviewing board must evaluate and consider the ADS to determine the possible impacts of the proposed project may have on the functioning of farm operations within the subject agricultural district.

## **Appendix A - Agricultural Data Statement Compliance**

### **Procedural Considerations**

- A map of the Town's Agricultural District(s) should be well displayed within the municipal office where land use applications are submitted. The map will benefit both the applicant and municipal review officer in determining the location of the subject parcel. An Agricultural District Map can be obtained from either the County Planning Department or Clerk of the County Legislative Body. Tax map identification numbers of all parcels within a district are listed and are on file at either the County Real Property Tax Office or the County Clerk's Office.
- The local reviewing board should ascertain present and future farming conditions to ensure the proposed land use does not conflict with current or future farming activities. A farmer's knowledge of local agricultural conditions is fundamental for the local reviewing board's evaluation and determination of appropriate mitigation measures and whether the action proposed will conflict with farming practices.
- The County Agricultural and Farmland Protection Board may assist local reviewing boards in project evaluation. Members of the Board include the County Planning Directors, a County Cooperative Extension Agent and the Chair of the County Soil and Water Conservation District's Board of Directors.
- A copy of the completed ADS and action by the local reviewing board should be submitted for its records to: Montgomery County Agricultural and Farmland Protection Board, PO Box 1500, County Annex Building, Fonda, NY 12068.



**MONTGOMERY COUNTY AGRICULTURAL DATA STATEMENT**

Agricultural District Number: \_\_\_\_\_

Date Of Statement Completion: \_\_\_\_\_

Date of Referral to Montgomery County Planning Board: \_\_\_\_\_

Date of Submission to Ag & Farmland Protection Board: \_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\*

**Do Not Write Above This Line**

APPLICANT: \_\_\_\_\_

APPLICANT'S AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NO.: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

LOCATION OF PROPOSED PROJECT:

TAX MAP NUMBER: \_\_\_\_\_

TOWN: \_\_\_\_\_

ROAD: \_\_\_\_\_

Description of Proposed Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all farm operations which are within an Agricultural District and are located within 500 feet of the boundary of the property which proposes a project. ("FARM OPERATION" means the land used in agricultural production, farm buildings, equipment and farm residential buildings.)

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Tax Map No. \_\_\_\_\_

Tax Map No. \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Tax Map No. \_\_\_\_\_

Tax Map No. \_\_\_\_\_

**(For additional information, please use back of this sheet)**

**SEQR**  
**State Environmental Quality Review Act**  
**6 NYCRR PART 617**

The basic purpose of SEQR is to incorporate the consideration of environmental factors into the existing planning, review and decision-making processes of state, regional and local government agencies at the earliest possible time. To accomplish this goal, SEQR requires that all agencies determine whether the actions they directly undertake, fund or approve may have significant adverse impact on the environment, and, if it is determined that the action may have a significant adverse impact, prepare or request an environmental impact statement.

With this in mind the Town of Minden recognizes its obligation to uphold the intent of the SEQR law. Any application to the Planning Board is subject to SEQR as a matter of law. Along with the Town's responsibility an applicant also has responsibilities in completing the SEQR process. The depth of the review is based on the project as proposed by the applicant. The initial stage of the review is defined in 6 NYCRR PART 617. Any action (project) on the TYPE 1 list must complete part one of a Full EAF (attached), any action (project) on the Type 2 list is not subject to SEQR, and any action (project) not listed (UNLISTED) must complete Part One of a Short EAF (attached).

As the review is conducted by the Planning Board certain environmental impacts may be identified. If these impacts are significant the Planning Board will need to mitigate those through project change. The SEQR process must be completed prior to the issuance of a permit or approval.

Any cost incurred by the Town in completing the SEQR process is the responsibility of the applicant.