

**Village of Corinth
Planning Board
244 Main St.
Corinth, NY 12822**

Chairman

Matthew G. Rogers 222-8504

Board Members

Andrew Burke
Kenneth Carter
Dianne Hull
Vincent Morreale

Dear Applicant:

Welcome and thank you for your interest in the Village of Corinth. The Planning Board was established in 1975 by the Board of Trustees of the Village of Corinth in order to review site plans and subdivisions of land. We are committed to encouraging proper growth and development within the Village of Corinth.

Currently, there are two primary areas that receive oversight by the Planning Board. These are site plan review and subdivisions of land. Should a project require review or approval by the Planning Board the process may take approximately one to three months and will likely require a public hearing. Depending on the complexity of an application, this time frame may vary according to applicable law.

Attached is an application packet, including a Short Environmental Assessment Form. Please complete this packet, including the first page only of the short Environmental Assessment Form, as fully as possible. Bring the original and seven (7) copies of the application materials to the Village Clerk at least seven (7) days prior to a regularly scheduled Planning Board meeting. The Planning Board normally meets on the fourth Thursday of each month at 7pm in the Village Hall, 244 Main Street, Corinth, NY 12822. Please check with the Village Clerk for any changes. The Board will consider your application at the next meeting following receipt of it. When your application is considered complete, you will be asked to submit the required fee before a public hearing can be scheduled.

The fees are as follows:

Site Plan Review - \$100.00
Subdivision - \$ 10.00 plus \$5.00 per proposed lot

If you have questions or need assistance, please feel free to contact any of the members of the Planning Board or our attorney. Copies of the Village Code are located online at www.villageofcorinthny.com, at the Village Hall, and the Corinth Free Library. We look forward to working with you.

Sincerely,
Village of Corinth Planning Board

Enclosures:
Site Plan Review Application
Short Environmental Assessment Form

VILLAGE OF CORINTH PLANNING BOARD

APPLICATION FOR SUBDIVISION OF LAND

APPLICANT NAME: _____

APPLICANT ADDRESS: _____
PHONE: () _____.

ADDRESS OF PROPERTY UNDER REVIEW: _____

TAX MAP COORDINATES: Section Block Lot _____

NOTE: If additional space is required attach separate sheet, including reference to item number.

NOTE: The required fee of \$10 plus \$5 for each lot must be presented with this application.

NOTE: The original and seven (7) copies of the completed application are required.

1. Title of drawing or survey, including name and address of applicant and person responsible for preparation of such drawing or survey. The Planning Board reserves the right to require a survey prepared by a licensed land surveyor.

2. North arrow, scale and date to be clearly indicated on drawing or survey.

3. Boundaries of the property, including all existing easements, rights-of-way, driveways, buildings, plotted to scale, preferably one to forty (1:40) to be clearly indicated on drawing or survey. Setback lines to all existing structures must be clearly delineated.

4. Purpose of the proposed subdivision.

5. Grading and drainage plan, showing existing and proposed contours, rock outcrops, depth to bedrock, soil characteristics, watercourses and wetlands. Describe below and indicate clearly on drawing or survey.

6. Location, design, type of construction, proposed use and exterior dimensions of all buildings and structures. Describe below and indicate clearly on drawing or survey.

7. Location, design and type of construction of all driveways, parking areas and truck loading areas, showing access and egress, including all driveways. Describe below and indicate on drawing or survey.

8. Provision for pedestrian access, sidewalks and bike paths, if any. Describe below and indicate clearly on drawing or survey.

9. Location, design and construction materials of all existing or proposed site improvements, including streets, roads, drains, culverts, retaining walls and fences. Describe below and indicate clearly on drawing or survey.

10. Method of sewage disposal and location, design and construction materials of such facilities. Describe below and indicate clearly on drawing or survey.

11. Method of securing public water and location, design and construction materials of such facilities described below and indicate clearly on drawing or survey.

12. Location of fire and other emergency zones, including the location of fire hydrants. Describe below and indicate clearly on drawing or survey.

13. Location, design and construction materials of all energy distribution facilities, including electrical gas and solar energy. Describe below and indicate clearly on drawing or survey.

14. Location, size and design and type of construction of all proposed signs. Describe below and indicate clearly on drawing or survey.

15. Location and proposed development of all buffer areas, including existing vegetative cover. Describe below and indicate clearly on drawing or survey.

16. Location and design of outdoor lighting facilities. Describe below and indicate clearly on drawing or survey.

17. Identification of the location and amount of building areas proposed for retail sales or similar commercial activity. Describe below and indicate clearly on drawing or survey.

18. General landscaping plan and planting schedule (if any).

19. An estimated project construction schedule.

20. Record of application for and status of all necessary permits from other governmental bodies.

21. Identification of any permits from other governmental bodies required for the project's execution.

22. Other elements integral to the proposed development as may be considered necessary in the particular case by the Planning Board.

Applicant's Signature

Date

NOTE: No subdivision or new use or activity on the property in question is to begin prior to final approval by the Planning Board of the Village of Corinth, except as otherwise provided by law.

I hereby give permission for the members of the Planning Board of the Village of Corinth to gain access to my property for the purpose of inspection of the lands to be subdivided.

Applicant's Signature

Date

I hereby designate _____ to represent me before the Planning Board of the Village of Corinth in all procedures relative to the above application for subdivision of land.

Applicant's Signature

Date

AUTHORIZATION

I, _____, the owner of _____ in the Village of Corinth, do hereby authorize the Applicant _____, to apply to the Village of Corinth and act as my agent for an:

Area Variance Use Variance Site Plan Subdivision
(please circle the applicable application)

I understand the details of the Application and have been advised that the terms and conditions of the Approval which will be extended by the Village of Corinth will run with the land.

Signed _____

Dated: _____

Print Name: _____

Address: _____

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)