

Infrastructure and Growth Report, City of Troy

November, 2021



Capital District Regional Planning Commission

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1.0 Executive Summary

The City of Troy requested planning assistance to identify and convene stakeholders to discuss inter-municipal communication, examine development and development capacity, and explore ways to balance growth with sewer and transportation infrastructure capacity.

Today, according to the city, there are as many as 1,000 residential units proposed and planned and for the area encompassing North Troy (Lansingburgh), Brunswick and Speigletown. These areas are served by a sewer line that runs through Troy. While excess capacity exists at the Rensselaer treatment plant, it does not exist in the sewer line, which extends at least 10.5 miles into Rensselaer County starting in Lansingburgh. At the same time, traffic continues to grow along Routes 7 and 40 and additional traffic will impact these already congested corridors through the city.

2.0 Capital District Regional Planning Commission

Mission

The Capital District Regional Planning Commission (CDRPC) is a regional planning and resource center serving Albany, Rensselaer, Saratoga, and Schenectady counties. CDRPC provides an objective analysis of data, trends, opportunities, and challenges relevant to the Region's economic development and planning communities. CDRPC serves the best interests of the public and private sectors by promoting intergovernmental cooperation; communicating, collaborating, and facilitating regional initiatives; and sharing information and fostering dialogues on solutions to regional challenges.

History

CDRPC was established as a regional planning board in 1967 by a cooperative agreement among the counties of Albany, Rensselaer, Saratoga, and Schenectady. Its original purpose was to perform and support comprehensive planning work, including surveys, planning services, technical services, and the formulation of plans and policies to promote sound and coordinated development of the entire Region. Over time, the mission of the Planning Commission evolved in response to changes in the Region's needs, funding sources, organizational structure, and information technology. While continuing to provide a wide variety of comprehensive planning services, CDRPC has also assumed the functions of Data and Information Center, Economic Development District, Foreign-Trade Zone Administrator, Clean Energy Communities Program Coordinator, and Water Quality Manager.

Technical Assistance Program

The Capital District Transportation Committee jointly with CDRPC annually provide planning assistance to municipalities or municipally convened groups (i.e. appointed committees, planning boards, etc.) within the designated planning area of the CDTC and CDRPC, the four counties of Albany, Rensselaer, Schenectady and Saratoga. The program offers CDTC and CDRPC staff time and expertise to local governments undertaking small scale community planning initiatives. For this project, the Town requested CDTC and CDRPC staff to assist with improving the environmental sustainability of new development within the Town.

3.0 Scope of Work

The following tasks contain the scope of work for this project as outlined in the November 2020 project award letter for the City of Troy:

Task 1: Project Scoping Meeting

CDRPC and CDTC staff will meet with the City and County to identify issues, refine the study area and identify key stakeholders.

Task 2: Existing Conditions and Capacity Analysis

CDRPC and CDTC staff will work with the City and County to develop a sewer and transportation system capacity analysis. Existing capacity will be documented for sewer lines and transportation Routes 7 and 40. Allowable growth according to zoning regulations will be compared with existing and proposed development to identify the development potential. This development potential will be analyzed in relation to the remaining capacity of the sewer and transportation systems. A technical memo will summarize the outcome of the capacity analysis.

Task 3: Stakeholder Meeting

CDRPC and CDTC staff will facilitate a stakeholder meeting to discuss the issues, capacity analysis and to explore options to improve communication challenges.

Task 4: Final Report

CDRPC and CDTC staff will work with the stakeholders to propose some alternative scenarios to growth and capacity challenges. The final product will be a report summarizing the findings.

This paper does not weigh in on whether or not the city or satellite towns should grow. Nor does it make any arguments on the type of growth or volume of growth the city or towns believe to be necessary to maintain a strong tax base, provide for a high quality of life or deliver efficient and reliable services to its residents.

The intent of this White Paper is to carefully summarize the challenges to both infrastructure and the administrative process in managing growth and develop processes and programs to aid the City and Towns effectively work together, with the development community, to streamline the review process for proposed developments - effectively providing the right oversight while removing breakdowns in the communication or review process that can stall projects, stymie economic development initiatives, confuse developers and the public, or require multiple rounds of costly review.

This Paper will also provide an overview of recommended actions to better manage growth, communication, infrastructure and system capacity.

4.0. Finding and Recommendations

Interviews with each of the project stakeholders reinforced the challenges presented by development outside the city borders. Both the City and suburban communities struggle to manage review, modification and approval of proposed projects. It is also clear the lines of communication are strained and muddled. The lack of clear and consistent policy and process hurts both the City, suburban communities, developers and the public that will be impacted by development in this region of Rensselaer County.

We recommend Troy, the Rensselaer County District and satellite communities provide coordinated review at the pre-development stage for projects, clearly outlining expectations and the process for development – before projects come to the planning board for review. This would alleviate some of the back and forth confusion between approvals at one stage and additional review at the next. We recommend modifications to planning and zoning applications by each of the municipalities to ensure collection of accurate and complete data.

Second, we recommend an instrument be crafted that allows Troy and suburban neighbors to implement projects that would serve as a bank for developers to buy into – a program that would significantly streamline the approval process and ensure the terms of Troy’s CSO permit are being met.

We’ve provided appendices to this report that include model forms, program structure and legal instruments to form the basis of a coordinated review and establishment of an offset bank program that would help alleviate many of the challenges of project review and approval.

We recommend the City and suburban communities meet to review the recommendations of the report, and enter in to agreements to advance the offset/bank program as a measure of managing impacts from growth.

5.0 Existing Conditions

The City of Troy owns 110 miles of Sewer pipes within the city. The Rensselaer County Sewer District owns and operates 7 miles of interceptor sewers in the city that run north to south, and through two pumping stations, to convey sewage, and, during wet weather events, combined sewer flow from the City of Troy to the County treatment plant, south of the City in North Greenbush. The City of Troy’s sewers are combined systems that carry both wastewater from drains and, during periods of precipitation, stormwater from catchbasins and roof drains. Long ago, before the construction of the County treatment plant, all of this combined flow went straight into the Hudson River, untreated -as was common throughout the United States. After the passage of the 1972 Clean Water Act, and several state initiatives such as the Environmental Bond Act, communities began to implement sewage treatment and conveyance projects. Despite their ability to handle 100% of the “dry weather” flow, these sewage treatment systems were not designed to capture and treat the significant volume of stormwater that entered the system during wet weather periods. To prevent backups and surcharges, the Clean Water Act permitted communities to install regulating mechanisms at the terminations of the Combined Sewer Outfalls. These devices, mostly passive, typically employ dam mechanisms and were constructed so that when stormwater flow would reach a point at which it would overwhelm the plant or create a backup, the excess flow would overtop the dam and be discharged to the receiving water. These systems are called “Combined Sewer Overflows or “CSOs”. The district owns the regulators and maintains these structures, but the city is the permitted owner of the outfalls. The City of Troy owns 48 CSOs and in 2003 a study found the city experiences, on average 65 overflow events per year. Discharge volumes can reach 55.2 million gallons per year. The same study calculated Troy’s total annual permitted CSO discharge volume to be 447 million gallons. The USEPA and NYSDEC have periodically issued guidance, rules and regulations for communities to manage, capture, and reduce their CSO volume and the complex nature of their operation and maintenance requires careful and nuanced coordination between the City and the District.

