4401 State Route 31
Clay, New York 13041-8707
Website: www.townofclayny.gov

TOWN of CLAY
A great place to live, work, and raise a family.

Phone: (315) 652-3800
Fax: (315) 622-7259
E-mail: planning@townofclayny.gov

APPLICATION FOR ADMINISTRATIVE SITE PLAN APPROVAL AND REVIEW

INSTRUCTIONS:

1. Section 230.26 of the Zoning Code outlines the legal requirements for Site Plan approval. Applicants are encouraged to meet with the Commissioner of Planning early in the process to streamline the review and identify any additional approvals that may be required.

2. Submit the original of the Application for Administrative Site Plan Review and Approval, along with all supporting materials, to the Town of Clay Planning Department.

3. Attach the following supporting materials to the original and the copies:

   (a) Environmental Assessment Form (EAF).
   - i. Commercial & Industrial Projects: Full Environmental Assessment Form.
   - ii. Residential Projects (over 10-acres): Full Environmental Assessment Form.
   - iii. Residential projects (over 10-acres): Short Environmental Form.

   (b) The legal description of the subject property.
   (c) A property survey showing existing site features, including contours, buildings and structures, mature vegetation, streets, utility easements, rights-of-way, land uses, and signage.
   (d) A statement outlining the construction sequence and projected timeline for completing each phase of the project, including buildings, parking areas, landscaped areas, and other significant site features.
   (e) A statement describing the proposed use, including hours of operation, number of employees, anticipated business volume, and the type and volume of traffic expected to be generated.
   (f) If the applicant is not the property owner, include the attached form signed by the owner indicating their agreement to and participation in the application.

4. Provide one set of preliminary architectural drawings with full dimensions for the proposed structures, including floor plans, exterior elevations, and sections.

5. Provide two sets of preliminary engineering plans, including street improvements, public utility systems and hydrant locations, for review by the Town Attorney and Town Engineer.

6. The payment of the $75 fee and applicable deposits may be required for work items that could later be dedicated to the Town of Clay.

7. Submit an electronic copy of the complete submission in PDF format, either on an external disk or via email.

8. All submitted surveys, maps, plans, and related materials must be folded to a maximum size of 8.5 by 14 inches.

PLEASE READ ALL INSTRUCTIONS

All submitted documents must be printed one sided.

Incomplete applications will not be processed or placed on an agenda until all required materials have been submitted and the application is deemed complete.

Remove this page prior to filing

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Schedule of Fees | Chapter 105

A. Town Clerk's Office	**Fee**
1. Town Maps	$3
2. Zoning Ordinance (copy)	$20
3. Zoning Map (whole)	$20
4. Zoning Map (half)	$10
5. Drainage & Sewer Standards	$10
6. Copies (per page)	
▪ Small	$0.25
▪ Ledger	$0.50
▪ Wide Format	$3
7. Certification	$1
8. Zoning Information Research	$30

B. Planning & Development Department	**Fee**
1. Zone Change Applications	$400
2. Variances	
▪ Residential	$200
▪ Commercial	$400
▪ After construction	Double the fee
3. Special Permit	$300
4. Interpretation	$200
5. Site Plans (and Special Permits requiring Site Plan review)	
▪ Three-acres or less	$900
▪ Over three-acres	$1,500
6. Amended Site Plans	$600
❖ Amendments to Site Plans proposed within five years of the original approval that, in the opinion of the Commissioner of Planning & Development, would not result in any changes adversely affecting adjacent properties.	
7. Administrative Site Plan	$75
8. Preliminary Plats	Base fee: $200 + $50 per lot
9. Final Plats	$300
10. Administrative Subdivision	$75
11. Administrative Advertising	As per cost
12. Additional Engineering costs incurred by the Town	As per cost
13. After Hours Inspection	$75

NOTE: For a Commercial Site Plan or a Residential Subdivision (without proposed public utilities) that requires a Stormwater Pollution Prevention Plan, an additional $1,500 must be deposited with the Town to cover the engineering review costs associated with the project.

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Site Plan Review Requirements

