

City of Ogdensburg
Department of Planning & Development



Director:
Andrea L. Smith

Ogdensburg City Hall
330 Ford Street - Room 11
Ogdensburg, New York 13669
<http://www.ogdensburg.org>

January 1, 2020

MEMO TO: Those Requesting Special Use Permits
FROM: Department of Planning & Development
SUBJECT: Preparation of Special Use Permit Application

Attached please find the following documents to aid you in preparing your application.

The first, entitled "Application for Special Use Permit Approval", is intended for you to fill out prior to submission of the actual site development plan to the Planning Board for review. In virtually every case it will be essential for you to contact the Planning Office for assistance in preparing this form.

The following pages are excerpts from the City's Zoning Ordinance describing Site Plan Review and requirements for the preparation of site plans.

Other sections of the Zoning Ordinance which may be of interest to you include:

- * Articles III - X - Zoning District Regulations describes the different zoning categories and permitted and prohibited uses in each.
- * Article XIII - Regulations Applicable to All Districts describes regulations governing Accessory Uses and Structures, Open Storage of Motor Vehicles, Vending Machines, Off-Street Parking & Loading, Sign Regulations, Usable Open Space, Temporary Uses & Structures, etc.

Copies of these sections are available at the Planning Office or on the City's website, www.ogdensburg.org, through the City Municipal Code link.

Also attached is a Schedule of Fees. Depending upon your project, one or more of these fees may be applicable. Fees must be paid before your project can be scheduled for Planning Board review. Should you have any questions about applicable fees, please contact this office.

Next, a two-year schedule of meetings of the Planning Board is provided for your convenience. You should be prepared to attend Planning Board meetings when your project is discussed.

Finally, you should be prepared to submit two copies of your proposed site development plan to the City's Planning Department.

State Environmental Quality Review Act (SEQRA) determinations may be applicable. Attached is a Short Form Environmental Assessment Form. Your project may require a Full Environmental Assessment Form be completed. A SEQRA determination must be made before a final site plan approval can be granted. A fee for City review or lead agency coordination will be assessed.

Also attached is a Local Waterfront Revitalization Program Coastal Assessment Form. If your project is in the Coastal Zone you will be required to complete this form. Please check with this office to determine if you are in the Coastal Zone.

Proper preparation of these forms and the site development plan will ensure a smooth review process. We look forward to working with you toward a successful project. Thank you for your cooperation.

Attachments

**APPLICATION FOR
SPECIAL USE PERMIT APPROVAL**

Date: _____

Name of proposed development _____

Contact person _____

(only ONE person is to be named for each project)

Address _____

Telephone _____

Fax/E-Mail _____

Applicant: _____

Name _____

Address _____

Telephone _____

Plans Prepared by: _____

Name _____

Address _____

Telephone _____

Owner (if different):

Name _____

Address _____

Telephone _____

(If more than one owner,
provide information for each.)

Ownership intentions, i.e. purchase options _____

Location of site _____

Tax map description (address): _____

Section _____ Block _____ Lot _____

Current zoning classification _____

State and federal permits needed (check appropriate)

County Planning Board Yes No

Dept. of Health Yes No

SLEOC Review Yes No

NYS DEC Yes No

Total site area (square feet or acres) _____

Anticipated construction time _____

Will development be staged? _____

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

Current condition of site (buildings, brush, etc.):

Provide Area Map and Topographic Map that satisfy all technical considerations as indicated in the Zoning Ordinance submission requirements.

§ 221-73. Application acceptance; referral to Planning Board.

- A. The Planning Board staff shall determine the completeness of any application made for site plan review and shall notify the applicant within 10 days of the date of application submission if such application is incomplete or deficient in any way, and shall further specify the deficiencies.
- B. The Planning Board staff shall certify on each site plan whether or not the plan meets the requirements of all zoning regulations other than those of this section regarding site plan review.
- C. The Planning Board staff shall refer the application to the Planning Board in accordance with submission and review timelines to determine whether the application is complete and which information may be waived. Staff shall further recommend to approve, approve with modifications or deny the preliminary site plan.

