

TOWN OF SPRINGFIELD  
SITE PLAN REVIEW AND SPECIAL USE APPLICATION  
LAND USE ENFORCEMENT OFFICER

Section 9.1 Site Plan Review

Site Plan Review shall be required for all Special Permitted Uses and uses within the Lake District. Site plan and special permit review shall be undertaken by the Planning Board simultaneously.

Section 7.2. Application of Regulations and Non-Conforming Uses.

By nature, lakeside lots and parcels often pose unique and complex engineering problems that are difficult to mitigate. All construction will require an engineered building site plan as well as Site Plan Review pursuant to Section 9.1 of this Local Law.

a. Upon application for any permit, certificate or license, the Land Use Enforcement Officer shall determine if site plan approval is required under this Law.

APPLICANT NAME: Town of Springfield Highway Department PHONE: \_\_\_\_\_

PROJECT LOCATION: 5497 Us Hwy 20 EMAIL: \_\_\_\_\_

BRIEF DESCRIPTION OF PROPOSED ACTION: Construction of 72'x120' 9' Walls asphalt Floor

Material storage shed

CONTACT INFORMATION: APPLICANT OR SPONSOR, PHONE: \_\_\_\_\_

NAME: Jeff Brown EMAIL: \_\_\_\_\_

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

ANTICIPATED CONSTRUCTION TIME: \_\_\_\_\_ WILL PROJECT BE STAGED: No

CURRENT CONDITION OF SITE (BUILDINGS, BRUSH, ETC.) Cleared

g. The Planning Board shall comply with the provisions of the State Environmental Quality Review Act under Article 8 of the Environmental Conservation Law and its implementing regulations.

Attach applicable SEQR FORM Short or Full Environmental Assessment Form Part 1

Continue on next page

## ATTACH A SITE PLAN

Graphically showing the following information, except as may be waived by the Planning Board or is described by written text accompanying this application:

e. Except as may be waived by the Planning Board, all site plans required under this Law shall include the following information presented in drawn form and accompanied by a written text as necessary:

1. A survey of the property showing boundaries and existing features including topographic contours, buildings, structures, trees of over eighteen (18) inch circumference measured at chest height, streets, utility easement, rights-of way and land use;
2. The location of all proposed buildings and land use areas, showing floor area and location of vehicular and pedestrian entrances;
3. The proposed traffic circulation, parking and loading areas and pedestrian walks;
4. The landscaping plans, including site grading and plant materials
5. The preliminary architectural and/or engineering drawings for all buildings to be constructed;
6. The preliminary engineering plans, including street improvements, drainage system, and utility connections showing the method of water, telephone, and electrical service, and storm water and sewage disposal;
7. A description of proposed uses, construction sequence and time schedule for completion of each phase of construction;
8. Engineering feasibility study of any anticipated problem which might arise;
9. Description of proposed uses, including hours of operation and expected number of employees, volumes of business and volumes of traffic generated;
10. Water Test Results Verified by a Qualified Inspector;
11. Findings upon Inspection of Septic System Verified by a Qualified Inspector;
12. If a lot has not been recently divided with acceptable percolation and deephole tests the Planning Board may require 2 percolation tests and 1 deep-hole test, conducted by a licensed engineer, for approval.

## All Site Plan Reviews require a Public Hearing

All information required must be received by ZEO 10 days prior to Public Hearing  
Landowners within 200 feet of action must be notified by applicant 10 days prior to  
Public Hearing (proof of notification required)

### i. Site Plan Review:

Prior to rendering a decision, the Planning Board shall review the site plan, public hearing comments, and supporting data and take into consideration the following:

1. Harmonious relationship between proposed uses and existing adjacent uses;
2. Maximum safety of vehicular circulation between the site and the street;
3. Adequacy of interior circulation, parking and loading facilities with particular attention to pedestrian safety;
4. Adequacy of landscaping and setbacks to achieve compatibility with and protection of adjacent uses; and
5. Factors deemed necessary by the Planning Board for the health, safety, and welfare of the public.
6. Compatibility with existing structures and area so as not to alter the general character of the area.

The Planning Board may require changes or additions in relation to yards, driveways and landscaping to insure safety, to minimize traffic difficulties, and to safeguard adjacent properties. Should changes or additional facilities be required by the Board, final approval of site plan shall be conditional upon satisfactory compliance by owner with the changes or additions.

Any owner wishing to make changes in an approved site plan shall submit a revised site plan to the Planning Board for review and approval. A revised site plan, at the discretion of the Planning Board, may restart the timing requirements for site plan review.

### j. Decision:

The Planning Board shall, within 62 days of the public hearing, if one is held, or within 62 days of the date of the meeting at which the site plan and supporting data were submitted, either approve, approve with conditions, or disapprove the site plan. The time within which the authorized board must render its decision may be extended by mutual consent of the applicant and the Planning Board. With good cause and without the permission of the applicant, the requirements of the State Environmental Quality Review Act may toll the otherwise applicable 62 day time in which the Planning Board has to render a decision on the site plan. The decision of the Planning Board shall be filed in the office of the Town Clerk within five (5) business days after such decision is rendered, and a copy thereof mailed to the applicant.

### k. Performance Bond as a Condition of Site Plan Approval:

The Planning Board may require, as a condition of site plan approval, that the owner file a performance bond or other surety in such amount as it determines to be in the public interest, to ensure that the proposed development will be built in compliance with the accepted plans.

Special Use continues on next page

## Special Use Permits

All requirements of Site Plan Review Plus:

2.The Planning Board shall require that the following conditions are met for issuance of a special use permit:

- (a) that the special use is specifically authorized by this Law (the decision shall set forth the exact subsection of this Law containing the jurisdictional authorization);
- (b) that the special use meets all of the criteria set forth in the subsection of this Law authorizing such special use; and
- (c ) that the granting of the special use permit will not alter the general character of the surrounding area, or impair the intent or purpose of this Law, or of the Town's Comprehensive Plan, or of land use and similar goals and plans from time to time adopted by the Town Board and in effect at the time in question.

In so doing, the Planning Board shall consider factors such as:

- (i) location and size of the proposed project;
- (ii) the nature and intensity of the operations involved;
- (iii) the size of the site in relation to the size of the proposed project;
- (iv) the location of the site with respect to the existing or future streets giving access to it with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe;
- (v) whether the location, nature and height of buildings, walls, and fences will discourage the appropriate development and use of adjacent land and buildings and properties generally in the district or impair the value thereof;
- (vi) whether the operations in connection with the proposed project will be more objectionable in nature to nearby properties and properties generally in the district by reason of noise, fumes, vibration, flashing lights, increased traffic or any other objectionable reasons, than would be the operations of any use permitted as of right;
- (vii) the impact on existing and planned capacity of infrastructure systems, including but not limited to roads, water, sewer, energy and drainage;
- (viii) whether environmentally sensitive features will be protected; and
- (ix) whether any authorization hereunder shall create fiscal burdens upon the community at large.

No special permit shall be issued for a use on a property where there is a violation of this Law or other Town law or regulation unless an application is being made to bring the applicant into compliance. A special use permit shall expire if the subject use shall cease for any reason for twelve (12) months or longer or be delayed for twelve (12) months from the date of issuance of the special use permit.

The above information is a snapshot of Section 9.2 Special Permits, refer to the Town of Springfield Zoning Law of 2017 for a complete description, the same for Section 9.1 Site Plan Review

Land owner or Project Sponsor Signature and Date \_\_\_\_\_