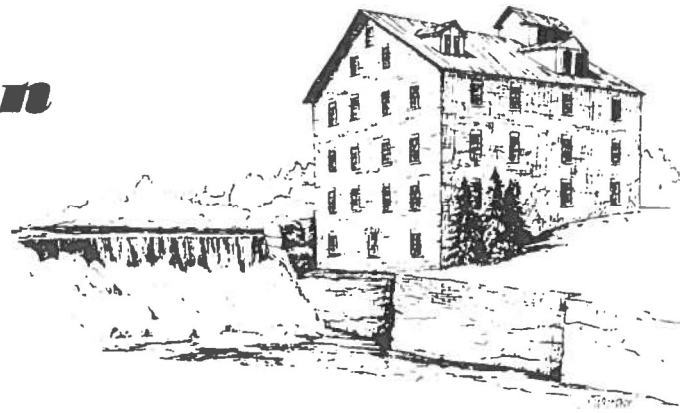


Town of Mendon

*Preserving the Past...
Protecting the Present...
Promoting the Future*



TOWN OF MENDON REQUIREMENTS FOR MAKING APPLICATION TO THE PLANNING BOARD FOR A HEARING ON A SPECIAL USE PERMIT

1. Questions on procedures should be directed to the Clerk of the Planning Board.
2. A Special Use Permit requires a public hearing. There is a \$100.00 public hearing fee in addition to the \$250.00 application fee. Both fees are due at the time of application. The application shall be signed by the owner of the property, one who has a direct interest in the property, or his/her agent.
3. At the time you make application, you will need to present a site plan. The site plan must be on 8.5"x11" paper, dimensional, to scale, dated, and cannot be hand written. The site plan shall include, at least, the location of all existing buildings and accessory structures (barns, garages, sheds, etc.). An interior site plan is also required, if applicable.
4. Your site plan will not be returned to you. It is required for the legal record as part of the hearing and for referral to the County Planning Board and Town Conservation Boards, if appropriate.
5. A narrative must be submitted which addresses all the components of the Special Use Permit Town Code requirements located under Chapter 260-102(C) 1-8.
6. Ten (10) copies of the completed application, narrative, and site plan(s) are required.
7. Once all the copies of the application, narrative, site plan, and fees are received, the Planning Board Clerk and Planning Official will review the site plan and application for completion before you will be given a hearing date.
8. If the application, with supporting documentation, is deemed complete, the Planning Board clerk will contact the Planning Board Chair. The Clerk will contact you and arrange a mutually agreeable date for your hearing. At least five (5) weeks must be allowed between the date an application is considered complete and the date of the hearing
9. The Board meets on the second and fourth Wednesday evenings of the month in the Town Hall.

10. The Planning Board Clerk will write a legal notice, from your application, to be published in the Town's legal advertising publication.
11. You must obtain a sign from the Planning Board clerk to be posted, facing the public right-of-way, on the property. This sign gives notice the application was received by the Town and must be posted continuously for at least ten days prior to the hearing. This is your responsibility and should be attended to as soon as you have a hearing date. There is an affidavit attesting you have posted the sign correctly and for the required timeframe. You must sign this affidavit in the presence of a notary and give to the Planning Board clerk prior to your meeting date.
12. You or a representative of your choice must make the presentation at the hearing. The purpose of the hearing is for the Board to hear all the facts in the case so it can render a fair decision. Anyone at the meeting will be permitted to express his/her opinions about the application. Each application is considered on its own merit.
13. The Planning Board must render a decision within forty-five days of the hearing. The applicant will be notified of the Board's decision in writing.

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TOWN OF MENDON

APPLICATION TO THE PLANNING BOARD FOR A SPECIAL USE PERMIT

NAME: _____
ADDRESS: _____
PHONE: _____
EMAIL: _____
LOCATION OF PROPERTY: _____

Name of nearest intersection: _____
Direction of property from nearest intersection: _____

Use District (see Zoning Map): _____

Tax Account No.: _____ Parcel Size: _____

Please state briefly what you wish to do:

Town Code Requires that adjoining and abutting property owners, including those across the street(s), be notified, by mail, of a request for a Special Use Permit. Please list below the names and addresses of the adjoining property owners to this property. Use the back if necessary.

Name

Address

1. _____
2. _____
3. _____
4. _____

1. What is the nature of the business? _____
2. What will be the hours of operation? _____
3. How many employees will there be? _____
4. How many customers/clients will be at the location at one time? _____
5. What parking facilities are available? _____

AGRICULTURAL DATA STATEMENT

In accordance with Section 283-a of the New York State Town Law, the Town of Mendon will use the data in this statement to assist in evaluating the impacts of proposed development projects on farm operations in Agricultural Use Districts.

