



BUILDING AND CODES
P: 315-376-5377 | F: 315-377-3137

7660 North State Street
Lowville, NY 13367
lewiscountyny.gov

Application for a Town of New Bremen Site Plan Review and Zoning Permit

INSTRUCTIONS

Permits are available at the Town Clerks Office for the town you are building in, or at the Lewis County Building Codes Office.

Please fill in all of the information requested on the permit that pertains to your project.

If you have questions or need help, please call the Lewis County Codes Office.

You will need an approved Town of New Bremen Land Use Permit (from this office) in order to obtain a Lewis County Building Permit (for the structure).

The landowners name and address should also be on the permit if different from the applicants.

Location of development is the address of the location being developed or where the building is going. Please use the new 4 or 5 digit number assigned to your location by the Lewis County 911 Data Processing Office. If you don't know your 4 or 5 digit number, call 315-376-5294.

Please provide the correct Tax ID number from your tax bill: it will look like: 348.00-01-02.300

Please provide a complete description of your project.

An accurate and complete plot plan is required as explained on the application; applications will not be processed without a completed plot plan. Plot plan example attached.

Driveways may be subject to regulation; applicant is responsible to contact entity that controls Right of Way prior to installation.

Please be advised that if you build on a road designated as a seasonal or minimum maintenance road, you cannot expect the road to be maintained or the snow to be plowed.

For Planning/Town Board Use Only

Application Number: _____ Received By: _____ Date: _____

Application for Site Plan Review Fee: \$ _____ Date of Payment: _____

**Town of New Bremen
APPLICATION FOR SITE PLAN REVIEW AND ZONING PERMIT**

INSTRUCTIONS TO APPLICANT:

Complete all parts of this application form. No public hearing will be scheduled until all questions have been answered or satisfactorily explained in writing. The Planning Board/Town Board stands ready to help but the applicant must supply the information required by law before the board can take action on the application.

Tax Map Parcel No.: _____ **Section** _____ **Block** _____ **Lot** _____

Name of Proposed Development: _____

Applicant:

Name _____

Address _____

Telephone _____

Plans Prepared By:

Name _____

Address _____

Telephone _____

Owner of land to be developed

Name _____

Address _____

Telephone _____

Engineer:

Name _____

Address _____

Telephone _____

Address of site: _____ **Total acreage of site:** _____

County, State or Federal Permits Needed

County Permits: _____

State Permits: _____

Federal Permits: _____

Gross Floor Area: _____ **Anticipated construction time:** _____ **Staged Development? Y/N**

Is the proposed development/use within a FEMA Designated Flood Zone? Y/N

Does the site plan map show:

- a. Name and address of applicant and person responsible for preparing the drawing
- b. North arrow, map scale and date
- c. Boundaries of property plotted to scale
- d. Location, size and existing use of building on premises

YES	NO	N/A

Fees

Use Change: \$50.00

New Construction: \$75.00

Use or Area Zoning Variance: \$100.00

Non-residential Solar Development (under 25MW): \$200.00

	YES	NO	N/A
e. Location and ownership identification of all adjacent lands as shown on the latest tax records			
f. Location, name, and width of existing adjacent roads			
g. Location, width and identification of all existing and proposed rights-of-way, easements, setbacks, internal roads, reservation, and areas dedicated to public use on or adjoining the property			
h. Grading and drainage plan, showing existing and proposed contours and water courses			
i. Location, type of construction and exterior dimensions of all buildings and mobile home sites			
j. Identification of the amount of gross floor area proposed for commercial/industrial facilities			
k. Location type of construction, and area of all parking and truck loading areas, showing access and egress			
l. Provision for pedestrian access, including public and private sidewalks, if applicable			
m. Location of outdoor storage, if any			
n. Location and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences			
o. Description of the method of sewage disposal and the location of such facilities			
p. Description of the method of securing water, location of such facilities, and approximate quantity of water required			
q. Location of fire lanes and other emergency zones, including the location of fire hydrants, if required			
r. Location, design, and construction materials of all energy generation and distribution facilities, including electrical, gas, and solar energy			
s. Location, size, design, and construction materials of all proposed signs			
t. Location and development of all proposed buffer areas, including indication of existing and proposed vegetative cover			
u. Location and design of existing and proposed outdoor lighting facilities			
v. General landscaping and planting schedule			
w. Record of application and approval status of all necessary permits from federal, state, county and local offices			

