

**CHECKLIST FOR
WATERCOURSE AREA VARIANCE and PERMIT APPLICATIONS
SIGNIFICANT ENVIRONMENTAL AREAS MANAGEMENT APPEALS BOARD
TOWN OF COLONIE**

Revised 1-03

PEDD guideline for plan review only. For full requirements refer to applicable regulations.

NAME OF PROPOSED PROJECT: _____

ADDRESS OF PROPOSED PROJECT: _____

NAME OF APPLICANT: _____

- Date Submitted:

- Date Checked:

- Checked By:

1.	LAND USE BACKGROUND:	yes	no
	Access to public highway	___	___
	Previous variances granted	___	___
	Previous site approvals granted	___	___
	County Planning Board referral required	___	___
	Public Highway, Water, or Sewer proposed	___	___
	County or State Highway approval required	___	___
	NYSDEC Storm Water discharge permit required	___	___

2. ENVIRONMENTAL BACKGROUND:

SEQR classification: Type II___ Unlisted___ Type I___ Exempt or excluded___.

		yes	no
	Site affected by Watercourse area	___	___
	Site affected by Wetlands (State or Federal)	___	___
	Site affected by Flood Plain	___	___
	Site on National Register of Historic Places	___	___
	Site adjacent to public park or open space	___	___
	Site on State map of archeologically significant areas (archeological assessment required)	___	___
	Site within 500 feet of an agricultural district	___	___
	Site within one mile of Town landfill	___	___
	Site within boundary of any G.E.I.S. area (specify): _____	___	___
	Site affected by other features of environmental significance (specify): _____	___	___

3. A narrative description of the proposed project, addressing its scope of operation, purpose, justification and impact on the immediate area of influence and the town in general (school, traffic generation, population, utilities aesthetics and land use compatibility) and including the following:
 - a.) Address of site (street and number) _____
 - b.) Name of applicant and owner _____
 - c.) Name of protected watercourse or tributary there of _____
 - e.) Description of existing site and use _____
 - f.) Description of intended site development and use _____
 - g.) Applicant's hardship information _____
 - h.) Anticipated impacts on watercourse function & physical character _____
 - i.) Impact on adjoining property:
noise, visual, drainage, other _____
 - j.) Storage and disposal method of chemicals used(fuel, fertilizer, solvents,
soaps, etc.) _____
 - k.) Soil analysis describing soil types, surface and subsurface rock
and ground water conditions _____

4. Site development plan at a scale of 1" = 10', 1" = 20', 1" = 30' or 1" = 40'; sheet size shall be 22" x 34" or 34" x 44", folded to 8½"x11"; to include the following features:
 - a.) Title block with names of project, applicant, and map preparer; address of site; date of map; and work record with revision dates _____
 - b.) North arrow _____
 - c.) Boundary survey map of property at a scale of
1" = 10', 1" = 20', 1" = 30', or 1" = 40' _____
 - d.) Existing topography, related to NGVD 1929 (show benchmark), at contour intervals of 2' or less, and existing structures, utilities, and site improvements within 50' of the property _____
 - e.) Names and uses of all adjoining property owners _____
 - f.) Location and names of adjacent streets _____
 - g.) Watercourse area name, boundary and center line _____
 - h.) Location and description of existing vegetation (species, size, condition, and value), watercourses, wetlands, flood plains, other natural features _____
 - j.) Existing structures, utilities and site improvements with dimensions _____
 - k.) Proposed structures, utilities and site improvements with dimensions _____
 - l.) Where the site is a component or phase of a larger development (e.g., a commercial subdivision or a multi-phased project), an overall plan of the larger development must be submitted, showing existing development and uses _____
 - m.) Location and details of proposed erosion control measures, both temporary and long term _____
 - n.) Existing / proposed culvert locations, sizes and connection, inlet & discharge points _____
 - o.) Limits of proposed clearing and grading _____
 - p.) Existing and proposed vegetation _____
 - q.) Proposed storm water drainage _____
 - r.) Existing/proposed easements and right of ways _____

- s.) The following standard notes:
 - 1. The Applicant shall comply with all applicable federal, state, and local laws, rules and regulations, including but not limited to the State Environmental Quality Review Act (SEQR), Freshwater Wetlands Permit Regulations, the Town Grading Law, and the Town Flood Plains Management.
 - 2. The Applicant shall bear the sole responsibility for ensuring that all improvements are completed and maintained in accordance with approved plans, specifications, and standards.
 - 3. No certificate of Occupancy shall be issued until all required improvements are satisfactorily completed, and the Planning and Economic Development Department has issued written authorization to the Building Department.
 - 4. The Applicant shall be responsible for keeping existing public highways and adjacent lands free of debris, soil, and other matter which may accumulate due to construction related to the site.
 - 5. All required erosion control measures shall be installed and the Planning and Economic Development Department shall be notified prior to any soil disturbance or issuance of any grading permit.
 - t.) Stamp and signature of a New York State licensed professional - plans shall be prepared by an engineer, surveyor, architect or landscape architect licensed by the State of New York and authorized under their New York license to execute the plans and contents thereof
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- 8. Photograph(s) of site
 - 9. Such additional reports, maps or materials as the Planning Board may reasonably request and deem necessary to make the determinations required by the New York State Environmental Quality Review Act and Chapter 192 of the Town Code.
 - 10. Application form complete
 - 11. Environmental assessment form complete (SEQRA)
 - 12. Review fee paid
 - 13. Grading permit required (if over 1 acre of disturbance)

COMMENTS ON SUBMISSION/REVIEW: