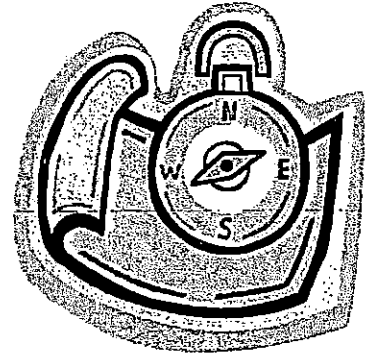


# **TOWN OF CAMPBELL**

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## **Site Plan Procedural Package**

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**Municipal Offices are Located at:**

*Campbell Town Hall  
8529 Main Street  
Campbell, NY 14821*

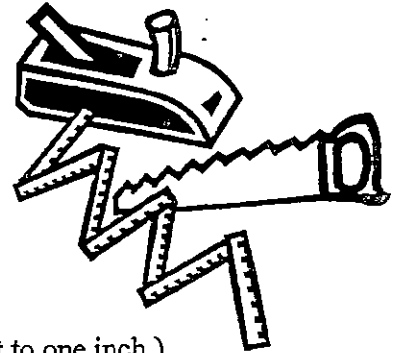
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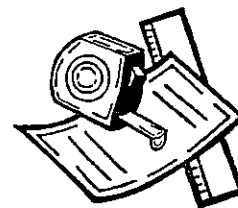
**Telephone (607) 527-8244**

## TOWN OF CAMPBELL / SITE PLAN INFORMATION:

Article 10 of the Town of Campbell Zoning Law sets forth the required information which needs to be included. These items are briefly set out as follows:

- 1) Completed application and site location map.
- 2) Copy of tax map showing adjacent streets, any easements and adjacent buildings within 500 ft.
- 3) Appropriate SEQR form; either short or long form EAF.
- 4) Area map which shall include the following information:
  - Name and address of applicant.
  - North arrow, scale and date.
  - Boundaries of the project plotted to scale (not more than 100 feet to one inch.)
  - Existing natural features.
  - Existing and proposed contours at intervals of not more than 5 ft. of elevation.
  - Location of proposed land uses and area in acres.
  - Location and proposed use and height of all buildings.
  - Show existing /proposed site improvements including streets, drainage culverts, retaining walls, fences and easements, whether public or private.
  - Describe sewage disposal and water systems and location of same.
  - Show buffer areas and landscaping.
  - Show residential areas and residential density.
  - Show parking, truck-loading areas.
  - Show ingress and egress drives.
  - Show sign proposals (location, design and size).
  - Show lighting: existing and proposed.
  - Show any areas proposed for neighborhood parks or playgrounds (if applicable).
  - Show building orientation and site design for energy efficiency.
  - Show location and design of all energy distribution facilities, including electrical, gas and solar.
  - Show grading and erosion.
  - Show location and design for stormwater management facilities.
  - Include drainage report in connection with drainage facility.
  - Show lines and dimensions of all property intended for dedication for public use.
- 5) Include a narrative describing your project and include details on any applicable items from the above list.
- 6) If your property is determined to be in the floodplain, include necessary paperwork on that. (See guidelines for submitting flood plain development permit application.)





- 7) Fire Department review of this project (if applicable).
- 8) If your project involves new curb cuts or new driveways off from a Town road, please include a letter from Town Highway Superintendent to show any concerns are addressed; if it is off a County or State road (Check with appropriate officials for any new curb cut requests.)
- 9) If your project is located in an Agricultural District (not to be confused with the Agricultural Zoning), you will need to include an Ag Data Statement. (Ask for Agricultural District Handout.)



**Site Plan and Subdivision Approval Procedure.**

The completed application must be submitted to the Campbell Town Clerk with \$50.00 application fee 15 days prior to a regularly scheduled meeting in order to be on the agenda.

For site plans, the Planning Board reviews the application and is the entity who holds the public hearing and approves or disapproves same.

For Subdivisions, the Planning Board conducts the review, holds the public hearing and has final approval on same.