§ 221-74. Public hearing.

The Planning Board may schedule and hold a public hearing on the site plan if considered desirable by a majority of its members. Such hearing shall be held within 45 days of the receipt of a complete application submission or completion of the SEQR review and shall be advertised in the City's official newspaper at least five days before the public hearing.

§ 221-75. Referral to County Planning Board.

- A. The approval of a proposed site plan constitutes a special authorization within this chapter. The application is, therefore, subject to referral by the City to the County Planning Board in accordance with the requirements of § 239-m of the General Municipal Law, prior to final action. Referral is necessary should the property of the site plan be located within 500 feet of the following:
 - (1) The boundary of any City or town.
 - (2) The boundary of any state park or other recreation area.
 - (3) The right-of-way of any county or state parkway, throughway, expressway or other controlled access highway.
 - (4) The right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines.
 - (5) The boundary of any county- or state-owned land on which a public building or institution is located.
- B. If the County Planning Board has not acted on the referral within 30 days of receipt, the Planning Board may proceed as if the County Planning Board had approved the referral.

§ 221-76. Planning Board decisions.

- A. The Planning Board shall render its decision within 45 days following receipt of a complete application for site plan review or, if a public hearing is held, within 45 days from the time of the hearing. The Planning Board's final action, rendered in writing, shall consist of either:

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- (1) Approval of the site plan based upon a determination that the proposed plan will constitute a suitable development and is in compliance with the standards set forth in this section;
 - (2) Disapproval of the site plan based upon a determination that the proposed project does not meet the standards for review set forth in this section, and stating such deficiencies; or
 - (3) Approval of the site plan subject to any conditions, modifications and restrictions as required by the Board which will ensure the project meets the standards for review.
- B. Notice of the Board's decision shall be given in writing to the applicant and Code Enforcement Officer. **[Amended 10-22-2007 by Ord. No. 10-2007]**
- (1) Upon approval of the site plan and payment by the applicant of any and all fees due to the City, the Planning Board shall endorse its approval by having the acting Chairperson sign the final site plan and forward copies to the applicant and Code Enforcement Officer.
 - (2) Upon disapproval of the site plan, the Planning Board shall so inform the Code Enforcement Officer, and the Code Enforcement Officer shall deny a building permit to the applicant. The Planning Board shall also notify the applicant in writing of its decision and its reasons for disapproval.
- C. Failure of the Planning Board to take final action within the specified time period shall be deemed approval. The time within which a decision must be rendered may be extended by mutual consent of the applicant and the Planning Board.

§ 221-77. Standards for review.

The Planning Board's review of the site plan shall include, as appropriate, but is not limited to, the following general considerations:

- A. Legal. The proposal shall conform to all provisions of this chapter and applicable regulations of state agencies. All existing zoning violations on the site shall be corrected.
- B. Traffic. The proposal shall provide safe and convenient movement of vehicular and pedestrian traffic within the site and in relationship to adjoining roads, driveways and properties. Furthermore, all proposed traffic access and driveways shall be adequate but not excessive in size; adequate in width, grade, alignment and visibility; not located too near street corners; and other similar safety considerations.
- C. Parking and loading. Adequate off-street parking and loading spaces shall be provided consistent with § 221-41, Off-street parking and loading, for the proposed use to prevent safety hazards from parking on public streets or disrupting traffic flow on adjacent roads, and that the interior vehicle circulation system is adequate to provide safe accessibility to all required off-street parking areas.
- D. City services. The proposal shall not place unreasonable demands on City services and facilities (e.g., fire protection, public roads, road maintenance and snow plowing, recreational facilities, sewage system, water supply, etc.).

