

## Site Plan Packet

Dear Applicant,

This site plan checklist is to ensure that all applicants have all the proper paperwork and information that will assist in making the site plan review process as smooth as possible. If you are missing any forms that are listed below, please let us know. Thank you.

- Guidelines Information (pg. 1)
- Application (pg. 3)
- Site Plan Authorization (pg. 4)
- Disclosure Form E (pg. 5)
- List of Abutters (pg. 6)
- Affirmation of Payment of Cost (pg. 7)
- Site Plan Completeness Certification Form (pg. 8-9)
- Affidavit of Applicant (pg. 10)
- Agricultural Data Statement
- Short Environmental Assessment Form – Part 1 - complete at <https://gisservices.dec.ny.gov/eafmapper/>
- A copy of the Town of Tyre Site Plan Review Law of 2015 is available at <https://tyreny.com/departments/zoning-enforcement/>



## GUIDELINES & APPLICATION FOR APPROVAL OF A SITE PLAN

Planning Department – 1082 Gravel Road, Seneca Falls NY 13148 (ph. 315-835-0163)  
e-mail: [zoningofficer@tyreny.com](mailto:zoningofficer@tyreny.com)

Compliance with the following rules will no way guarantee approval of an application. It may even be necessary for the board to request additional information to make its decision.

The Planning Board meets on the fourth Tuesday of each month at 6:30 pm. Local time at the Tyre Town Municipal Building 1082 Gravel Road, Seneca Falls NY 13148. The applicant, or the applicant's duly authorized agent, must appear at all public hearings held on the application. Failure to appear may result in automatic denial.

The requirements set out in this packet for the application to the Planning Board are not to be considered all-inclusive. Depending on the nature and the scope of an application, it is prerogative of the Planning Board to require information of the applicant. Prior to making the application, it is strongly recommended that discussions taken place with the Planning Board to discuss procedure and application content, and to determine the need for pre-application meeting with the Planning Board.

A complete package of application material must be filed with the Chairman of the Planning Board of the Town of Tyre by the submission deadline for the requested public hearing of the application. A schedule of the public hearing dates, including the submission deadlines, is available from the Planning Board. An application to the Planning Board will not be accepted until all required materials have been deemed to be complete and accurate. The Planning Board has adopted a policy of accepting only the first two (2) complete applications submitted for any one agenda. **All application materials will be available for public review.**

Approximately ten (10) days prior to the public hearing, the Town will post notification of the hearing in the Finger Lakes Times and on the Town of Tyre website ([www.tyreny.com](http://www.tyreny.com))

### REQUIREMENTS FOR ALL APPLICATIONS

A complete application consists of the following forms and documentation.

1. A letter of intent/cover letter explaining the scope of the project and its intended purpose. For simple projects the brief description on page 3 is adequate.
2. The one-page application form (pg. 3) filled out completely and accurately, typed or printed.
3. Authorization to make application – when the applicant is not the owner of the property, the Authorization to make Application form (pg. 4) must be completed and signed by the owner and included as part of the application.
4. Disclosure Form E (pg. 5), in compliance with Section 809 of the N.Y. S. General Municipal Law.
5. List of Abutters for (pg. 6) filled out with their names and addresses of all property owners, which either directly abut or are located across the street from the property lines of the subject property.
6. Payment of Cost Attributable to the Site Plan application affirmation (pg. 7)
7. Site Plan Completeness Certification Form (pg. 8-9) and applicant affidavit (pg. 10)
8. Items listed in Section B of Article Form, of the Town of Tyre Site Plan Law of 2015, as revised (included).
9. Insert a copy of the NY State Environmental Quality Review (SEQR) Short Form Part 1 from the website: <https://gisservices.dec.ny.gov/eafmapper/>
10. The Agricultural Data Statement form



11. At least 2 full size copies of all drawings and a pdf file of the drawings should be submitted.
12. Submission of the appropriate application fee(s), in accordance with the current fee schedule. This fee covers the cost of legal ad which appears to in the Finger Lakes Times and part of the administrative costs involved. The check(s) should be made out to the "TOWN OF TYRE".



## GENERAL APPLICATION FORM

Planning Department -1082 Gravel Road, Seneca Falls NY 13148 (ph. 315-835-0163)

**PROJECT NAME:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **TAX MAP #** \_\_\_\_\_

**OWNER:** \_\_\_\_\_ **APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**CITY, ST ZIP:** \_\_\_\_\_ **CITY, ST ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**AGENT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**BRIEF DESCRIPTION OF PROJECT:** \_\_\_\_\_

- REQUEST FOR:**
- Concept Subdivision
  - Preliminary Subdivision
  - Final Subdivision
  - Special Permit
  - Preliminary Site Plan
  - Final Site Plan

**HEARING DATE REQUESTED:** \_\_\_\_\_

**Square Footage of Building:** \_\_\_\_\_

**Total Acreage of Disturbance:** \_\_\_\_\_

**ZONING CLASSIFICATION:** \_\_\_\_\_ **SIZE OF PARCEL:** \_\_\_\_\_

Is this parcel in a flood plan, agricultural district, and/or wetlands, or does it contain features of archaeological or historical significance?  NO  YES (Please specify)

If the parcel is within 500' of a municipal boundary, please specify (Municipality): Town of \_\_\_\_\_



Planning Department – 1082 Gravel Road, Seneca Falls NY 13148 (ph. 315-835-0163)

## SITE PLAN AUTHORIZATION TO MAKE APPLICATION

If the applicant is not the owner of the subject property, this form must be completed and signed by the owner.

