

Town of Newfield, New York SITE PLAN REVIEW APPLICATION



NEWFIELD, NY
PLANNING BOARD

Applications for Site Plan review shall be filed with the Town Clerk and shall be in writing. All Town forms for the Site Plan Review process shall be completed in full and all required fees paid prior to the beginning of any review.

Why Site Plan Review?

The purpose and intent of site plan review is to promote the conservation, preservation, and development of the Town of Newfield, while also helping to prevent and mitigate certain unwanted and harmful impacts that may arise from the unregulated development of land for certain allowed uses.

Site plan review seeks to assure a balance between development rights and activities and their impacts and the effects of such development activities upon the residents and the environment of the Town, such as by and through the mitigation of potential negative impacts resulting from development activities in certain environmentally sensitive areas, as well as through identifying and minimizing certain adverse effects of unregulated development upon the community.

Do you need Site Plan Review approval?

Your proposed project will require site plan review if it meets one of more of the following criteria:

1. Construction or expansion of any nonresidential structure, 1,000 square feet or greater;
2. Includes the excavation, grading, or filling of one acre or more for non- agricultural purposes;
3. Will generate more than 25 auto trips or 10 heavy duty truck trips per day upon completion;
4. Involve construction of a non-agricultural structures over 50 feet in height;
5. Qualifies as a commercial housing development.
6. Reactivation of a prior land use that has been discontinued for a period equal to or in excess of one year and also meets one or more site plan review thresholds.

OR

Your proposed project will be located in an environmentally sensitive area as defined in Section 1.4 of the Town of Newfield Site Plan Review Law and meets one of more of the following criteria:

1. Construction or expansion of a one-family or two-family residence including provision of necessary utility connections and installation, maintenance and/or upgrade of a drinking water well and a septic system;
2. Construction or expansion of a primary or accessory/appurtenant, nonresidential structure or facility involving greater than 500, but less than 1,000 square feet of gross floor area.

What is not subject to Site Plan Review?

Site Plan Review does not apply to uses and structures which were in lawful in existence at the date the Site Plan Review Law became effective November 27, 2017, construction of a one-family or two-family residences outside of an environmentally sensitive area, and construction of non-residential structures less than 1,000 square feet of gross floor area outside of an environmentally sensitive area. See page 7 for a more detailed list of activities that are exempt from Site Plan Review.

Questions?

If you have any questions regarding this application or the review process, please email planningboardsecretary@newfieldny.org, or visit the Town's website at: <http://newfieldny.org/>

**Town of Newfield, New York
SITE PLAN REVIEW APPLICATION**



**NEWFIELD, NY
PLANNING BOARD**

Application Record (to be completed by Town Planning Board)

Date Application Received: _____.

Received by: _____.

Pre-Application Conference Date: _____.

Pre-Application Conference Attendees: _____.

Pre-Application Conference Comments: _____

Optional Sketch Plan Review Date: _____.

Preliminary Review Date: _____; Reviewed by: Town Board: ____; Planning Board: ____.

Public Hearing Required? ____ Yes. ____ No. Public Hearing Date: _____.

Referral to County Planning Board Required? ____ Yes. ____ No. Date Submitted to County: _____.

State Environmental Quality Review: Type II or exempt: ____; Unlisted Action: ____; Type I Action: ____.

Planning Board Review Date: _____.

Planning Board Review Comments: _____

Planning Board Approval Date: _____.

Approved: ____; Approved with Conditions: ____; Disapproved: ____.

Comments: _____

**Town of Newfield, New York
SITE PLAN REVIEW APPLICATION**



**NEWFIELD, NY
PLANNING BOARD**

Applicant Information

Applicant Name:

Address:

Phone Number: () Email:

Owner Name (if different):

Address (if different):

Phone Number: () Email:

Project Engineer, Architect (if any):

Address:

Phone Number: () Email:

Briefly describe your proposed project:

Project Type (see page 1):

This project includes a nonresidential structure more than 1,000 square feet or greater in floor area.
How many square feet?

This project is a Commercial Housing Development.
How many units?

This project includes excavation, grading, or filling of one acre or more for non- agricultural purposes.
How much land will be affected?

This project will generate more than 25 auto trips or 10 heavy duty truck trips per day.
Approximately how many trips will this project generate?

The project will include a non-agricultural structure over 50 feet in height.
How high will the structure be?

The project will be located within an Environmentally Sensitive Area (See map or consult with Town staff).

**Town of Newfield, New York
SITE PLAN REVIEW APPLICATION**



**NEWFIELD, NY
PLANNING BOARD**

Site Information

Location or Street Address:

Tax Parcel # Parcel Size (acres):

Briefly describe the site: (Is it already developed and how, or woodland, or brush or meadow, or farmland, or combination of these? Are there any existing structures, and what type are they?)

Does the site contain (as defined in the Site Plan Review Law) any of the following?

Flood Plain:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Unique Natural Area:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Steep Slopes:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Wetland:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Stream/Riparian Corridor:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Historical/Cultural Resources:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Size of the area to be impacted by the proposed project (square feet, acres):

Size of any proposed buildings (outside dimensions, square feet):

If Commercial Housing Development, number of units proposed:

Number of parking spaces proposed:

Town of Newfield, New York
SITE PLAN REVIEW APPLICATION



NEWFIELD, NY
PLANNING BOARD

Site Plan Checklist

The following information shall be submitted to the Town of Newfield in the form indicated prior to review of the application.