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- E. Drainage. The proposal shall provide adequately for stormwater and drainage facilities such that site runoff will not run into the sewage system, onto roads or cause nuisance conditions for neighbors or lead to ponding or excessive erosion.
- F. Exterior lighting. The location, direction, power and time of use for any proposed lighting shall be designed to protect neighbors from undue disturbances and nuisances.
- G. Pedestrian circulation. The proposal shall provide safe and convenient pedestrian movement both within the site and to and from the site in a manner separated from vehicular traffic.
- H. Environmental and historic resources.
 - (1) Environmental resources and state-designated historic features on the site or adjacent to the proposal shall be adequately protected from significant adverse impacts. Soil erosion shall be minimized both during and after construction.
 - (2) Unless a permit for commercial excavation has been granted, no person, firm or corporation will strip, excavate or otherwise remove topsoil for sale or for use other than on the premises from which the topsoil is taken, except in connection with the construction or alteration of a structure on the premises and excavation or grading incidental thereto.
- I. Nuisances. Adequate protection of neighboring properties shall be provided from any undue disturbance caused by excessive or unreasonable noise, smoke, trash, garbage, debris, vibration, fumes, dust, odors, glare or other nuisance.
- J. Landscaping and screening. Parking and loading areas shall be adequately screened or fenced from existing residences and state-designated tourism routes. On-site materials storage, refuse, salvage materials and unlicensed nonagricultural vehicles and equipment shall be adequately screened or fenced from view from public roads and existing residences.
- K. City character. The location, scale, height and appearance of structures shall be appropriate to their function and harmonize with the surrounding architecture, cityscape and natural landscape. Clear cutting of large areas for development shall be avoided. Where tree removal is required, special attention shall be given to planting of replacement trees.

§ 221-78. Enforcement; inspections.

- A. The Planning Board may require the posting of a bond or other similar performance guaranty to ensure compliance with the plan and stated conditions of approval and to cover any City costs involved in the project. It may suspend any permit when work is not performed as required.
- B. Inspection of improvements. The Code Enforcement Officer shall be responsible for the overall inspection of site improvements. No certificate of occupancy shall be issued until all improvements shown on the approved site plan are installed or a sufficient performance guaranty has been posted for improvements not yet completed. **[Amended 10-22-2007 by Ord. No. 10-2007]**

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§ 221-79. Amendments to approved plans.

Review of amendments to an approved site plan shall be acted in the same manner as the original site plan review application.

§ 221-80. Appeals.

Any person aggrieved by any decision of the Planning Board may apply to the Supreme Court for review by a proceeding under Article 78 of the Civil Practice Law and Rules. Such proceedings shall be instituted within 30 days after filing of a decision in the office of the City Clerk.

ARTICLE XVII

Administration and Enforcement

§ 221-81. Code Enforcement Officer and Zoning Administration Officer. [Amended 10- 22- 2007 by Ord. No. 10-2007]

The Code Enforcement Officer shall have the power and duty to enforce the provisions of this chapter. The Zoning Administration Officer shall have the power and duty to administer the provisions of this chapter.

- A. Application. The Code Enforcement Officer shall review all applications and, if the proposal fully complies with all applicable requirements of this chapter and Chapter 97,⁹⁵ and if no site plan review is required, a permit shall be issued. If the applicant's plans do not meet the requirements of this chapter, the application must be denied. The Code Enforcement Officer must enforce the strict letter of the law, and is not authorized to use discretionary judgment. Inspections shall be made as are necessary to ensure compliance with this chapter.
- B. Referral to City Planning Board. Any application for a change of zoning district or use that requires site plan review shall be forwarded by the Code Enforcement Officer to the Director of Planning and Development for review by the Planning Board, along with all supporting documentation.
- C. Referral to the Zoning Board of Appeals. An applicant, after having been denied a building permit, or an aggrieved party in cases of a question of interpretation, may appeal the Code Enforcement Officer's decision or determination to the Zoning Board of Appeals (ZBA) for a variance or an interpretation. Should an appeal be requested, the Code Enforcement Officer shall notify the Director of Planning and Development of the request and forward the completed variance form along with all necessary supporting information to the ZBA.
- D. Duties of the Code Enforcement Officer. In addition to general enforcement of this chapter, the duties of the Code Enforcement Officer shall include, but are not limited to:
 - (1) Review of applications and issuance of permits.

⁹⁵ Editor's Note: See Ch. 97, Fire Prevention and Building Codes Administration.