Troy’s interceptor sewer system drains south from the City’s northern border towards the County treatment plant in North Greenbush. The interceptor, regulators and pump stations are owned and operated by the District. A gravity interceptor sewer ranging from 16 to 36 inches diameter services the portion of the City between River Road and 102nd Street. The interceptor collects wastewater from trunk sewers tributary to

CSOs 001 through 020 and conveys wastewater to the 106th Street Pump Station. Flow is then conveyed via a 24-inch force main to a gravity interceptor sewer, which runs from Rensselaer Street to the Monroe Street Pump Station. The gravity sewer collects wastewater from trunk sewers tributary to CSOs 022 through 040. Another gravity interceptor sewer collects wastewater from areas tributary to CSOs 041 through 046 and conveys flow to Monroe Street PS. Wastewater is conveyed from Monroe Street via a 42-inch force main to the plant. Combined sewage from areas tributary to CSOs 046A, 046B and 047 enter the pressurized force main along with flow from the North Greenbush Trunk Sewer and Rensselaer Technology Park between Monroe Street Pump Station and the Plant. The Rensselaer County Sewage Treatment Plant has a capacity of 63.5mgd and normal dry weather flow of 24mgd.

While the sewer system in Troy owned by the city, it is leased by the county for the conveyance of the sewage to the plant. Troy does not own a sewage treatment facility. Instead the City has an agreement with the district to for its treatment. Troy is billed by the district, and then the city bills its customers for water and sewage use based on the volume of water used, measured by flow meters. The city of Troy does not bill vacant land for water and/or sewer use.

Because the City of Troy is a Combined Sewer System permittee, they are mandated to manage flow in their system to prevent dry weather overflows of untreated sewage into the Hudson. In 2012 the City of Troy, together with the City of Rensselaer and the District, were respondents on NYSDEC Order on Consent that required the cities to work with the district to identify and eliminate dry weather overflows in their system.

The city is currently a party to a six-community Order on Consent, to reduce CSO volume in the Hudson and meet state water quality standards for the river.

Both the Town of Brunswick and the Town of Schaghticoke have agreements with the district for treatment of Sewage, but no such agreements with the City of Troy. For several decades there has been some friction over Troy's regulation of sewage input to their system from satellite communities.

In 2014, the Town of Brunswick filed a lawsuit in State Supreme Court as an effort to settle a jurisdictional debate, requesting state courts intervene in a long-standing sewer dispute

between the town, the city of Troy, Rensselaer County, and the state Department of Environmental Conservation. In the suit, the Supervisor and town Attorney argued the usual process for development in the town, after weeks and months of consultants and environmental reviews, can come to a halt if the project requires access to the sewer system. In 2016, The NYS Supreme Court issued decisions in two related actions brought by the Town of Brunswick. The court held that the actions of RCSD and Troy were proper under the controlling authorities of the Clean Water Act, EPA's CSO Control Policy, NYSDEC's guidance and policy, and the relevant SPDES permits. The court recognized the wide range of discretion that a sewer district and municipalities have in addressing CSO issues and did not accept Brunswick's arguments that RCSD's hands are tied by a narrow reading of the law that governs the formation of sewer districts. Moreover, the decision also set precedent that an upgradient municipality does not have standing in its own right, nor under a "taxpayer" action, to challenge the Consent Order or the intermunicipal agreements that were formed, in this case, to implement the Long Term Control Plan.

While the lawsuits decisions reinforced Troy and the District's ability to regulate flow, they have not ameliorated the challenges the satellite communities are experiencing in managing growth or working through the development process.

REGULATORY REQUIREMENT

The City has a mandate to regulate flow from satellite connections to the city – and the limit of that authority is grounded in that Troy cannot cause a dry weather overflow or increase their CSO discharge volumes. Thus, any contributing flow from a satellite community needs to be carefully evaluated against capacity in the Troy system.

Brunswick is also facing some internal backlash against development. In September 2018, A NYS appellate court upheld the decision of a lower court to dismiss a lawsuit brought by a community activist group against the town of Brunswick, “Brunswick Smart Growth” The group had argued that state law required the town to periodically update its comprehensive plan before approving large housing developments and sued the town twice to stop these developments pending a plan review.

The Best Management Practice (BMP) #9, as detailed in the City of Troy State Pollutant Discharge Elimination System (SPDES) Permit No. NY0099309 state:

“Combined sewer/extension, when allowed should be accomplished using separate sewers. These sanitary and storm sewer extensions shall be designed and constructed simultaneously but without interconnections. No new source of storm water shall be connected to any separate sanitary sewer in the collection system. If separate sewers are to be extended from combined sewers, the permittee shall demonstrate the ability of the sewerage system to convey, and the treatment plant to adequately treat, the increased dry-weather flows. Upon a determination by the Regional Water Engineer an assessment shall be made by the permittee of the effects of the increased flow of sanitary sewage or industrial waste on the strength of CSOs and their frequency of occurrence including the impacts upon best usage of the receiving water. This assessment should use techniques such as collection system and water quality modeling contained in the 1999 Water Environment Federation Manual of Practice. FD-17 entitled, Prevention and Control of Sewer System Overflows, 2nd edition.”

Because SPDES permit terms prohibit dry weather overflows or flow that would increase wet-weather flow volume, Troy must they must work to ensure development does not contribute to a dry weather overflow or increased CSO volume. The City has the authority to require offset programs to ensure permit terms are met.

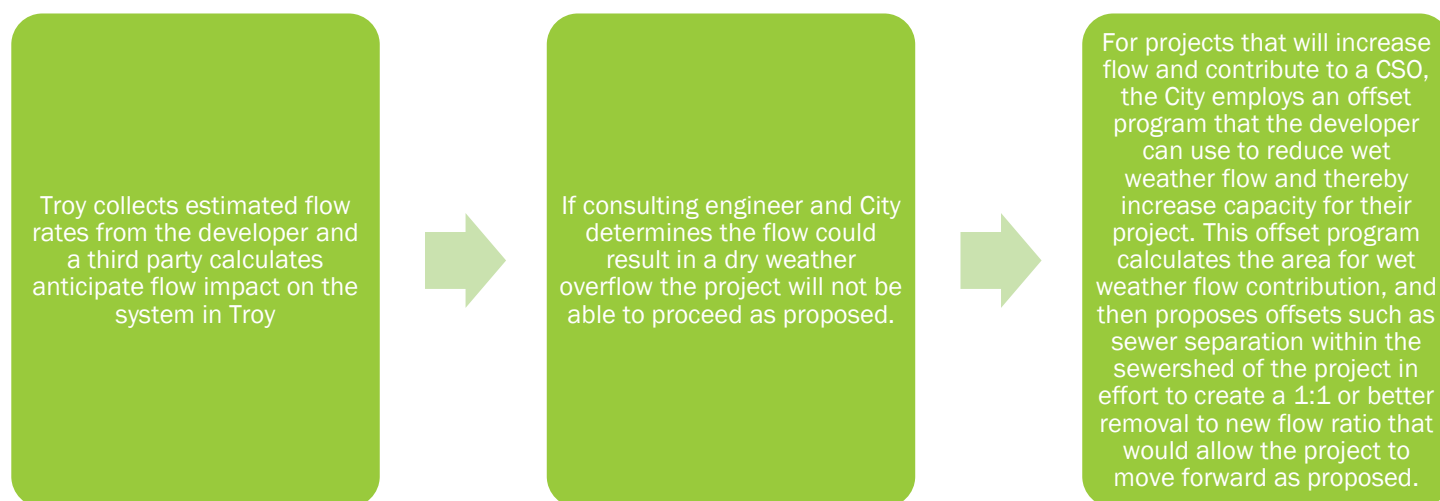


FIGURE 1 - SEWER IMPACT ANALYSIS

The review and offset programs are not exclusive of satellite community contributions but apply to City of Troy development and redevelopment projects as well. During interviews conducted for the paper, it was communicated by the City of Troy Public Works Department that it on occasion, development projects in Brunswick, Schaghticoke and Troy have begun before the NYDSEC is aware of the projects, and the department has needed to step in to assemble flow data to ensure permit terms are being met. This has, on occasion, resulted in the need for the developer to work with the City on an offset project.