Fees

Use Change: \$50.00
 New Construction: \$75.00

Use or Area Zoning Variance: \$100.00
 Non-residential Solar Development (under 25MW): \$200.00

- x. Estimated project construction schedule
- y. Other elements integral to the proposed development as may be specified by the board

YES	NO	N/A

Other Questions:

- a. Is the general landscaping plan and planting schedule included?
- b. Is an erosion and sediment control plan included?
- c. Is an Agricultural Data Statement required?
- d. Is an Agricultural Data Statement Form completed?
- e. Is a Short/Long Environmental Assessment Form completed and included?

YES	NO	N/A

General Review Criteria:

- a. Is the sign designed in the interests of the public health, safety, welfare, and comfort and convenience of the public in general, the residents of the proposed development, and the residents of the immediate surrounding area?
- b. Is the site designed so as to be in harmony with the comprehensive plan for the community?
- c. Are the parking areas adequate for the intended level of use, and arrange
- d. Is the access to the site and convenient and does it relate in an appropriate way to both the internal circulation on the site as well as the town road system?
- e. Is the site suitably landscaped, and appropriately screened from adjacent properties and the road so as to protect the visual character of the area?
- f. Are any activities proposed for the site that are incompatible with adjacent properties suitably buffered so as to minimize the negative impacts on such adjacent properties?
- g. Are signs, site lighting, and the locations of all building and structures in keeping with the character of the neighborhood?
- h. Do changes to existing drainage patterns have any negative impacts on adjacent property?
- i. Are proposed water supply and sewage disposal facilities adequate?

YES	NO	N/A

Fees

Use Change: \$50.00
 New Construction: \$75.00

Use or Area Zoning Variance: \$100.00
 Non-residential Solar Development (under 25MW): \$200.00

j. Does the development activity comply with all other standards and requirements of the Town of New Bremen Site Plan Review Law and/or Solar Law?

YES	NO	N/A

NOTE TO APPLICANT:

Before submitting this application for a Site Plan Review, MAKE SURE that all applicable requirements of the Town of New Bremen Site Plan Review Law have been met. No public hearing will be scheduled until all required documents or a written explanation has been given to irrelevant items omitted.

The undersigned hereby requests approval by the Town of New Bremen of the identified Site Plan Review application. I hereby certify that I have completed the application to the best of my ability and have complied with all applicable regulations of the Town of New Bremen Site Plan Review Law. I certify that the application information is complete and I believe all information given to be true.

Signature of Applicant: _____

Date: _____

FOR BOARD USE ONLY:

1. Date of determination by the Board that the **Site Plan Review Application** is complete and all required information was supplied to the Board
2. Date that SEQR was reviewed by Board
Action Type: Type 1 ____ Type 2 ____ Unlisted ____
Determination of Significance: Positive ____ Negative ____
3. Date notice of public hearing published in the official newspaper of the town
4. Date **Site Plan Review Application** was referred to the Lewis County Planning Department, if applicable
5. Date of public hearing
6. Date of County Planning Board recommendation received
7. Date of action by the Board on **Site Plan Review Application**
8. Site Plan Review Application has been:
____ Approved
____ Approved with conditions
____ Disapproved
9. Date Planning Board or Town Board reports to Lewis County Planning on final action taken

DATE

Fees

Use the space below or attach a separate sheet to show the location of the proposed building(s) in relation to all roads public or private, distance proposed building is from all bodies of water, the location of all wells and septic systems, existing and proposed, the distance between buildings and give the road name as well as the names of all adjacent landowners. Also show the lot width and depth, and show the distance of proposed building(s) to all property lines.

NOTE: GIVE THE DISTANCE OF ALL WELL AND SEPTIC SYSTEMS ON NEIGHBORING PROPERTIES TO YOUR PROPOSED WELL/SEPTIC IF CLOSER THAN 150FT.

PLOT DIAGRAM