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- (2) On-site inspection of construction and development to ensure compliance with permits and approved site plans.
 - (3) Complaint review and follow-up.
 - (4) Maintenance of all zoning records and permits open to the public.
 - (5) Provide assistance to the Director of Planning and Development, the Planning Board or Zoning Board of Appeals, when requested, to assist each in fulfilling their responsibilities, duties and projects.
 - (6) Prepare and present an annual written report to the City Council and the City Planning Board every January or at the request of the Planning Board describing and enumerating actions taken and permits issued over the previous year. Such report shall separately list the number of permits issued for newly constructed residences, conversions, commercial uses and industrial uses.
 - (7) At the request of the Director of Planning and Development, attend meetings of the Planning Board and the Zoning Board of Appeals.
- E. Duties of the Zoning Administrative Officer. In addition to general administration of this chapter, the duties of the Zoning Administrative Officer shall include, but are not limited to:
- (1) Attend all meetings of the Planning Board and Zoning Board of Appeals, except where the Chairperson decides the Zoning Administrative Officer's attendance is not needed.

§ 221-82. Planning Board.

- A. Authority. As authorized by § 27 of the General City Law, there shall be a Planning Board consisting of five members, holding staggered three-year terms, appointed by the Mayor and City Council. Additionally, pursuant to §81(11) of the General City Law, one alternate member may be appointed by the Mayor and City Council to substitute for a regular member of the Planning Board in the event that a regular member is unable to participate in matters before the Planning Board because of a conflict of interest, illness or other absence. **[Amended 4-24-2017 by Ord No. 7-2017]**
- B. Members. **[Amended 5-27-2008 by L.L. No. 5-2008]**
- (1) Appointment. Planning Board and alternate members shall be appointed by the Mayor and City Council, who shall have authority to remove any member for cause after a public hearing. **[Amended 11-10-2014 by Ord. No. 16-2014]**
 - (2) Removal. Members may be removed by the Mayor and City Council for cause and after a public hearing has been held. Cause for removal may include, but shall not be limited to, unexcused absences from two consecutive regularly scheduled meetings, failure to fulfill general attendance requirements or failure to complete prescribed training. The Director of Planning and Development shall notify the City Manager in

FEES FORM FOR PROJECTS NOT REQUIRING COUNTY REVIEW

CODE	DESCRIPTION	FEE
2555	PERMITS	
_____	Bldg/Rehab Permit No. _____	\$ _____
_____	Demolition Permit No. _____	\$ _____
_____	Sign Permit No. _____	\$ _____
_____	Site Plan Review / Special Permit	\$150.00
	SEQRA REVIEW	
_____	Short Form EAF Review	\$100.00
_____	Lead Agency Coordination	\$150.00
_____	Long Form EAF Review	\$300.00
_____	Draft EIS Review	\$300.00
_____	Final EIS Review	\$300.00
	SUBDIVISION REVIEW	
_____	5 or fewer parcels	\$100.00
_____	6 to 20 parcels	\$250.00
_____	more than 20 parcels	\$1,000.00
_____	Establishment of a PDD	\$1,000.00
1560	CODE ENFORCEMENT	
_____	Certificate of Occupancy	\$ _____
_____	Area Variance	\$50.00
_____	Use Variance	\$100.00
	RENTAL REGISTRATION FEES	
_____	Inspection Fee	\$ _____
_____	Subsequent (after 3) fee	\$ _____
2590	OTHER	
_____	Zoning Ordinance	\$10.00
_____	24 x 36 Map	\$3.50
_____	Text Amendment Ordinance	\$100.00
_____	Zoning Map Amendment	\$100.00
_____	Xerox Copies _____ x \$.25	\$ _____
_____	Other _____	\$ _____
	TOTAL	\$ _____

NAME: _____

PERMIT ADDRESS: _____

TMN: _____

Please make checks payable to:
 City Comptroller's Office
 330 Ford Street
 Ogdensburg, NY 13669