**Zoning Law and Subdivision Regulations.**

A copy of the Zoning Law and all of the updates to the current date can be obtained from the Town Clerk for the sum of \$25.00 plus \$5.00 postage. A copy of the Subdivision Rules and Regulations is available for the sum of \$5.00.

**Planning Board Meetings.**

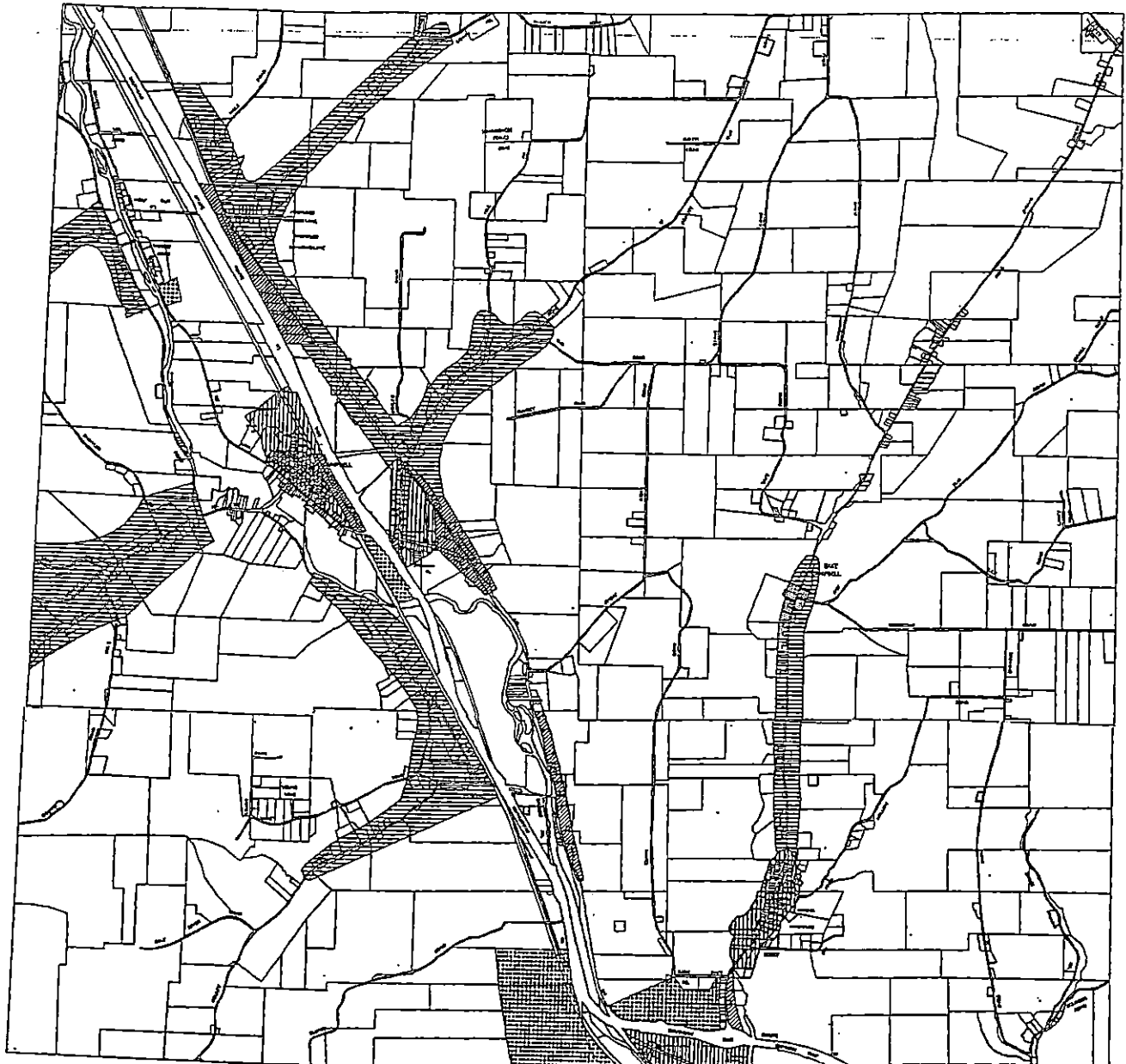
The Planning Board has a regular monthly meeting which is generally the third Wednesday of the month at 6 p.m. There is an agenda deadline of 15 days prior to the meeting and public hearings are usually held at the beginning of the meeting.