6.0 Development Pressure

The Towns of Brunswick and Schaghticoke began to develop significantly after 1930. A map of development within Troy, Brunswick and Schaghticoke between 1995 and 2000 is attached to this report as **Appendix A**.

As they grew, many areas of these towns were sewered and the towns entered into agreements with the district for treatment of sewage. As there is no direct connection between the Towns and the plant, the sewage from both towns is conveyed through the City of Troy. For the most part, both of these towns are fully separated, though there is some stormwater sheet flow from local roads immediately adjacent, and crossing, the municipal boundaries that does enter the combined system. The City of Troy, Department of Public Utilities provides water to more than 50,000 residents of Troy, as well as the industrial and commercial customers within the city, through over 13,000 service connections. In addition, the city wholesales water to the City of Rensselaer, the Village of Menands, and portions of the Towns of East Greenbush, North Greenbush, Brunswick, Schaghticoke and Poestenkill.

6.1 Schaghticoke

Schaghticoke town experienced double digit percent population growth each decade between 1930 and 1980. Since 1970, the town's population has also doubled twice. In 1990 the population was 7,574, in 2000 7,456 and in 2010 7,669. As of this report, census data indicates an estimated population of 7,566.

Flow from Pleasantdale, an unincorporated part of Schaghticoke, enters Troy in a 30" clay pipe, tributary to Sewershed #1 and outfall 001 the northernmost sewershed in the city. Sewershed #1 is 145 acres. Average annual wet weather discharge volume of CSO Outfall #001 is 300,000 gallons. Flow at this municipal boundary is metered.

Only a small portion of the town of Schaghticoke is sewered, and those areas are identified as hamlets on the Town Zoning Map (**Appendix B of this report**) as Hemstreet Park, Speigletown and Pleasantdale. Hemstreet Park is located in the far north-western portion of the town and its sewage is conveyed across the Hudson for treatment in Mechanicville, Saratoga County. According to the Town, there has been very little growth in Pleasantdale and Speigletown and, within the past several years, no applications have come to the planning board for major subdivisions, housing developments or multi-unit apartment buildings. Pleasantdale is populated, primarily, by single family homes and small apartment buildings. Within the Town's Comprehensive Plan, last updated in 2005, "The Hamlet of Pleasantdale should remain at its current size due to topographic limitations in this area." Both Speigletown and Pleasantdale are zoned for H-2, Hamlet Zoning, for single and 2-family homes. Furthermore, since lot sizes are generally small, significant development that would impact the City of Troy's sewer system is unlikely.

Schaghticoke Town Code § 105-67, Tapping sewer line in street, requires

"Where it is necessary to tap the existing sanitary sewer in the street because no Town service lateral has been previously installed, it will be necessary to make these connections, excavations, backfillings, etc., in accordance with the Town Law or State or County Highway Department regulations, as jurisdiction may apply. Work done in streets and other public rights-of-way shall be done by the Town Sewer District or its official designee, including the installation of the service lateral to the property line. All of this work, including any permit fees or expenses, shall be paid for by the owner."

The Town of Schaghticoke Planning Board reviews applications for subdivisions (preliminary, final and waivers) flood plain permit, site plan review and special use permits. The planning board application does not ask for data on water use or sewer contributions. The form does require the submission of the short EAF form, but this form does not collect water or sewer data.

The Town of Schaghticoke Planning Board reviews applications for subdivisions (preliminary, final and waivers) flood plain permit, site plan review and special use permits. The planning board application does not ask for data on water use or sewer contributions. The form does require the submission of the short EAF form, but this form does not collect water or sewer data. The full EAF does ask applicants to identify water and sewer impacts to the site, however few projects would reach the threshold of Type 1 actions that would require a full EAF per 6 CRR-NY 617.4.

The Full Environmental Assessment Form (FEAF) is used when a state or local agency has determined that a SEQR review is necessary, and they have identified the project as being a Type I Action. Type I Actions are listed in SEQR (617.4) and described there as "...those actions and projects that are more likely to require the preparation of an EIS than Unlisted actions". It goes on to state "...the fact that an action or project has been listed as a Type I action carries with it the presumption that it is likely to have a significant adverse impact on the environment and may require an EIS." This form does ask applicants to identify water and sewer impacts to the site, however within the Town, few projects would reach the threshold of Type 1 actions that would require a full EAF per 6 CRR-NY 617.4.

6.2 Brunswick

A map of Brunswick's Zoning Districts is attached to this report as **Appendix C**. The city of Troy owns and maintains multiple sewer trunk lines that extend to Brunswick. At the municipal border, the ownership and maintenance responsibilities transition to Brunswick. The areas downstream of these trunk lines are divided into sewersheds – areas delineated by service and stormwater connections that lead to an individual outfall. Each outfall is numbered, and sewersheds have corresponding identification.

Sewershed #2 begins at the city border as an 8" clay line. Flow at this municipal boundary is not metered. This line runs along Northern Drive. From that point the line becomes a 12" VCP pipe, under 6th Ave. and then west under 124th street to the interceptor. Sewershed #2 is 151 acres. Average annual wet weather discharge volume of CSO Outfall #002 is 1.1mg, According to City of Troy Public Utilities the 8" Northern Drive line is at peak capacity and is unable to accept additional contributing flow.

Sewershed #11 begins at the town border near Farrell Road. Flow at this municipal boundary is not metered. This line is an 8" PVC pipe that runs west along 115th St. to the interceptor. Sewershed #11" 33 acres. Average annual wet weather discharge volume of CSO Outfall #011 is 7.5mg.

The Town owns and maintains an existing gravity sewer system on Hoosick Road. The existing gravity sewer is 8-inches in diameter. The 8-inch sewer line crosses from the south side of the road to the north side where it joins a 12-inch sewer at Lord Ave. For most of Hoosick Road there is parallel sewer along the north side of the road. Flow entering the City from Brunswick's 12-inch line is metered. This line is tributary to Sewershed #24. Sewershed #24 is 587 acres. Average annual wet weather discharge volume of CSO Outfall #024 is 27.7mg.

A pump station located on Monroe Street in the City of Troy transports sewer effluent to the wastewater treatment plant. This pump station has a capacity of 42.5mgd and under dry weather only discharges, on average, 14 million gallons per day. (**Appendix D of this report contains a map detailing these sewersheds**)

CDRPC estimated dry weather flow contributions added or proposed to be added to the City of Troy's system by examining nearly five years of projects before the town of Brunswick Planning Board between 2018 and 2021. Applications were vetted for whether they would tie into the public sewer system (**basing assumptions on parcels within the public sewersheds based on maps in Appendix E of this report**) and whether that new connection would result in net-new contributing flow. As flow data was in large part not available, best available estimates were based upon information included in planning board minutes or conservative estimates sourced from Table B-3 in The New York State DEC's Guide "Design Standards for Intermediate Sized Wastewater Treatment Systems," Published March 5, 2014. The purpose of the exercise was to estimate contributing flow additions to the system.