FEES FORM FOR PROJECTS REQUIRING COUNTY REVIEW

CODE	DESCRIPTION	CITY FEE	
2555	<u>SEQRA Review for Site Plans & Special Permits</u>		
_____	Short Form EAF Review	\$100.00	
_____	Lead Agency Coordination	\$150.00	
_____	Long Form EAF Review	\$150.00	
_____	Draft EIS Review	\$300.00	
_____	Final EIS Review	\$300.00	
<u>Residential</u>			COUNTY FEE
2555 _____	Site Plan Review	\$150.00	\$25.00
2555 _____	Special Use Permit	\$150.00	\$75.00
1560 _____	Area Variance	\$50.00	\$25.00
1560 _____	Area Variance	\$100.00	\$75.00
2555 _____	<u>Subdivision Review</u>		
_____	1 to 4 parcels	\$100.00	\$25.00
_____	5 to 9 parcels	\$250.00	\$75.00
_____	10 to 20 parcels	\$250.00	\$150.00
_____	more than 20 parcels	\$1,000.00	\$150.00
<u>Commercial, Institutional, Industrial</u>			
2555 _____	Sign Permit No. _____	_____	\$25.00
2555 _____	<u>Site Plan Review & Special Use Permit</u>		
_____	Projects less than 5,000 gsf	\$150.00	\$75.00
_____	Projects 5,000-9,999 gsf	\$150.00	\$150.00
_____	Projects over 9,999 gsf	\$150.00	\$150.00
	plus \$50 per each additional 5,000 sf		\$ _____
2555 _____	<u>Subdivision Review</u>		
_____	1 to 4 parcels	\$100.00	\$75.00
_____	5 to 9 parcels	\$250.00	\$150.00
_____	10 to 20 parcels	\$250.00	\$150.00
_____	more than 20 parcels	\$1,000.00	\$150.00
1560 _____	<u>Area Variance</u>		
_____	Projects less than 5,000 gsf	\$50.00	\$75.00
_____	Projects 5,000-9,999 gsf	\$50.00	\$150.00
_____	Projects over 9,999 gsf	\$50.00	\$150.00
	plus \$50 per each additional 5,000 sf		\$ _____
1560 _____	<u>Use Variance</u>		
_____	Projects less than 5,000 gsf	\$100.00	\$75.00
_____	Projects 5,000-9,999 gsf	\$100.00	\$150.00
_____	Projects over 9,999 gsf	\$100.00	\$150.00
	plus \$50 per each additional 5,000 sf		
	TOTAL	\$ _____ *	\$ _____ **

NAME: _____

PERMIT ADDRESS: _____

TMN: _____

Please make checks payable to:

*City Comptroller's Office, 330 Ford Street, Ogdensburg, NY 13669

** St. Law. County Planning Office, 48 Court Street, Canton, NY 13617

Calendar of Planning Board Activity
2019 - 2020

SITE PLAN APPLICATIONS

2019 Submission Deadline

Monday, Dec 10, 2018
" , Jan 14, 2019
" , Feb 11, 2019
" , Mar 11, 2019
" , Apr 15, 2019
" , May 13, 2019
" , Jun 10, 2019
" , Jul 15, 2019
" , Aug 12, 2019
" , Sep 9, 2019
Tuesday, Oct 15, 2019*
Tuesday, Nov 12, 2019*

2020

Monday, Dec 16, 2019
" , Jan 13, 2020
" , Feb 10, 2020
" , Mar 16, 2020
" , Apr 13, 2020
" , May 11, 2020
" , Jun 15, 2020
" , Jul 13, 2020
" , Aug 10, 2020
" , Sep 14, 2020
Tuesday, Oct 13, 2020*
Monday, Nov 9, 2020

PLANNING BOARD MEETINGS

2019 Meeting Dates

Wednesday, Jan 2, 2019*
Tuesday, Feb 5, 2019
" , Mar 5, 2019
" , Apr 2, 2019
Wednesday, May 8, 2019 **
" , Jun 4, 2019
" , Jul 2, 2019
" , Aug 6, 2019
" , Sep 3, 2019
" , Oct 1, 2019
Wednesday, Nov 6, 2019*
Tuesday, Dec 3, 2019

2020

Tuesday, Jan 7, 2020
" , Feb 4, 2020
" , Mar 3, 2020
" , Apr 7, 2020
" , May 5, 2020
" , Jun 2, 2020
" , Jul 7, 2020
" , Aug 4, 2020
" , Sep 1, 2020
" , Oct 6, 2020
Wednesday, Nov 4, 2020*
Tuesday, Dec 1, 2020

All Planning Board meetings are held at 5:30 p.m.
in the City Council Chambers unless otherwise
noted.

