

Applicants for new or revised **Site Plan** applications or for **Major Subdivision**, **must submit this completed checklist with application**. Information needs to be sent to the agencies below: Mark the method it was sent to each agency.

PROJECT NAME: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_  
PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CHECK ONE FOR EACH Hand Delivery Electronic Delivery Mail Date

- |  |                          |  |
|--|--------------------------|--|
| 1. Laberge Group (only at the direction of the Building Department)                              | <input type="checkbox"/> |  |
| 4 Computer Drive West, Albany, NY 12205  |                          |  |
| <a href="mailto:Rflaberge@labergegroup.com">Rflaberge@labergegroup.com</a>                       |                          |  |
| 2. North Greenbush Police:   | <input type="checkbox"/> |  |
| 133 Bloomingrove Drive, Troy, NY 12180   |                          |  |
| <a href="mailto:Info@NorthGreenbushPolice.org">Info@NorthGreenbushPolice.org</a>                 |                          |  |
| 3. North Greenbush Fire Dist # 1   | <input type="checkbox"/> |  |
| 350 North Greenbush Road, Troy, NY 12180   |                          |  |
| <b>Mail or Hand Deliver ONLY</b>   |                          |  |
| 4. North Greenbush Ambulance   | <input type="checkbox"/> |  |
| 409 Main Avenue, Wynantskill, NY 12198   |                          |  |
| <a href="mailto:president@northgreenbushambulance.com">president@northgreenbushambulance.com</a> |                          |  |

WHEN NECESSARY – If permits or approvals from these departments will be needed as part of the project, please send to:

- |    |   |                          |                          |                          |       |
|----|---|--------------------------|--------------------------|--------------------------|-------|
| 5. | North Greenbush Highway Dept.<br><a href="mailto:premo@nycap.rr.com">premo@nycap.rr.com</a> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6. | Renss. County Highway Dept.<br><a href="mailto:klangley@rensco.com">klangley@rensco.com</a> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7. | NYS DOT<br><a href="mailto:Blake.buckner@dot.ny.gov">Blake.buckner@dot.ny.gov</a>           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 8. | Renss. County Health Dept.<br><a href="mailto:Relder@rensco.com">Relder@rensco.com</a>      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

The North Greenbush Building Department needs an ELECTRONIC COPY, a PAPER original and 9 PAPER copies off all applications and folded maps. **HAND IN THIS COMPLETED cover sheet with your documents.**

BY: \_\_\_\_\_

PRINT NAME SIGNATURE

DATE: \_\_\_\_\_

**The Applications begin on the next page→**

TOWN OF NORTH GREENBUSH  
BUILDING DEPARTMENT  
2 DOUGLAS STREET  
WYNANTSkill, NY 12198-7561  
TELEPHONE (518) 283-2714  
FAX (518) 286-2261

**APPLICATION FOR SITE PLAN REVIEW**

- ☐ Modification to existing plan  
☐ New Site Plan

Name of proposed development: \_\_\_\_\_

**Applicant:**

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

Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Fax#: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**Plans Prepared by:**

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

Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Fax#: \_\_\_\_\_

**Owner (if different)**

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

Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Fax#: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**Person Authorized to Represent:**

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

Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Fax#: \_\_\_\_\_

**Ownership intentions (i.e., purchase options):** \_\_\_\_\_

**Location of site:** \_\_\_\_\_

**Tax map description:** \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**Current zoning classification:** \_\_\_\_\_

**Water District:** \_\_\_\_\_ **Sewer District:** \_\_\_\_\_

**State and federal permits needed (list type and appropriate department):** \_\_\_\_\_

**Current use(s) of site:** \_\_\_\_\_

**Proposed use(s) of site:** \_\_\_\_\_

**Total site area (square feet or acres):** \_\_\_\_\_

**Anticipated construction time:** \_\_\_\_\_

**Will development be staged?** \_\_\_\_\_

**Current land use of site (agriculture, commercial, undeveloped, etc.):** \_\_\_\_\_

**Current condition of site (buildings, brush, etc.):** \_\_\_\_\_

**Character of surrounding lands (suburban, agriculture, wetlands, etc.):** \_\_\_\_\_

**Estimated cost of proposed improvement:** \$ \_\_\_\_\_

**Anticipated increase in number of residents, shoppers, employees, etc. (as applicable):** \_\_\_\_\_

Describe proposed use, including primary and secondary uses; ground floor area; height; and number of stories for each building:

\_\_\_\_\_ for residential buildings include number of dwellings units by size (efficiency, one-bedroom, two-bedroom, three or more bedrooms) and number of parking spaces to be provided.

\_\_\_\_\_ for non-residential buildings, include total floor area and total sales area; number of automobile and truck parking spaces.

\_\_\_\_\_ other proposal structures

(Use separate sheet if needed)

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



**Short Environmental Assessment Form**Instructions for Completing

**Please refer to this link for step by step assistance:** <http://www.dec.ny.gov/permits/90156.html>

Part 1- Project information. The applicant or project sponsor is reliable 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; attached additional pages as necessary to supplement any item.

**Part 1- Project and Sponsor Information**

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? 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.

YES

NO

2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If yes, list agency(s) name and permit or approval:

YES

NO

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.

☐ Urban      ☐ Rural      ☐ Industrial      ☐ Commercial      ☐ Residential (suburban)

☐ Forest      ☐ Agriculture      ☐ Aquatic      ☐ Other (Specify): \_\_\_\_\_

☐ Parkland

5. Is the proposed action, a. A permitted use under the Zoning regulations? b. Consistent with the adopted comprehensive plan?	YES	NO
	YES	NO
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	YES	NO
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If yes, identify:	YES	NO
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	YES	NO
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:	YES	NO
10. Will the proposed action connect to an existing public/private water supply? If no, describe method for providing wastewater treatment:	YES	NO
11. Will the proposed action connect to existing wastewater utilities? If no, describe method for providing wastewater treatment:	YES	NO
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic places? b. Is the proposed action located in an archeological sensitive area?	YES	NO
13. a. does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other water bodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or water body? If yes, identify the wetland or water body and extent of altercations in square feet or acres:	YES	NO
14. Identify the typical habit types that occur on, or are likely to be found on the project site. Check all that apply:	YES	NO
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?	YES	NO
16. Is this project site located in the 100 year flood plan?	YES	NO
17. Will the proposed action create storm weather discharge, either from point or non- point sources?	YES	NO



If yes, a. Will storm water discharge flow to adjacent properties?  b. Will storm water discharges be directed to establish conveyance systems (runoff and storm drains)? If yes, briefly describe _____  _____  _____		
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: _____  _____	YES	NO
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: _____  _____	YES	NO
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: _____  _____	YES	NO
<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 Leaf 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?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the Proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
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?		
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?		
7. Will the proposed action impact existing: a. public / private water supplies b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, water bodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding, or drainage		

problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**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 significance 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.

☐

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.

☐

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.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)