Table A: 2017 -2021 Estimated Sewer Impacts from Development proposed in the Town of Brunswick				
Date of hearing	Property Address	Proposed development	Estimated Water Usage (gallons per day)	Notes (Minutes or estimates)
6/3/2021	845 Hoosick Rd	Harbor Freight Tools: 15,000 sq ft retail building	1500	Estimated based on 15,000 sq ft. retail
5/6/2021	660 Hoosick Rd	2 fast food restaurants and a grocery store	2000	Estimate based on # of Drive Thru windows combined with square footage of the proposed grocery store. Sewer district extension will be necessary.*
5/6/2021	Lord Avenue	50,000 sq ft. Supermarket, loading dock, parking	5000	Gallons per day based on square footage of the supermarket.*
10/17/2019	853 Hoosick Rd	Awning and gutter business	400	Assuming there is 1 bathroom on site.
11/7/2019	800 Hoosick Rd	Detached carwash and detail building adjacent to Carbone	2500	Estimate from Planning Minutes dated 11/7/2019 stating carwash being proposed was "basic function", including just soap and wax.
11/15/2018	740 Hoosick Rd	Relocation of physical therapy facility- 6,000 sq ft space	1000	Estimate based on 4 doctor's working on premises
9/6/2018	31 Woodward Avenue	Accessory Apartment	110	Estimate for 1 bathroom
9/6/2018	805 Hoosick Rd	Sale of small mobile home-type units	400	Estimate from site plan illustrating 1 bathroom
5/18/2017	660 Hoosick (1 Valley Ave - Paper Rd)	2-3 Story apartment buildings (200 units) and retail	22,000	Estimate based on 200 bedrooms*

		development		
3/16/2017	720 Hoosick Rd	Drive-Thru Pharmacy	500	Estimate based on 1 Drive-Thru window
3/2/2017	807 Hoosick Rd	Indoor Gun Range	800	Estimate for 2 bathrooms
<i>Flow estimates based upon best available data from applications and Table B-3 in The New York State DEC's Guide "Design Standards for Intermediate Sized Wastewater Treatment Systems," Published March 5, 2014.</i>				

Total Estimated Water Usage	36,210
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The City of Troy Public Utilities Department reported they have reviewed three of the projects above (those with an *) – an illustration of a disconnect between development procedure in the satellite communities and Troy's oversight and review of contributing flow into their system.

6.3 Planning and Zoning Applications

Schaghticoke planning board applications from the town's website are attached to the report as **Appendix F**. The Town of Brunswick's review forms obtained from the town website attached to the report as **Appendix G**.

The Town of Brunswick's application menu includes the Major Subdivision, commercial Building Application, Residential Building Permit Application and the Site Plan Review Application. The Residential and Commercial Building applications require a Site Plan for applications with renovations, additions or the construction of a dwelling. The Site plan application requires:

1. Pre-work Conference with Building Dept, Town Engineer, Highway Dept. (if needed) and applicant before any work starts.
2. An as built plan showing
 - a. Building locations
 - b. Parking lots
 - c. All utilities, including water, sewer, storm water, etc.
 - d. Any improvements to site
 - i. Retaining walls etc.

The site plan application also requires the applicant to submit the Short Environmental Assessment Form ("EAF") which does ask if the proposed action connects to an existing public/private water supply, if the proposed action connects to existing wastewater utilities and if the proposed action will impact existing public/private water supplies and/or public /private wastewater treatment utilities – but neither the Application, nor the short "EAF" form requests flow data.

The Full Environmental Assessment Form (FEAF) is used when a state or local agency has determined that a SEQR review is necessary, and they have identified the project as being a Type I Action. Type I Actions are listed in SEQR (617.4) and described there as "...those actions and projects that are more likely to require the preparation of an EIS than Unlisted actions". It goes on to state "...the fact that an action or project has been listed as a Type I action carries with it the presumption that it is likely to have a significant adverse impact on the environment and may require an EIS." This form does ask applicants to

identify water and sewer impacts to the site, however within the Town, few projects would reach the threshold of Type 1 actions that would require a full EAF per 6 CRR-NY 617.4.

6.4 City of Troy Data

The City of Troy's Planning Commission Review Form is employed for Change of Use, Site Plan, Subdivision and/or Lot line adjustments. The application requires the applicant to provide existing and proposed water and sewer usage quantities as well as the size, type, and location of utilities available to the project site; existing utilities or those proposed. The Department of Public Utilities has communicated this data is not always presented to the planning board, even for approved projects. This has led to circumstances in which Public Utilities has had to put a stop on active projects from tying into the public sewer until they can complete an offset project. This form is attached to the report as **Appendix H**.

7.0. Recommended Process to Strengthen Communication Review and Approval Processes

From review of the applications before the planning board and the materials employed to collect data from applicants before the planning board, it is apparent there is a lack clarity in the development process on expected sewer impacts. In addition, without a detailed standard operating procedure for the review to take place, the timeline, process, review and approvals could be needlessly delayed or muddled. It would benefit all parties to employ a reliable and simple mechanism to collect water and sewer impact data early on in the process – data that could be collected at the pre-meeting or planning board application stages. CDRPC developed a model impact form that Troy, Brunswick and Schaghticoke could all employ to collect and streamline the data collection and review process. This form is attached to the report as **Appendix I**.

This form provides a “one-stop shop” where the data collected can be put to use by the Town, City of Troy, and the Sewer District, to adequately review project impacts early in the process. Recognizing significant projects require careful review and analysis, CDRPC modified the fee structure to include a lower threshold fees structure than the \$2500 currently required for projects of 2500gpd and higher that currently are reviewed by a third party engineer. This is intended to offset some of the administrative costs for review of project impacts on the Troy system.

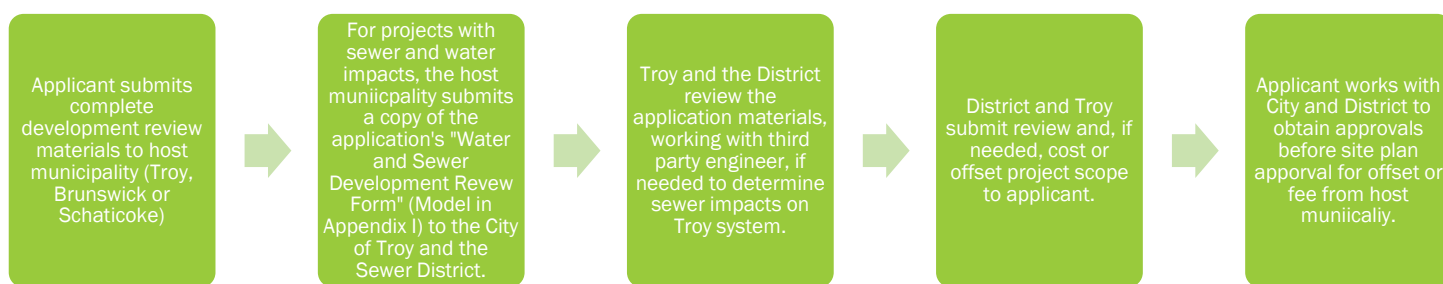


FIGURE 2 - MODEL REVIEW PROCESS

8.0 Sewer Offset/Bank Program

The following NYS rules and regulations apply to the City of Troy and efforts to manage sewage contributions to ensure no adverse impact on CSO discharges:

6 New York Codes, Rules and Regulations (aka “NYCRR”) Part 750-1.2 (82) defines a sewer connection as a “point of connection between a building, residence, or other structure and a public sewer except that any connection designed or intended to convey 2,500 gallons per day or more of residential sewage alone or in combination with storm water shall be considered a **sewer extension**” (emphasis added)

6 NYCRR Part 750-1.2 (83) Sewer extension means a newly constructed or proposed sewer designed to serve one or more sewer connections.

6 NYCRR Part 750-2.10 (a) Except as provided in subdivision (h) of this section, prior to construction of any new or modified waste disposal system or modification of a facility or service area generating wastewater that could alter the design volume of, or the method or effect of treatment or disposing of the sewage, industrial waste or other wastes, from an existing disposal system, provided that discharge from such system is required in accordance with this Part to be authorized under a SPDES permit, the permittee shall submit to the regional water engineer an approvable engineering report, plans, and specifications that have been prepared by a person or firm licensed to practice professional engineering in the State of New York in accordance with standards accepted by the department.