Refer to Section 230-26(D)3 Town of Clay Municipal Code

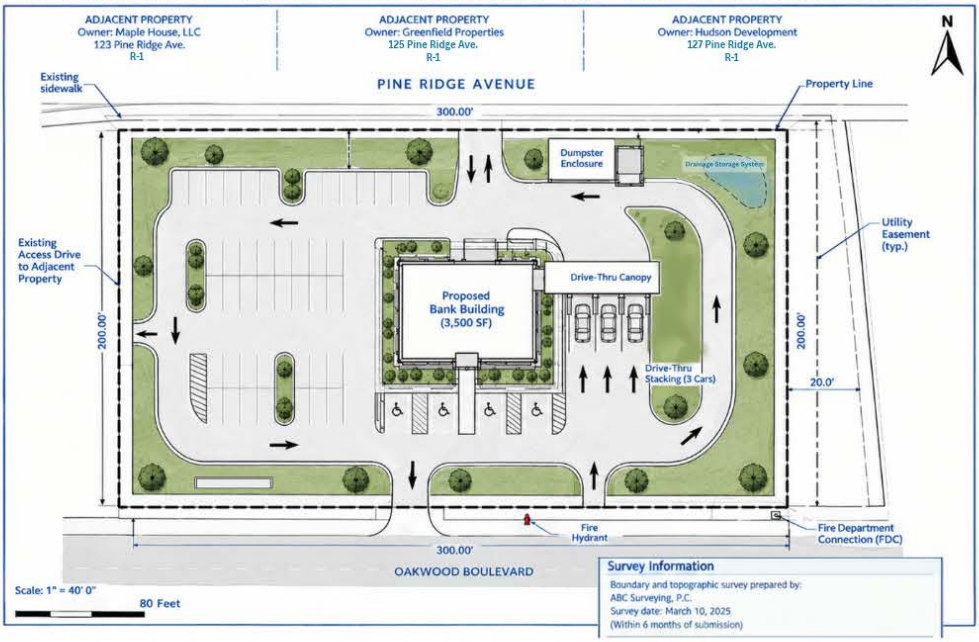
The submitted Site Plan shall contain the following:

1. A property survey dated within six months of submission.
2. Names and addresses of the property owner(s) and all adjacent property owners.
3. Zoning classification of the site and all adjoining properties.
4. All existing easements and/or recorded restrictions, including fully dimensioned rights-of-way.
5. All existing and proposed utilities, both public and private, including fire hydrants.
6. All existing and proposed buildings, structures, mature vegetation, driveways, parking areas, curbing, loading areas, and circulation patterns.
7. All watercourses, marshes, forested areas, wetlands (as defined by the NYSDEC and U.S. Army Corps of Engineers), floodplains (based on FEMA Flood Hazard Maps & Flood Insurance Study), and other significant natural or manmade features.
8. Topographic information, including spot elevations for areas with less than a two-percent slope and two-foot contours for areas with slopes greater than two percent.
9. Proposed land uses, buildings, structures, driveways, parking areas, curbing, loading spaces, and driving lanes, including on- and off-site circulation patterns.
10. All proposed landscaping, plantings, screening devices, and exterior lighting.
11. All signs.
12. Proposed utilities, fire hydrants, fire suppression connections, and fire service access in accordance with Chapter 5, Fire Service Features, of the Fire Code of New York State.
13. Proposed grading plan.
14. Detailed drainage plans showing on-site storage areas, floodways, and proposed easements, including siltation and erosion control measures.
15. A Stormwater Pollution Prevention Plan consistent with the requirements of Section 230-20(D).
16. Any additional information or details as may be reasonably required by the Commissioner of Planning & Development or the Planning Board.

Site Plan Examples
Based on Submittal Requirements

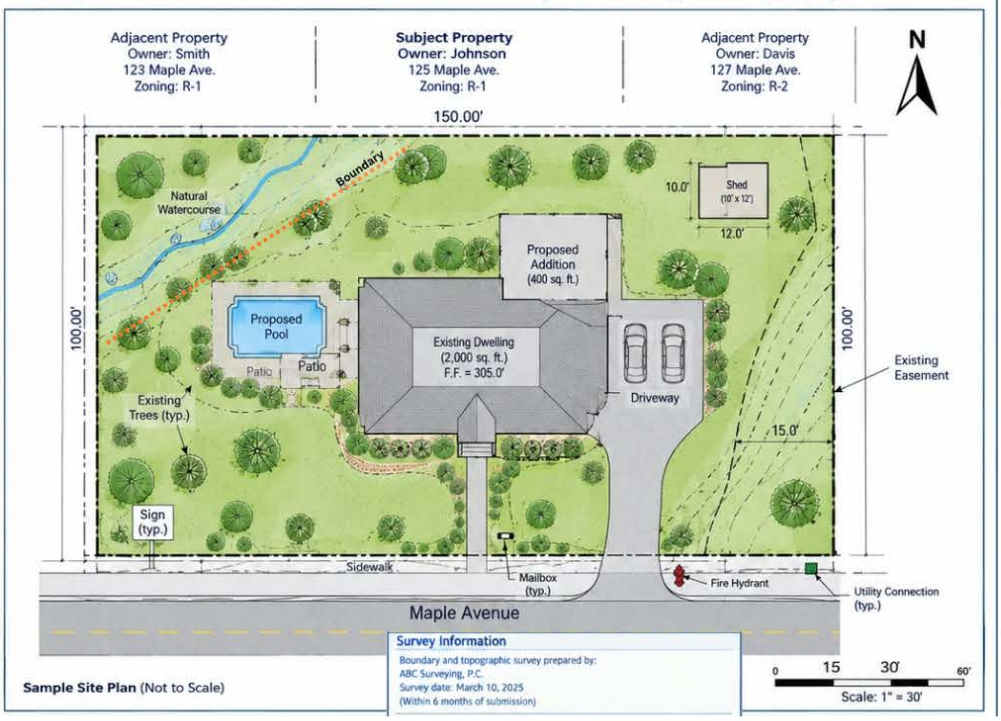
Commercial Site Plan Example

This template shows the minimum information needed. Staff or Planning Board may require additional information.