**Town Board Meetings.**

The Town Board has a regular monthly meeting generally the second Monday of the month at 6 p.m. Any public hearings for that month are generally set for 6 p.m. Check with the Town Clerk for definite dates and times.

**Assistance in completing your paperwork.**

For assisting in completing the paperwork, contact the Code Enforcement Officer or the Town Clerk at the Town Hall, 8529 Main Street, Campbell, NY 14821; Telephone (607) 527-8244 Ext 220.



# ZONING MAP

Town of Campbell

DISCLAIMER: This map is based upon Steuben County property tax maps. This map is intended for illustrative purposes only; it is not intended for any legal purposes such as the conveyance of property.







Steuben County Planning Dept  
 Thomas E. Sears  
 GIS Coordinator

1" =  $\frac{5,000'}{2,500'}$



03/30/2001

## Zoning

-  Agriculture
- B-1  Neighborhood Bus.
- B-2  Highway Bus.
-  Industrial
- R-1  Rural Res.
- R-2  Suburban Res.

SUBDIV/ SITE PLAN LOCATION MAP

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

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

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.

<b>Part 1 - Project and Sponsor Information</b>			
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	YES
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.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<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			

	NO	YES	N/A
5. Is the proposed action, 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?	<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: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<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: _____	<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: _____	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	<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?	<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?	<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?	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	<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	<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"/>	<input type="checkbox"/>	

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
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
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
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> 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: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input type="checkbox"/> <input type="checkbox"/>	<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.
<hr/>	
Name of Lead Agency	Date
<hr/>	
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
<hr/>	
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

**PRINT**



**TOWN OF CAMPBELL, STEUBEN COUNTY, NY  
APPLICATION FOR SITE PLAN APPROVAL**

Site Plan Approval is required for construction, alterations, development or change in density or use for all uses as detailed in TOWN OF CAMPBELL ZONING LAW.

Section 4.6 – Denotes when Site Plan Approval is required for a given use.

Section 5.1 – Denotes area and bulk requirements.

Article 10 – Details requirements for Site Plan Approval.

**THIS APPLICATION, WITH PLANS, MUST BE SUBMITTED TO THE TOWN CLERK 15 DAYS PRIOR TO A REGULARLY SCHEDULED PLANNING BOARD MEETING.**

Application #: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

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

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

\_\_\_\_\_ Zoning District: \_\_\_\_\_

Phone: \_\_\_\_\_ Size of Plot: \_\_\_\_\_

Location of Project: \_\_\_\_\_ Current Property Owner: \_\_\_\_\_

Contact Person for this Application (Name/Address): \_\_\_\_\_

Type of use Requested (as per Section 4.6 of the Zoning Law): \_\_\_\_\_

Project Description: \_\_\_\_\_

Attachments: (submitted by Applicant)

- Area Map
- Site Location
- Narrative
- SEQR Form
- Ag Data Statement
- Copy of Tax Map showing adjacent streets, or any adjacent buildings within 500 ft.
- Other \_\_\_\_\_

I HEREBY CERTIFY that to the best of my knowledge and belief, the information I have provided herein is true and correct.

Dated: \_\_\_\_\_

(Signed) \_\_\_\_\_

Applicant.

**FLOOD PLAIN DETERMINATION**

TO BE COMPLETED BY THE TOWN CLERK:

This property has been evaluated as to its location with respect to the flood plain and it is located \_\_\_\_\_

Comments (if any): \_\_\_\_\_

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