6 NYCRR Part 750-2.10 (i) Sewer extensions, public or private, must be reviewed and approved in accordance with this section before construction and connection to any conveyance tributary to a SPDES permitted discharge.

Part 750’s full text be found at <https://www.dec.ny.gov/regs/2485.html>

Best Management Practice (“BMP”) #9 of the NYSDEC Combined Sewer System SPDES Permit requires the assessment or an offset project. This is required for all projects upstream of CSOs that the department reviews and approves via its regional water engineers. Rensselaer County falls within NYSDEC Region 4, headquartered in Schenectady. The Region 4 Water Engineer is Derek Thorsland, P.E.

Troy has successfully worked with several developers to create, and construct offset projects that preserve pipe capacity and off set wet weather flow to enable additional dry weather flow. Typically, this is done via sewer separation projects created to remove a correlating area of contributing flow to allow for a 1:1 or greater reduction in combined sewer volume. This process typically works as follows

1. A developer or representing agent will inform the City of Troy Department of Public Utilities or the Sewer District of anticipated impacts to the system
2. The City of Troy or District will collect project information, sharing water and sewer impacts with the other party.
3. The City of Troy will internally review projects under 2,500 gallons of average daily flow to determine its impact on the system.
4. For projects above 2,500, The City requires the applicant to consult with CDM Smith, a third party engineering firm under contract with the City, to provide detailed flow impact data and analysis to estimate the volume and rate of flow impacts to the system. Upon completion the impact analysis report is submitted to NYSDEC by the City.
5. The City will determine, based upon their, or CDMs analysis of contributing flow
 - a. if the lines the proposed project will tie into have adequate capacity
 - b. If the project will have an adverse impact on CSO flows withing the sewershed downstream of the proposed project.
6. If the City determines there will be in impact, they may require an offset project to remove a 1:1 ratio of wet weather flow from the system downstream of the project. For example, if the proposed

project will contribute 3,000 gallons of flow, the City or CDM can propose a sewer separation or green infrastructure project that will remove an acreage of contributing wet weather flow from the combined system to “free-up” 3,000 gallons of capacity. This project, per the City’s SPDES permit, must be approved by NYSDEC.

7. Upon determination the project will have no adverse impact, or an offset project has been completed to remove flow, the City can provide the applicant with approval to contribute additional flow to the system.
8. For all projects with any contributing flow to the system, the City of Troy must communicate to the NYSDEC that they have collected flow data and determined an impact, even if none. This has traditionally been done via email to the Regional Water Engineer.

The City should consider establishing a menu of offset projects, with cost estimates– as a method to speed up review, approval and implementation of offset projects.

This offset program is not only employed for satellite community sewer impacts to the Troy system. Development in Troy must also be reviewed to determine impacts upon the sewer system. Development in Troy is subject to the same permit prohibitions on dry weather overflows or contribution to increased likelihood or volume of permitted combined sewer overflows.

The offset project program has been sparingly used as a mechanism to balance development pressure with permit and regulatory requirements. It does have several challenges, however. This process can delay projects and an offset is a negotiation. Offset projects, shouldered by the developer, add significant cost and delays to obtain permitting, retain construction services and complete the project. They can also add expenses that are difficult for developers to estimate because offset projects are difficult to navigate through for developers.

An offset bank is an alternative to the project by project offset program currently in place. Under an offset bank a satellite community could endeavor to construct a significant project that would create capacity necessary in the Troy system to allow for development without individual offsets. An offset project could consist of sewer separation projects, stormwater detention basis, green infrastructure or rainwater harvesting systems that would remove stormwater from the system and thereby create capacity for additional flow – provided there is dry weather capacity in the system.

For example, the town of Brunswick could sponsor a project in the Northern Drive Sewershed, a line that as of the writing of this report has no capacity for additional sewage contributions. Instead of each applicant navigating an individual offset construction project on a case-by-case-basis with a 1:1 offset, the Town could provide funding for a significantly impactful project.

The annual CSO discharge volume of the 33-acre Northern Drive Sewershed #11 is 7.5mg. Should the town fully separate 10% of the sewershed – 3 acres of impervious area, they could, in theory, open 10% or 750,000 gallons of the wet weather capacity at the regulator. This example is highly speculative and used simply to illustrate the type of impact one large project may have versus the small, 1:1 occasional offset projects. This example also holds if it is the regulator that is the choke point for additional dry weather flow contributions.

The full engineering analysis of a projects that would populate the offset bank would be an ideal report for an NYSDEC Water Quality Improvement Grant and a NYSEFC Engineering Planning Grant. The project may

also be eligible for a range of grant opportunities such as Water Quality Improvement Program, Green Innovation Grant Program or Water Infrastructure Improvement Act grants from NYSDEC and NYS Environmental Facilities Corporation. (<https://www.dec.ny.gov/pubs/4774.html> and <https://efc.ny.gov/programs-applications>, respectively)

Based upon the project cost, the Town could be made whole by a per gallon sewer district assessment fee from the applicant, which would significantly be more cost effective to the applicants because of economy of scale. For example, should the project cost \$5,000,000 and create 750,000 gallons of capacity, the cost per gallon of added capacity would be \$6.66.

Should the Town establish a program to collect fees that repay the cost of financing the offset project, they could establish a district fee or collect funds if and when a project is approved in an area tributary to the banked project and contributing flow to the sewershed in which the offset project created capacity. A per gallon fee for a 2,500 gallon project, one that may otherwise require a significant cost to offset individually, the fee would be \$16,650 (based on the \$6.66 per gallon cost of capacity improvement, above) The City of Troy and third party engineers CDM Smith estimate stormwater disconnect in acreage. Should the project contribute more than 2500 gallons of daily dry weather flow, the applicant would also save the \$2,500 review fee for modeling the impact of the additional dry weather flow.

A developer fee of \$16,650 may be much more palatable than the cost to design, permit, construct and maintain an offsite stormwater practice. To accomplish this program, an instrument such as an Intermunicipal Agreement would be needed. Title 1-A of Article 2 of the New York Local Finance Law authorizes municipal corporations to finance on a joint or several basis certain water, sewage or drainage projects that such municipal corporations have agreed to undertake jointly on a cooperative basis pursuant to Article 5-G of the New York General Municipal Law. A model IMA agreement is provided as **Appendix J. The development of this instrument would be an ideal candidate for a New York State Department of State Local Government Efficiency Grant that would cover 90% of the cost to draft the agreement.**

To establish a bank for projects, Troy and Brunswick would need to coordinate on the offset project locations. The development of preliminary engineering reports, to scope out the location and cost of the prospective projects could be the responsibility of Troy, as an effort to create a menu of options for Brunswick to explore in implantation. The City of Troy Public Utilities could carry out the project, self-performing the work, or engage third party engineering and construction services to undertake the project. The project may be eligible for grants and financing of which either the City of Troy or, if they are paying the contractors directly, the Town could take advantage of to keep project costs low.