I, \_\_\_\_\_, the owner of the property located at:

\_\_\_\_\_

(Street) (Town) (Zip)

Tax Parcel # \_\_\_\_\_ do hereby authorized

\_\_\_\_\_ to make application to the  
Town of Tyre Planning Department 1082 Gravel Road, Seneca Falls NY 13148 for the purpose(s)  
of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date



Planning Department - 1082 Gravel Road Seneca Falls NY 13148 (ph. 315-835-0163)

## Disclosure Form E

STATE OF NEW YORK  
COUNTY OF SENECA

TOWN OF TYRE

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In the Matter of

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(Project Name)

The undersigned, being the applicant(s) to the ...

- Town Board                       Zoning of Appeals                       Planning Board

... of the Town of Tyre

- Change of Zoning       Special Permit                       Building Permit  
 Variance                       Approval of a Plat                       Exemption from a plat or official map

... issued under the provisions of the Ordinances, Local laws, Rule or Regulations constituting the zoning and the planning ordinances regulations of the Town of Tyre, do hereby certify that I have read the provisions of Section 809 of the General Municipal Law of the State of New York included with this application/certificate.

I do further certify that there is no officer of the State of New York, the County of Seneca or of the Town of Tyre or any other municipality of which the Town of Tyre is a part who is interested in the favorable exercise of discretion by said board as to this application, except for those named below:

Name(s)

Address(es)

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Signature of Applicant

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Date

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Street Address

City/Town

State

Zip



Planning Department – 1082 Gravel Road, Seneca Falls NY 13148 (ph. 315-835-0163)

## LISTING OF ABUTTERS

The undersigned, being an Applicant for approval of ...

- Site Plan                     
  Special Permit                     
  Subdivision

For property at:

\_\_\_\_\_.

Tax Parcel # \_\_\_\_\_ submits the following lists of names and addresses of all properties which either directly abut or are located across the street from the property lines of the subject property.

If there are other properties in close proximity which might be affected by this proposal, please include the names and addresses of those properties as well.

### LIST OF PROPERTIES ABUTTING OR ACROSS THE STREET FROM THE SUBJECT PROPERTY

Tax Map #	Owner	Mailing Address

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



Planning Department – 1082 Gravel Road, Seneca Falls NY 13148 (ph. 315-835-0163)

**AFFIRMATION OF PAYMENT OF COST  
ATTRIBUTABLE TO SITE PLAN APPLICATION**

The undersigned, being an Applicant for approval of a site plan for the property located at:

\_\_\_\_\_.

Tax Parcel # \_\_\_\_\_ do hereby affirm that I agree to pay reimbursement costs for processing this site plan application as defined in Article 11 of the Town of Tyre Site Plan Law of 2015, as revised (below), and the Town of Tyre Law of 2014, as revised, Requiring the Reimbursement of Expenses Associated with the Revised of Zoning and Land Use Applications (attached).

\_\_\_\_\_

Signature of Owner

\_\_\_\_\_

Date

**Town of Tyre Site Plan Review Law of 2015, as revised  
Article 11. Reimbursable costs.**

Whenever the Code of Zoning Enforcement Officer, any other officer of the Town of Tyre or any board of the Town of Tyre shall determine that the Town of Tyre Site Plan Review Regulations shall be required to be complied with and/or enforced, the cost incurred by said officer, Town of Tyre board or municipal entity on behalf of the Town for consultation fees with engineers, attorneys or other professional, or cost incurred in enforcing or complying with this Code, including but limited to the cost of meeting the requirements of Article 6 of the New York Environmental Conservation Law #4 of 2014, as amended.





**SITE PLAN COMPLETENESS CERTIFICATION FORM**

All Site Plans submitted to the Planning Department for review shall include the following information and details, as set forth in Article 7 of the Town of Tyre Site Plan Review Law of 2015, as revised.

This form is for convenience and can be used to help with the application process.