NOTE: All matters and/or materials which require Planning Board consideration or action **must** be submitted by the submission deadline along with receipt of payment.

*Regular meeting date changed due to conflict with holiday(s).

** Regular meeting date changed due to conflict.

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				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
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: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
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 or local agency? 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: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

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)

APPENDIX B

WATERFRONT PROGRAM CONSISTENCY ASSESSMENT FORM

This form is to be completed whenever a public action is proposed to permit, fund, approve, or directly undertake an action or activity which will impact the Coastal Area of the City of Ogdensburg as defined in the zoning ordinance. The proposed public action described herein shall be reviewed by the Director of Planning and Development who shall (1) advise the City Council that the proposed action(s) is (are) either consistent, inconsistent, or of uncertain consistency with the policies and purposes of the Ogdensburg Local Waterfront Revitalization Program and (2) refer proposed actions which are or may be inconsistent with said policies and purposes to the City Planning Board for their review and comment to the City Council.

Public Action:

Related Activity:

Form completed by: _____ Date: _____

- | | No | Yes | Maybe |
|--|-----|-----|-------|
| 1. Does the action or related activity involve development or redevelopment in the coastal area? | () | () | () |
| Is the action consistent with coastal policies 1, 1A, 1B, 2, 3, 5, and 6? | () | () | () |
| 2. Does the action or the related activity involve fish or wildlife resources in the coastal area? | () | () | () |
| Is the action consistent with coastal policies 7A, 8, and 9? | () | () | () |
| 3. Does the action or the related activity involve flooding or erosion hazards? | () | () | () |
| Is the action consistent with coastal policies 11, 13, 14, 16, and 17? | () | () | () |
| 4. Does the action or the related activity involve public access in the coastal area? | () | () | () |
| Is the action consistent with coastal policies 19, 19A, and 20? | () | () | () |
| 5. Does the action or the related activity involve recreation in the coastal area? | () | () | () |
| Is the action consistent with coastal policies 21, 21A, 22 and 22A? | () | () | () |

- | | No | Yes | Maybe |
|---|--------------------------|--------------------------|--------------------------|
| 6. Does the action or the related activity involve the historic, architectural, archeological or cultural resources of the coastal area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the action consistent with coastal policy 23? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does the action or the related activity involve scenic resources in the coastal area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the action consistent with coastal policies 25 and 25A? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Does the action or the related activity involve energy resources or ice management in the coastal area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the action consistent with coastal policies 27A and 28? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does the action or the related activity involve water or air resources in the coastal area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the action consistent with coastal policies 30, 31, 33, 34, 35, 36, 37, 38, 39, 40, 41 and 44? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Does the action or the related activity take full consideration of the coastal area's valuable resources which contribute to the social, environmental, and economic interests? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the action consistent with coastal policy 18? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

City of Ogdensburg
Department of Planning & Development

Ogdensburg City Hall
330 Ford Street - Room 11
Ogdensburg, New York 13669
<http://www.ogdensburg.org>



Interim Director
Andrea L. Smith

OUTSIDE CONSULTANT ESCROW AGREEMENT
OGDENSBURG PLANNING & DEVELOPMENT BOARD

Agreement is made this _____ between the City of Ogdensburg and _____ of _____
for subdivision, site plan review _____

Know ALL men by these present that the Applicant hereby provides the City of Ogdensburg with a check in the sum of \$ _____ to be deposited in an interest-bearing account as designed by the Comptroller to be expended by the City of Ogdensburg Planning & Development Board to insure payment to an outside consultant(s) for engineering reviews for the above-referenced project.