9.0 Acknowledgement

Many thanks to the following individuals for their assistance in assembling this report:

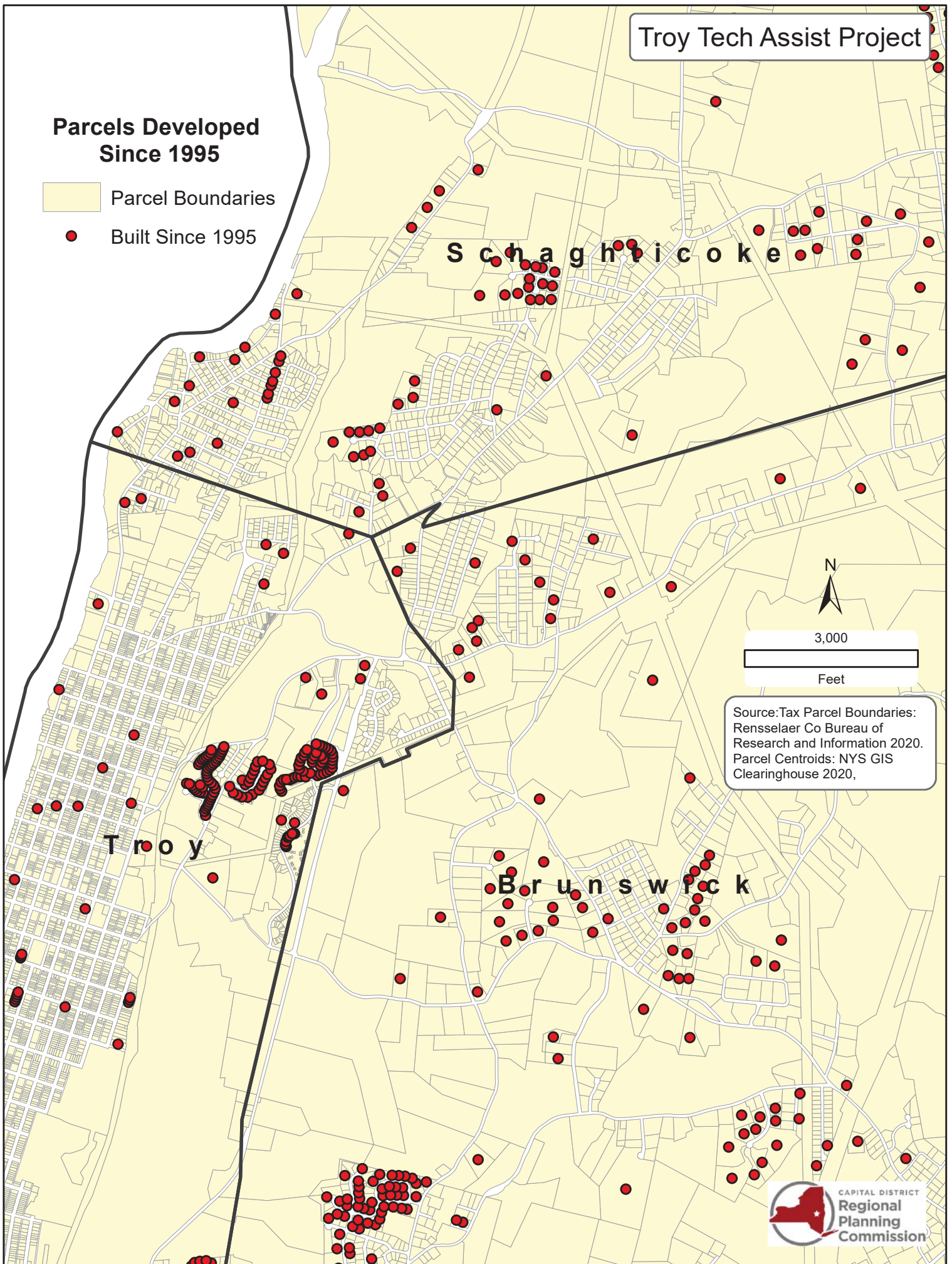
Chris Wheland – City of Troy Superintendent of Public Works
Linda Von der Heide – Rensselaer County Director of Planning
Derek Thorsland, P.E. – Regional Water Engineer, DEC Region 4 (at time of report)
Bonnie Starr, P.E. – Professional Engineer 1, Division of Water
Steve Strichman, AICP – City of Troy, Director of Planning and Economic Development
William Bradley, P.E. - Town of Brunswick Superintendent of Water

Appendix A

Growth Pressure

Parcels Developed Since 1995

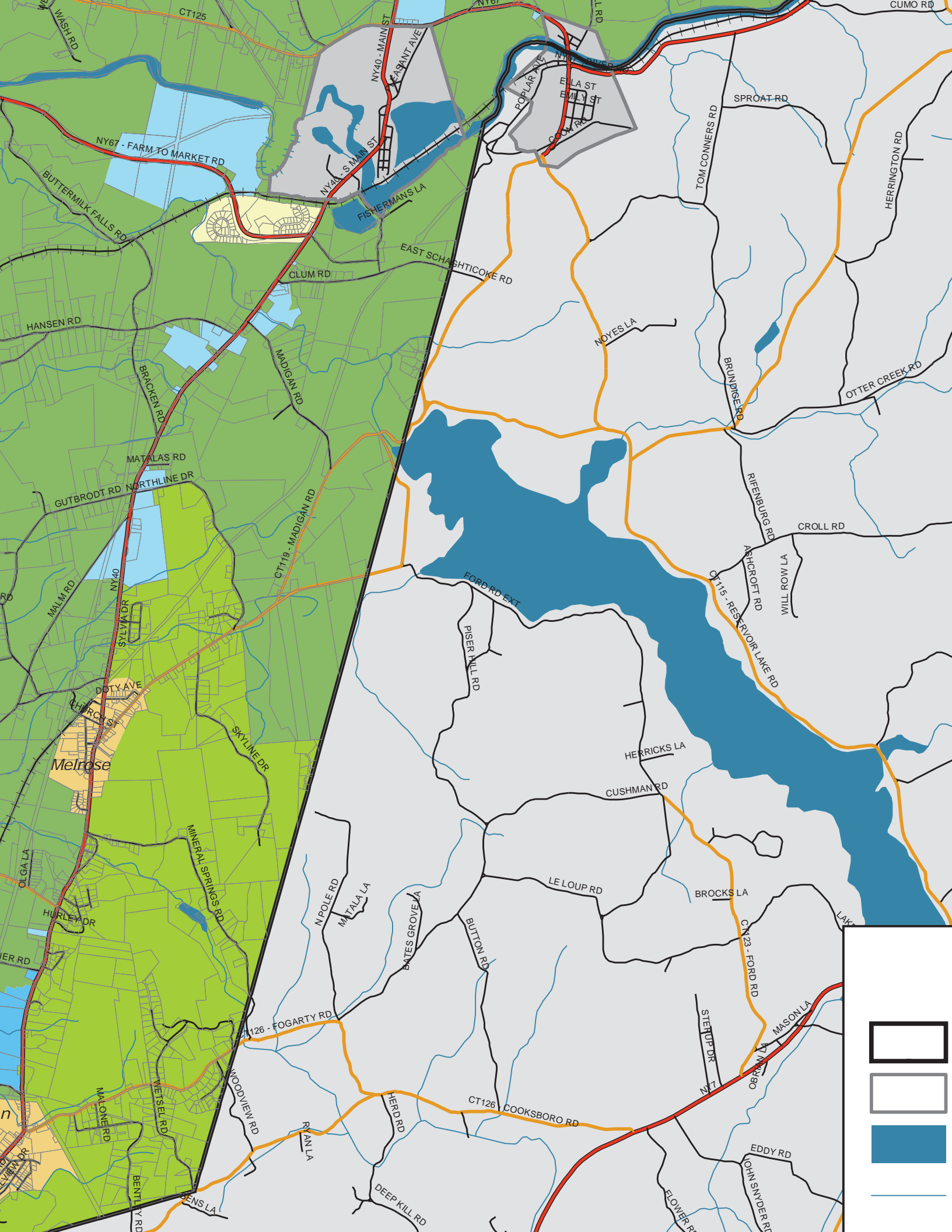
- Parcel Boundaries
- Built Since 1995



Source: Tax Parcel Boundaries:
Rensselaer Co Bureau of
Research and Information 2020.
Parcel Centroids: NYS GIS
Clearinghouse 2020,