	Site plan drawn to scale showing the location and orientation of the proposed development relative to adjacent street or highway, the scale of the drawing(s), a north arrow, the date of the survey or drawing, the gross acreage of the site or development area, an identification of existing buildings and land uses on the site and upon adjacent properties, and a depiction and layout of the proposed structures, buildings, improvements, and land uses, including roads, ingress and egress ways, parking areas, landscaping, and buffer strips or screening.
	Name and address of the landowner of record and the Applicant, if not the same.
	Map of the area showing the parcels under consideration for development, all adjacent properties, roads and other pertinent features, including all public roads or county and state facilities, or any municipal boundaries within 500 feet of the site.
	Map of site topography, such as a USGS quadrangle or equivalent showing the proposed site. (The Planning Board may at its discretion accept photos in lieu of this requirement.)
	Location of any environmentally sensitive areas (as defined in Section 1.4 of the Town of Newfield Site Plan Review Law) within 200 feet of site.
	Map showing existing and proposed topography and drainage systems for the site, including the proposed storm water management and drainage upon and from the site.
	Proposed water source and sewage disposal system(s).
	Location, size and type of any proposed site lighting and signs.
	Proposed landscaping plan, if any.
	A proposed roadway, walkway, traffic, and signage plan for ingress to and egress from the development or parcel(s), including parking (existing and proposed, and number).
	Completed SEQRA environmental assessment form upon the forms provided by the DEC. (See DEC website: http://www.dec.ny.gov/permits/6191.html).
	Building elevations with details showing the type of exterior building material to be used.
	Disclosure as to whether any structure in the project will involve the storage or handling of hazardous materials or the use of any above or below ground storage tanks; whether or to what extent the proposal will create odors, smoke, noise, or dust and airborne particulates above ambient existing levels.
	Statement as to whether the development or intended land use will have any potential impacts on the community including, but not limited to, physical, environmental, social and/or economic effects, or any other potential effects impacting the health, safety and/or general welfare of the community.
	Statement as to whether there are any easements or deed restrictions affecting the project or Site Plan.
	Statement as to whether the project is in keeping with the character of the surrounding neighborhood and the Town’s Comprehensive Plan.

Town of Newfield, New York SITE PLAN REVIEW APPLICATION



NEWFIELD, NY
PLANNING BOARD

Signature

By signing this application form I attest that I am duly authorized as Owner or Agent of the Owner to make this application, and that all information so submitted is complete and accurate to the best of my knowledge. I hereby authorize the Town of Newfield Code Enforcement Officer, Town Board members, Planning Board members or their designees to enter the site in order to fully understand the proposed development.

Owner's Signature: _____ Date: _____

Agent's Signature: _____ Date: _____
(if applicable)

Application Submittal and Payment

This application, along with a \$100 non-refundable application fee, should be mailed or brought to the Clerks Office, Newfield Town Hall, 166 Main Street, Newfield, NY 14867. Checks should be made out to the "Newfield Town Clerk."

Payment Information (to be completed by Town Clerk's Office)

Paid by: _____

Date: _____

Initials: _____

Cash or Check/CC: _____

Amount Paid: _____

Useful Resources for Applicants

Town of Newfield Site Plan Review Law: <https://newfieldny.org/government/town-laws-ordinances/>

Town of Newfield Environmental Resources Map: <https://newfieldny.org/government/planning-board/>

NYS Department of Environmental Conservation SEQRA forms: <http://www.dec.ny.gov/permits/6191.html>

Tompkins County Interactive Map and Parcel Viewer: <https://geo.tompkins-co.org/html/?viewer=tcpropmo>



Activities Exempt from Site Plan Review

The following development activities are exempt from Site Plan Review only when they are located outside of an environmentally sensitive area (as defined by the Local Law):

- Construction or expansion of a one-family or two-family residence including provision of necessary utility connections and installation, maintenance and/or upgrade of a drinking water well and a septic system.
- Construction or expansion of a primary or accessory/appurtenant, nonresidential structure or facility involving greater than 500, but less than 1,000 square feet of gross floor area.

The following development and land use activities are exempt from Site Plan Review regardless of the location of the activity:

- Uses and structures which were in lawful in existence at the date the Site Plan Review Law became effective November 27, 2017.
- Maintenance or repair involving no substantial changes in an existing structure or facility.
- Replacement, rehabilitation or reconstruction of an existing structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes.
- Agricultural farm management practices, including construction, maintenance and repair of farm buildings and structures, and land use changes consistent with normal agricultural or timbering operations as pursuant to sections 305-A and 308 of the Agriculture and Markets Law.
- Maintenance of existing landscaping or natural growth
- Construction or expansion of a primary or accessory/appurtenant, nonresidential structure or facility involving less than 500 square feet of gross floor area.
- Construction, expansion or placement of minor accessory/appurtenant residential structures, including garages, carports, patios, decks, swimming pools, tennis courts, satellite dishes, fences, barns, storage sheds or other buildings not changing land use or density.
- Minor temporary uses of land having negligible or no permanent impact on the environment.