



# TOWN OF SOUTHPORT

1139 Pennsylvania Avenue, Elmira, NY 14904

## Site Plan Review Procedure

**Site Plan** procedure requires a Public Hearing to be held. Procedure on what you will need to do for the Public Hearing will be provided to you. The Town will also post a sign on the site plan property stating the date and time of the Public Hearing. It will take at least two meetings before you will have the Planning Boards decision on your application. Please follow the procedure listed below.

If the Site Plan application is approved, a Building Permit is required for any construction, renovations, or alterations. All commercial projects will require stamped architect prints. Discuss your project fully with the Code Enforcement Officer.

The Planning Board, subject to the approval of the Town Board, may require an applicant for site plan review to deposit in an escrow account a reasonable amount established by the Planning Board to pay the fees and/or costs of any consultant, engineer, or attorney designated by the Town Board to review the application. The fees and/or costs charged by such consultant, engineer, or attorney in connection with such review will be charged against the sum deposited in escrow. If specific circumstances warrant it, additional funds will be required to be deposited in order to cover reasonable expenses incurred beyond the original estimate. Any amount remaining shall be returned to the applicant within 45 days of final action on the application. Payment to the escrow account, if required, is a prerequisite to a complete application, and no review will be initiated until payment is received. The deposit specified above does not include all approvals or fees required from or by agencies other than the Town, costs associated with extensions to districts to provide necessary services to the proposal nor fees charged by Town departments or boards for permits, approvals, hearings, or other actions, except as noted above. (Town Code §525-65 Professional assistance)

1. Fill out attached Site Plan application.
2. Write a letter to the Planning Board explaining your site plan request.
3. Fill out attached State Environmental Assessment (SEQR) form.
4. Complete the attached plot plan. Major projects will require a more extensive plot plan.
5. If you do not own the property, provide letter from owner giving you permission for your project. If you are buying the property, provide copy of purchase offer agreement.
6. Application fee. Make check payable to "Town of Southport".  
    \$75.00 Minor Site Plan Review      \$150.00 Major Site Plan Review

Submit all paperwork to our office by the 3<sup>rd</sup> Wednesday of the month. \_\_\_\_\_  
**(Late applications will be put on the next agenda.)**

First meeting is at 7:00 p.m. at the Town Hall on \_\_\_\_\_  
**(You or your representative must attend all meetings.)**

\*\*\*Some applications need to be reviewed by Chemung County Planning Board\*\*\*

**ACKNOWLEDGEMENT**

I/we hereby certify that I/we have read the instructions and received a copy. I/we understand that a provision of laws and ordinances covering this application will be complied with whether specified or not. Instructions specified here do not presume to give authority to violate or cancel provisions of any other law or local law regulating this application and/or construction or performance of construction relating to this application. I/we understand that I/we cannot operate or start the project applied for herein until such time as the Town of Southport grants approval and all necessary permits are secured.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

# SITE PLAN REVIEW APPLICATION

Name of Proposed Development			Date
Address			
Tax Map #			Zoning District
Setbacks	Front	Side	Rear
Describe Project			

## APPLICANT

Name			
Address			
City	State		Zip
Phone		Email	

## OWNER (if different)

Name			
Address			
City	State		Zip
Phone		Email	

## PROPOSAL DATA (must fill in all information)

Days and Hours of Operation			
# of Parking Spaces			
# of Handicap Parking Spaces			
# of Employees			
# of Vehicles on Lot (automotive business)			
Handicap Access			
# of Signs	Size	Location	
Type of Outside Lighting			
Type of Buffer (fence, bushes, etc.)			
Disposal of garbage			
Disposal of debris			
Stormwater drainage			

## OTHER PERMITS REQUIRED IF APPROVED

Agency	Permit
Town of Southport Code Enforcement	Operating Permit
Town of Southport Code Enforcement	Building Permit

## CERTIFICATION

I (We) hereby make application for a Site Plan Approval declaring that the information contained in this application is accurate and correct to the best of my (our) knowledge, and that property described above and indicated on a Concept/Preliminary/Final Plan is in my (our) legal, uncontested ownership, without any outstanding rights, reservations, or other encumbrances, which could nullify the intended use as shown. I (We) understand that a provision of laws and ordinances covering this application will be complied with whether specified or not. This application does not presume to give authority to violate or cancel provisions of any local law regarding this application, and/or construction regarding this application. I (We) understand that I (We) can not operate or start the project applied for herein until such time as the Town of Southport grants approval and all necessary permits are secured.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Property Owner \_\_\_\_\_ Date \_\_\_\_\_

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### 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.

<b>Part 1 - Project and Sponsor Information</b>				
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.			<b>NO</b>	<b>YES</b>
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:			<b>NO</b>	<b>YES</b>
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				



<p>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)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

# PLOT PLAN

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Middle box represents your parcel. Draw in existing structures and their sizes as if you were looking down on the property. Draw in what you want to build, if any, and their sizes. Label how far all old and new structures are from lot lines.

\*Lot lines are where your property pins are. Measure from your front property pin not from sidewalk or edge of road. Talk to Code Enforcement Officer if not sure.

Neighbor on left		Neighbor on right
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Address: \_\_\_\_\_

Is this a corner lot? \_\_\_\_\_