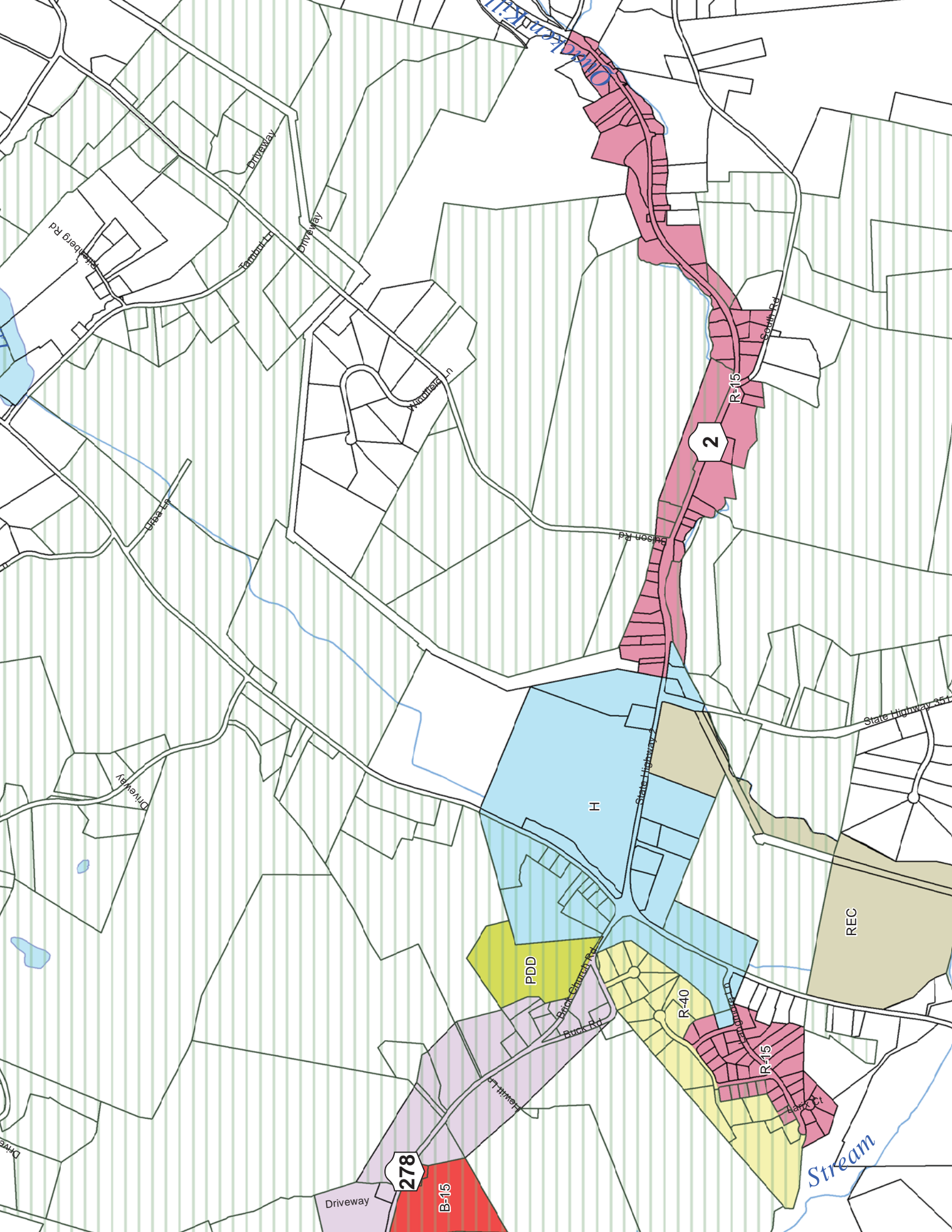
Appendix B

Schaghticoke Zoning



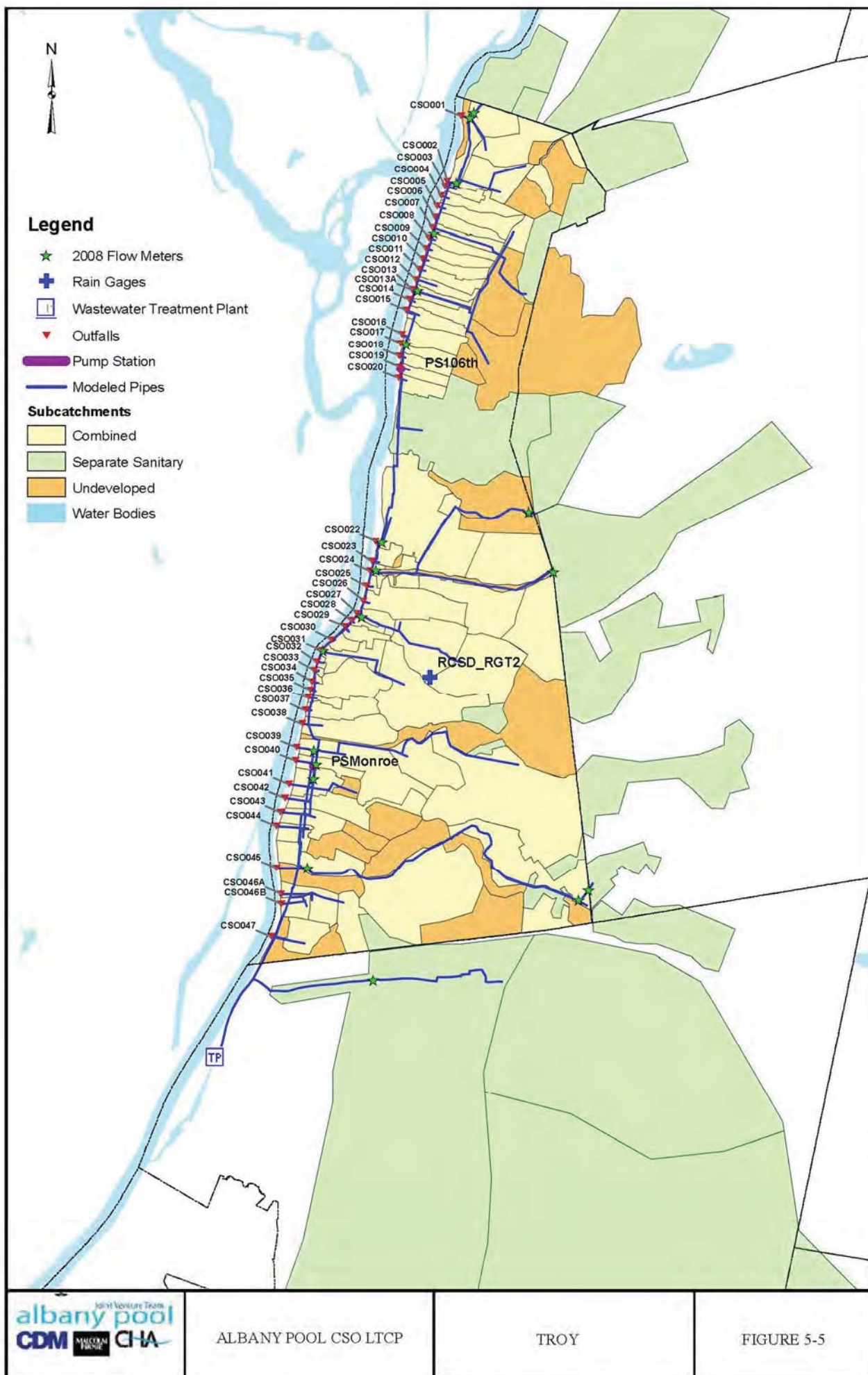
Appendix C