This Agreement shall remain in full force and effect until this Applicant, or his/her/its executors, designees, administrators, heirs, successors and assigns has fully and satisfactorily performed all obligations specified herein. Upon completion by the Applicant of all obligations specified herein, the remaining funds, including accumulated interest in said account, shall be returned to the Applicant by Vote of the Planning Board.

Planning Board Chair or Agent

Applicant

Date

Date

Date

SS# / TIN#

Then personally appeared _____ as the Applicant or his / its authorized agent and acknowledged the foregoing instrument to be his or her free act and deed the free act and deed of the Applicant, before me.

Notary Public

My Commission Expires: _____

Date

Then personally appeared _____ as the Planning Board Chair or his / her authorized agent and acknowledged the foregoing instrument to be his / her free act and deed the free act and deed of the Applicant, before me.

Notary Public

My Commission Expires: _____

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City Comptroller:
Philip A. Cosmo

Escrow Account Application:

Master Account: City of Ogdensburg – Trust & Agency A/C # T-30

Sub-Account: _____

Address for 1099 _____

Initial Deposit: \$ _____ (check payable to City of Ogdensburg)

Certification of Taxpayer Identification Number

Under penalties of perjury, I / we certify (1) that the number shown on this form is my / our correct taxpayer identification number and (2) that I / we are not subject to backup withholding either because I / we have not been notified that I / we re subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has not notified me / us that I / we are not longer subject to backup withholding.

NOTE: Strike out text following (2) above if signer has been notified signer is subject to backup withholding due to payee under-reporting and has not received notice from the Internal Revenue Service that backup withholding has terminated.

Taxpayer Identification Number _____

Signature _____ Date _____

Print Name: _____ Title _____

For City use only: TO: _____

Please transfer the amount of \$ _____

To _____

Date _____

Acct ID: _____

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Interim Director
Andrea L. Smith



PERFORMANCE BOND - SECURED BY DEPOSIT

KNOW ALL MEN BY THESE PRESENTS that _____ of _____ hereby binds and obligates himself/herself and his/her executors, administrators, Designees, heirs, successors and assigns to the City of Ogdensburg, New York, in the sum of _____ Dollars, and has secured this obligation by the deposit with the Comptroller of said City of Ogdensburg of said sum of money or negotiable securities.

The condition of this obligation is to ensure that the undersigned or his/her executors, administrators, Designees, heirs, successors and assigns shall fully and satisfactorily observe and perform in the manner and in the time therein specified, all of the covenants, conditions, agreements, terms and provisions contained in the following:

1. The Conditions of the Final Site Plan Approval for Parcel _____ adopted by the Ogdensburg Planning & Development Board on _____ and with the final plans signed by the Planning Board Chair or Agent on _____;

Planning Board Chair or Agent

Applicant

Date

Date

SS# / TIN#

Date _____

Then personally appeared _____ as the Applicant or his / its authorized agent and acknowledged the foregoing instrument to be his or her free act and deed the free act and deed of the Applicant, before me.

Notary Public

My Commission Expires: _____

Date _____

Then personally appeared _____ as the Planning Board Chair or his / her authorized agent and acknowledged the foregoing instrument to be his / her free act and deed the free act and deed of the Applicant, before me.

Notary Public

My Commission Expires: _____



Planning & Development Survey Request

Your response is requested to help us improve our site plan and variance application process. Please bring your completed form with you to pick up your building permit, or drop off to the Planning Office. Thank you.

Service:

- Site Plan Review
- Area Variance
- Use Variance
- Other _____

Please rank your overall experience:

- Excellent
- Very Good
- Good
- Average
- Poor

CHECK ONE

- Zoning Board of Appeals Planning and Development Board

The Board:	Disagree	Neither Agree Nor Disagree	Agree
1. Applies policies and regulations fairly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Worked with me to approve my request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Explored alternative options before denial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicates decision clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Discussed relevant past practice rulings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

City Staff:	Disagree	Neither Agree Nor Disagree	Agree
1. Applies policies and regulations fairly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Worked with me to approve my request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Explored alternative options before denial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicates decision clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Discussed relevant past practice rulings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