	Requirement Data	To be Completed by the Applicant	Waived by the Town
1	Name and title of person preparing the site plan	<input type="checkbox"/>	<input type="checkbox"/>
2	Name of the applicant and owner (if different from applicant).	<input type="checkbox"/>	<input type="checkbox"/>
3	Original drawing date, revision dates, scale, and north arrow.	<input type="checkbox"/>	<input type="checkbox"/>
4	Tax map, block and lot number(s), zoning district.	<input type="checkbox"/>	<input type="checkbox"/>
5	All existing property lines, names of owners of each property within 500' radius of the site	<input type="checkbox"/>	<input type="checkbox"/>
6	Contour lines at 2' – 5' intervals, grades of all roads, driveways, sanitation, and storm sewers.	<input type="checkbox"/>	<input type="checkbox"/>
7	The location of all water bodies, streams, watercourses, wetland areas, wooded areas, right-of-way, streets, roads, highways, railroads, buildings, structures.	<input type="checkbox"/>	<input type="checkbox"/>
8	The location of all existing and proposed easements.	<input type="checkbox"/>	<input type="checkbox"/>
9	The location of all existing and proposed structures, their use, setback dimensions, floor plans, front, side and rear elevations, buildable area.	<input type="checkbox"/>	<input type="checkbox"/>
10	On site circulation systems, access, egress ways and service roads, emergency service access and traffic mitigation measures.	<input type="checkbox"/>	<input type="checkbox"/>
11	Sidewalks, paths, and other means of pedestrian circulation.	<input type="checkbox"/>	<input type="checkbox"/>
12	On-site parking and loading spaces, and travel aisles with dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
13	The location, height, and type of exterior lighting fixtures.	<input type="checkbox"/>	<input type="checkbox"/>
14	Proposed signage	<input type="checkbox"/>	<input type="checkbox"/>

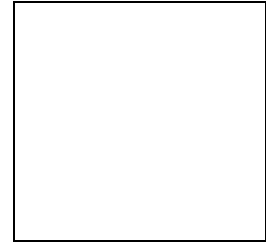


	Requirement Data	To be Completed by the Applicant	Waived by the Town
15	For non-residential use, an estimate of the number of employees who will be using this site, description of the operation, types of product sold and types of machinery.	<input type="checkbox"/>	<input type="checkbox"/>
16	The location of clubhouses, swimming pools, open spaces, parks or other recreational areas, and identification of who is responsible for maintenance.	<input type="checkbox"/>	<input type="checkbox"/>
17	The location and design of buffer areas, screening, or other landscaping, including grading and water management.	<input type="checkbox"/>	<input type="checkbox"/>
18	The location of public and private utilities, maintenance responsibilities, trash, and garbage areas.	<input type="checkbox"/>	<input type="checkbox"/>
19	A list certified by the Town Assessor of all property owners and municipalities within 500 feet of the site boundaries.	<input type="checkbox"/>	<input type="checkbox"/>
20	Any other information required by the Planning Department which is reasonably necessary to ascertain compliance with this chapter.	<input type="checkbox"/>	<input type="checkbox"/>



Applicants Certification (to be completed by the licensed professional preparing the site plan:

I, \_\_\_\_\_, hereby certify that the site plan to which I have attached my seal and signature, meets all the requirements of Article 7 of the Town of Tyre Site Plan Review Law of 2015, as revised:



Professional Seal

\_\_\_\_\_  
Signature – Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Owner

\_\_\_\_\_  
Date

**AFFIDAVIT OF APPLICANT**

State of New York }  
County of Seneca }        ss  
Town of Tyre        }

I hereby depose and say that all of the above statements contained in the papers submitted here within are true.

Applicant: \_\_\_\_\_

Sworn to before me this:

\_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**AGRICULTURAL DATA STATEMENT**

Per § 305-a of the New York State Agriculture and Markets Law, any application for a special use permit, site plan approval, use variance, or subdivision approval requiring municipal review and approval that would occur on property within a New York State Certified Agricultural District containing a farm operation or property with boundaries within 500 feet of a farm operation located in an Agricultural District shall include an Agricultural Data Statement.

A. Name of applicant: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
\_\_\_\_\_

B. Description of the proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Project site address: \_\_\_\_\_ Town: \_\_\_\_\_

D. Project site tax map number: \_\_\_\_\_

E. The project is located on property:  
 within an Agricultural District containing a farm operation, or  
 with boundaries within 500 feet of a farm operation located in an Agricultural District.

F. Number of acres affected by project: \_\_\_\_\_

G. Is any portion of the project site currently being farmed?  
 Yes. If yes, how many acres \_\_\_\_\_ or square feet \_\_\_\_\_ ?  
 No.

H. Name and address of any owner of land containing farm operations within the Agricultural District and is located within 500 feet of the boundary of the property upon which the project is proposed.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Attach a copy of the current tax map showing the site of the proposed project relative to the location of farm operations identified in Item H above.

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**FARM NOTE**  
Prospective residents should be aware that farm operations may generate dust, odor, smoke, noise, vibration and other conditions that may be objectionable to nearby properties. Local governments shall not unreasonably restrict or regulate farm operations within State Certified Agricultural Districts unless it can be shown that the public health or safety is threatened.  
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\_\_\_\_\_  
Name and Title of Person Completing Form Date