

Site Development & Special Permit Procedures

Village of Liverpool

310 Sycamore Street
Liverpool, NY 13088
(315) 457-3441

Village Law §7-725 and the Village of Liverpool Code authorize Planning Board approval of all site plans, special permits, and subdivisions.

This application form is intended to provide an overview of the procedures and requirements of this process. This outline is by no means complete, and the Planning Board may request additional information throughout the review process.

The Village of Liverpool Planning Board normally meets at 7:00pm on the fourth Monday of each month. In order to be placed on the agenda all required materials must be submitted to the Village Clerk's office **at least (2) two weeks before the meeting date.**

A. Fees:

1. New site plan approval - \$250.00. Revised site plan - \$100.00.
New site plans require \$1,000.00 deposit for engineering and legal fees. Any remaining deposit funds will be returned upon completion of the project and any shortage will be billed to the applicant.
2. Special permit - \$50.00
3. Sub-division of land - \$250.00 plus \$500.00 deposit for engineering and legal fees incurred by the Village of Liverpool. (A deposit of \$125.00 per lot will be required before any building permits can be issued.)
4. State Environmental Quality Review Long Form (SEQR) - \$25.00

B. Applicants submitting electronically and prepared to present electronically at the meetings (the village can supply the projector) must submit:

1. The electronic documents to: codes@villageofliverpool.org
2. Five (5) paper copies of all documents including the application, State Environmental Quality Review Form and a current survey of the property created by a NYS licensed land surveyor.

C. Applicants submitting in paper form only must submit:

1. Nine (9) paper copies of all documents including the application, State Environmental Quality Review Form and a current survey of the property created by a NYS licensed land surveyor.

D. Additional instructions by application type:

1. Special Permits

The applicant must be prepared to address the following items at the hearing:

- a. That the proposed use is in compliance with all other applicable regulations of the Zoning Local Law, and other applicable federal, state, and local regulations.
- b. That the proposed use will not have an adverse impact upon the character or integrity of any land within the neighborhood.
- c. That the proposed use is physically and visually compatible with (and will not impede development or redevelopment of) the general neighborhood or adversely affect the existing land use in proximity to the subject site.
- d. Mailings required. For all special permit applications, the applicant shall notify by certified mail all property owners within 200 feet of the subject property of the application and the public hearing to be held. Such notices shall be provided by the Village Clerk and shall be mailed at least five days prior to the public hearing, and the applicant shall furnish the Planning Board with post office receipts as proof of notification.

2. Site Plan Review

The plot plan must include following. (Developers must consult the Village of Liverpool Community Design Handbook available online at <http://www.villageofliverpool.org/content/PlanningBoard>)

- a. Title of drawing, including project name and location, name and address of applicant and person responsible for preparation of such drawing;
- b. North arrow, scale and date;
- c. Zoning category of the parcel and all surrounding parcels, including square footage of the parcel;
- d. Boundaries of the property plotted to scale;
- e. Location and description of all easements;
- f. Existing watercourses;
- g. Topographic information showing existing and proposed contours;
- h. Adequate notation regarding changes to the site or existing buildings;
- i. Drainage plan indicating location of ponds, swales, pipes, permeable pavements, rain gardens, bioretention systems, etc.;
- j. All existing and proposed driveways and pedestrian walkways;
- k. All existing and proposed traffic control devices;
- l. Location of fire and other emergency zones, including the location of fire hydrants;
- m. Location, design and type of construction of all parking and truck loading areas, showing access and egress, including parking calculations;
- n. Location of proposed snow storage areas;
- o. Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences;
- p. Location, size, and type of existing trees exceeding 5' in height;
- q. General landscaping plan and planting schedule including buffer areas;
- r. Location, design, type of construction and exterior dimensions of all existing and proposed buildings;
- s. Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
- t. All other existing and proposed structures, noting size and location;
- u. Location of outdoor storage and trash storage areas and proposed screening;
- v. Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;
- w. Location and design of existing and proposed outdoor lighting facilities including illumination levels;
- x. Location, size and design and type of construction of all proposed signs, including sign area calculations;
- y. An estimated project construction schedule;
- z. Record of application for and approval status of all necessary permits from state and county officials;
- aa. Identification of any state or county permits required for the project's execution;
- bb. Other elements integral to the proposed development as considered necessary by the Planning Board;

3. Subdivisions

- a. FOR SUBMISSION OF SKETCH PLAN. The Applicant shall submit to the Village Clerk the sketch plan of the proposed subdivision, which shall comply with the requirements of the Subdivision Regulations. Applicant shall show all topographic features on adjoining properties which may affect or be affected by surface and spring water draining on the plat.
- b. FOR SUBMISSION OF PRELIMINARY PLAT. Applicant shall submit to the Village Clerk the proposed Preliminary Plat and two (5) copies of all other attachments (e.g., grading plans, erosion and sediment control plans, etc.). An application for Preliminary Plat approval shall not be considered complete until the required number of the Preliminary Plats and other documents are so received by the Planning Board.



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PLEASE SELECT ONE:

Site Plan Special Permit Sub-division Preliminary Sub-Division Final

PROJECT LOCATION INFORMATION:

Address of project: _____ Liverpool, NY 13088

Tax Map # 314801 _____ .- _____ - _____

Project Name: _____

APPLICANT INFORMATION:

Property Owner: _____

Address of property owner: _____

Phone # _____ Fax # _____

Lease Holder: _____

Address of property owner: _____

Phone # _____ Fax # _____

Contact Person: _____

Address of property owner: _____

Phone # _____ Fax # _____

Architect/Engineer: _____

Address of property owner: _____

Phone # _____ Fax # _____

EXISTING PROPERTY INFORMATION

Current zoning classification: _____

Surrounding land use: _____

North: _____ South: _____

East: _____ West: _____

Total site area (sq feet or acreage): _____

Dimensions of property: _____

Existing number of parking spaces: _____

Current land use (agriculture, commercial, undeveloped, etc.): _____

Current conditions of site (buildings, brush, etc.): _____

PROPOSED PROJECT INFORMATION

Anticipated project development time: _____

Will this project be staged? _____ If yes, explain: _____

Does project involve any designated wetlands? _____

Does project involve any flood plain development? _____

If yes, identify community panel: _____ Identify designation: _____

Identify State or Federal permits needed (list type and appropriate agency):

Anticipated increase in the number or residents, shoppers, employees, etc. as a result of this development:

Project description (please describe demolitions, alterations and any proposed new construction):

I hereby certify that the statements and information provided herein are true and accurate to the best of my knowledge and belief.

Applicant's signature: _____ Date: _____

FOR OFFICE USE ONLY

Project # _____ Description: _____ Fee: _____

Project # _____ Description: _____ Fee: _____

Project # _____ Description: _____ Fee: _____

Date application received: _____ Received by: _____

Date application found to be complete: _____

Total Fee Due: \$ _____ Date Paid: _____ Cash Receipt # _____

617.20
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:		
		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.			NO	YES
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:			NO	YES
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.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland				

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: _____ _____ _____	NO	YES
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: _____ _____ _____	NO	YES
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: _____ _____ _____	NO	YES
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 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, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
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 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.

- 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)