Residential Site Plan Example

This template shows the minimum information needed. Show only information applicable to your project.



Sample Site Plan (Not to Scale)

Note: These site plans illustrate potential site-plan features as a whole for demonstration purposes. Depending on the scope and nature of a proposed project, certain information may need to be shown on separate plans or plan sheets (e.g., landscaping plans, grading/drainage plans, lighting plans, etc.).

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Case # _____

Tax Map # _____ - _____ - _____

PROJECT NAME_____

PROJECT LOCATION_____

PROJECT DESCRIPTION_____

NAME OF APPLICANT_____
Mailing Address_____
Email_____ **Phone**_____

PROPERTY OWNER (if not applicant)_____
Mailing Address_____ **Phone**_____

PERSON/FIRM REPRESENTING APPLICANT_____
(architect, engineer, attorney, etc.)
Mailing Address_____
Email_____ **Phone**_____

LAND USE:
Current Use of Land_____

Zoning District_____ **Total Acres**_____

Is any portion of the land located in:
_____**Regulated Wetlands**
_____**Floodplain**
_____**Town Local Waterfront Revitalization Area**

Nature of Proposal:
_____**New Project Site**
_____**Modification of Existing Building**
_____**Change of Use of Existing Building/Site**
_____**Administrative Site Plan Approval**

Dated:_____, 20_____

_____
(Signature)

_____
(Entity Name)

By:_____
(Officer) **(Title)**

Official Use Only

Planning Department Action:

Date filed w/ Planning Department _____,20____

Attorney's Certification Rec'd _____,20____
Engineer's Certification Rec'd _____,20____
Date of Decision _____,20____
Application: ☐ ***Approved*** ☐ ***Approved w/ conditions***
☐ ***Denied***

_____
Commissioner of Planning & Development

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TOWN OF CLAY
DISCLOSURE AFFIDAVIT

This affidavit is a part of and must be completed and attached to every application, petition, request submitted for a *site plan*, *variance*, *amendment*, *change of zoning*, *approval of a plat*, *exemption from a plat* or *official map*, *license*, permit, or special permit.

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:
OF)

I. _____, being duly sworn, deposes and says that (s)he is:

_____

(*applicant, petitioner, corporation officer, property owner*, etc.)

_____

II. That deponent has read and is familiar with the provisions of the General Municipal Law, Section 809 which states:

A. Every application, petition or request submitted for a site plan, variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions or any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

B. For the purpose of this action an officer or employee shall be deemed to have an interest in the applicant when (s)he, his/her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

1) is the applicant, or
2) is an officer, director, partner or employee of the applicant, or
3) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
4) is a party to an agreement with such an applicant, express or implied, whereby (s)he may receive any payment or other benefit, whether or not for services rendered, or contingent upon the favorable approval of such application, petition or request.

C. Ownership of less than five percent (5%) of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

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Continued

D. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

III. That no Town of Clay officer, employee or a relative of either, as defined in Section 809 General Municipal Law has any interest in this application.

-OR-

If a Town of Clay officer, employee or relative of either as defined in Section 809 General Municipal law has any interest in this application, the full particulars are provided on an attached sheet.

Date:_____,20_____.

_____
(**Individual Signature**) (Print Name)

_____
(Entity Name)

_____
By (Officer) (Title)

_____
(Mailing address of applicant)

_____ _____
(Telephone Number) (Fax Number)

Date:_____,20_____.

_____
(**Individual Signature**) (Print Name)

_____
(Entity Name)

_____
By (Officer) (Title)

_____
(Mailing address of applicant)

_____ _____
(Telephone Number) (Fax Number)

ACKNOWLEDGEMENTS

STATE OF NEW YORK)
) SS:
COUNTY OF ONONDAGA)

On this _____day of _____in the year **20**____, before me, the undersigned, a notary public in and for said state, personally appeared_____, and_____personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within Petition and acknowledged to me that he/she/they executed the same in her capacity, and that by his/her/their signature(s) on the Petition, the individual or the persons upon behalf of which the individual acted executed the instrument.

_____
Notary Public

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Owner Agreement to Join in with a Site Plan Request

Date _____

(I / We)_____being owner of premises known as:

(ADDRESS) _____

_____

_____

TAX MAP NUMBER(S) _____ ° – _____ – _____

_____ ° – _____ – _____

_____ ° – _____ – _____

Agree to and join in the application of:

(APPLICANT NAME)

_____

For a Site Plan **(TO / FOR)**

_____

_____

_____

_____

SIGNATURE _____

PRINTED NAME _____