A. Name of Applicant: _____

Mailing Address: _____

B. Description of the proposed project. _____

C. Project Location: _____

D. Tax Account Number _____

E. Number of Total Acres Involved with Project: _____

F. Number of Total Acres Presently in Tax Account: _____

G. Is any portion of the subject site currently being farmed?
Yes No If so, how many acres? _____

H. Please identify who is farming the subject site _____
Does this person _____ own, or _____ rent the land. (Please check only one).

I. The slope of this site is _____. This information may be obtained from the Town Building Department.

J. Please indicate what the intentions are for use of the remainder of the property.

K. Who will maintain the remainder of the property not being used for this development?

L. Other Project Information. Please include information about the existing land cover of the site, any known impacts on existing stormwater drainage (including field tiles), or other significant plant materials. _____

FOR TOWN USE ONLY - Has this agricultural Data Statement been referred to the County Planning Agency? ___ Yes. ___ No.

If yes, please give date of Referral - _____

If yes, please give County Referral Number - _____

If no, please state reason - _____

Name of Official Completing Form

Date: _____

AGRICULTURAL DATA STATEMENT

In accordance with Section 283-a of the New York State Town Law, the Town of Mendon will use the data in this statement to document that notification has been made to those property owners whose property contains farm operations and is located within five hundred feet of the boundary of the property upon which the project identified is being proposed.

The following persons, their respective mailing addresses, and tax account identification numbers were mailed written notice of this pending application. Copies of the Town of Mendon's Agricultural Data Statement and notice of the _____ Board Meeting date for this application were also included with this mailing.

Name	Address	Tax Account#
1.		
2.		
3.		
4.		
5.		
6.		
7.		

I, _____, clerk of the Town of Mendon _____ Board, to hereby certify that the above cited persons were given notice of this proposed application in accordance with the provisions of New York State Town Law, Section 283-a. 3.

_____ LS.

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.

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:
Email:	
Address:	
City, 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 <input type="checkbox"/> <input type="checkbox"/>
2. Does the proposed action require a permit, approval, or funding from any other governmental agency? If yes, list the agency(s) name and permit or approval:	Yes No <input type="checkbox"/> <input type="checkbox"/>

<p>3. a. Total acreage of the site of the proposed action? _____ acres</p> <p>b. Total acreage to be physically disturbed? _____ acres</p> <p>c. Total acreage (project site and any contiguous properties owned or controlled by the applicant or project sponsor)? _____ acres</p>	
<p>4. Check all the land uses that occur on, adjoining, and, near the proposed action:</p> <p><input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Other (specify) _____</p> <p><input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic</p> <p><input type="checkbox"/> Parkland <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)</p>	
<p>5. Is the proposed action,</p> <p>a. A permitted use under the zoning regulations?</p> <p>b. Consistent with the adopted comprehensive plan?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>7. Is the site of the proposed action located in, or does it adjoin a state listed Critical Environmental Area?</p> <p>If yes, identify: _____</p> <p>_____</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>8. a. Will the proposed action result in a substantial increase in traffic above present levels?</p> <p>b. Are public transportation service(s) available at or near the site of the proposed action?</p> <p>c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed project?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>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:</p> <p>_____</p> <p>_____</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>10. Will the proposed action connect to an existing public/private water supply?</p> <p>If no, describe method for providing potable water</p> <p>_____</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>

<hr/>	
<p>11. Will the proposed action connect to the existing wastewater utilities?</p> <p>If no, describe the method for providing wastewater treatment.</p> <hr/> <hr/>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?</p> <p>b. Is the proposed action located in an archeological sensitive area?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>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, local agency?</p> <p>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: _____</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:</p> <p><input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional</p> <p><input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban</p>	
<p>15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as the threatened or endangered?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>16. Is the project site located in the 100-year flood plain?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>17. Will the proposed action create storm water discharge, either from the point or non-point sources?</p> <p>If yes,</p> <p>a. Will the storm water discharges flow to adjacent properties?</p> <p>b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?</p> <p>if yes, briefly describe: _____</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>18. Does the proposed action include construction of other activities that result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or solid waste management facility?</p> <p>If yes, please describe _____</p> <hr/> <hr/>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If yes, describe _____</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

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 the 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 the 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 impact on the environmental characteristics that cause 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 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 reasonable 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"/>
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 a 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 style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Name of Lead Agency</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Print or Type Name of Responsible Officer in Lead Agency</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Signature of Responsible Officer in Lead Agency</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Date</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Title of Responsible Officer</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Signature of Preparer (if different from Responsible Officer)</p>