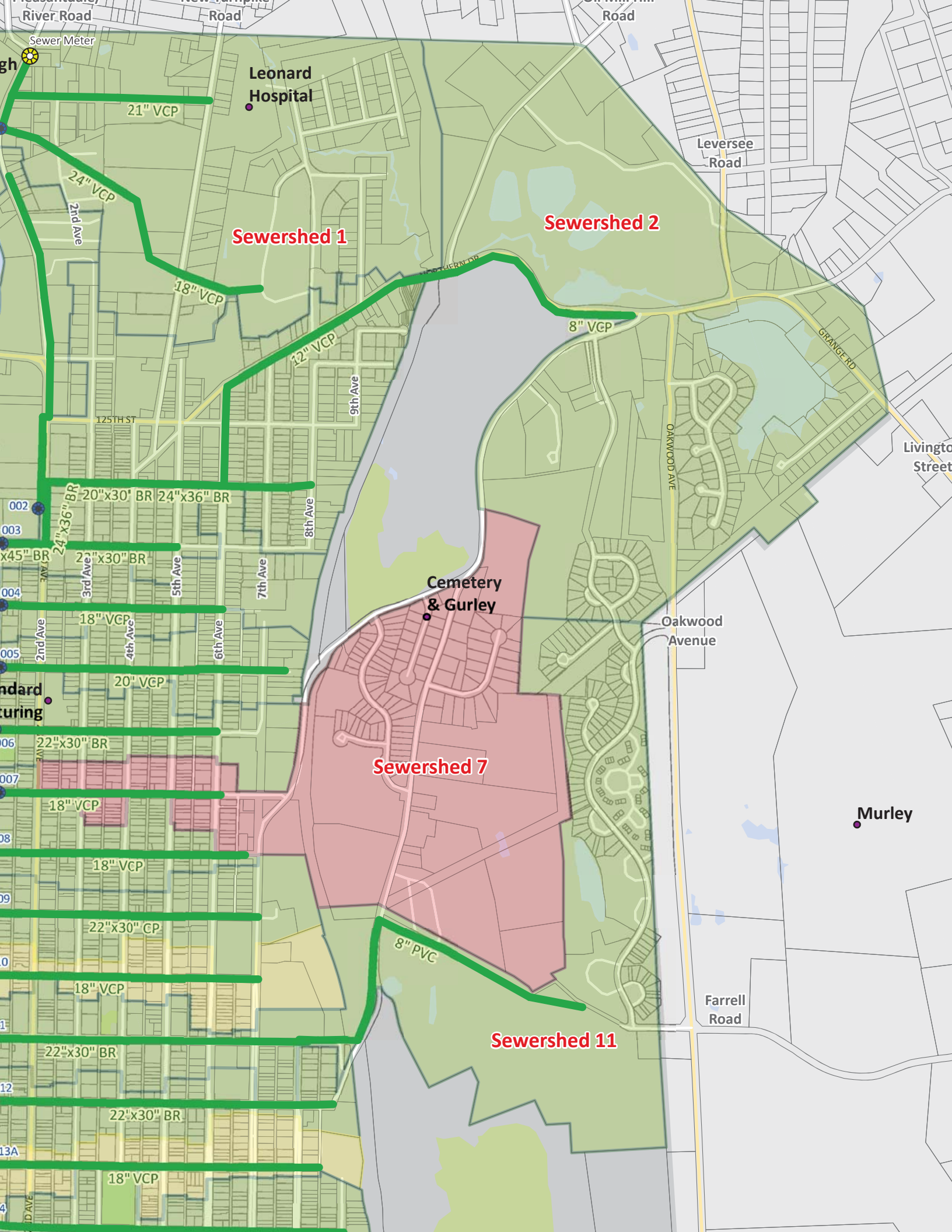
Brunswick Zoning

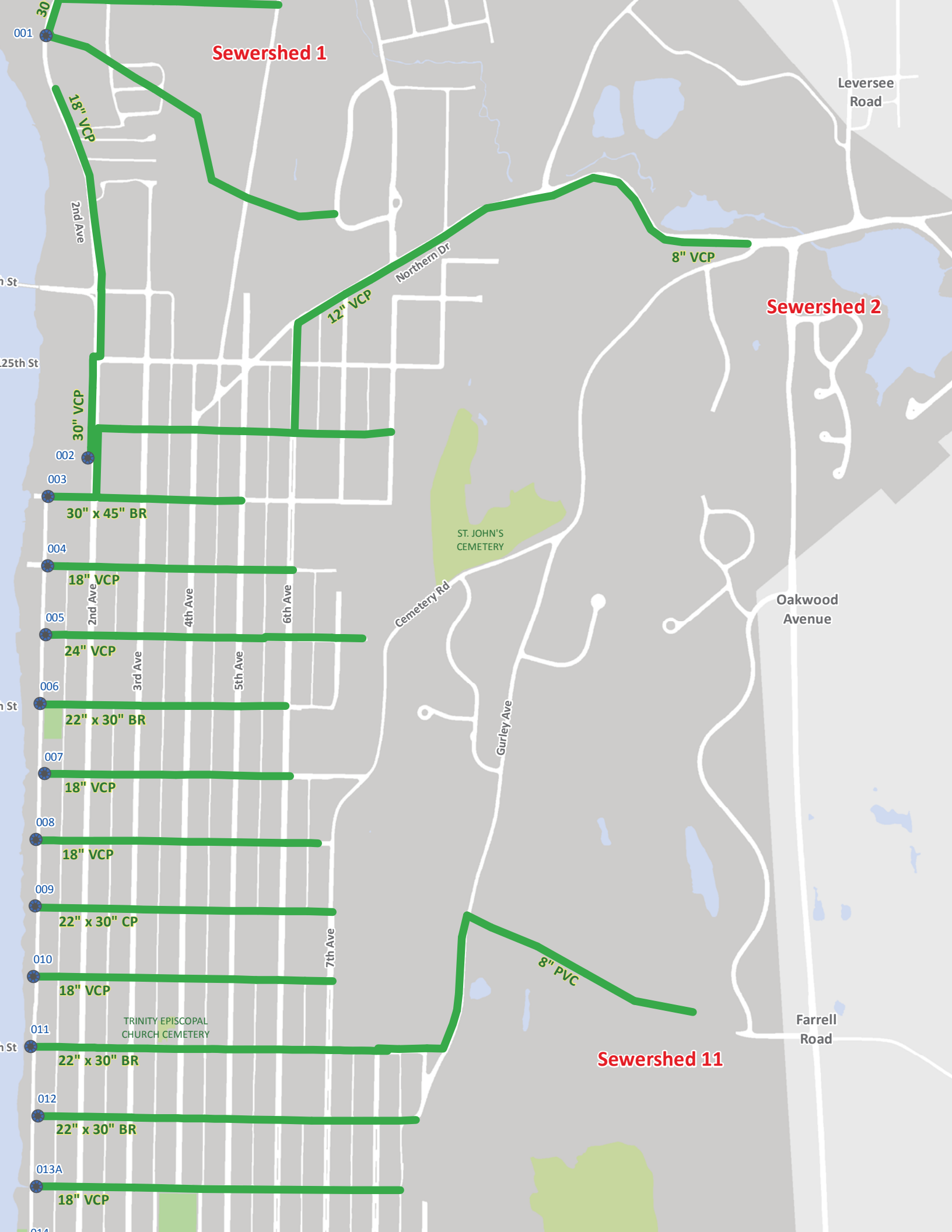


Appendix D

Troy Sewershed Maps

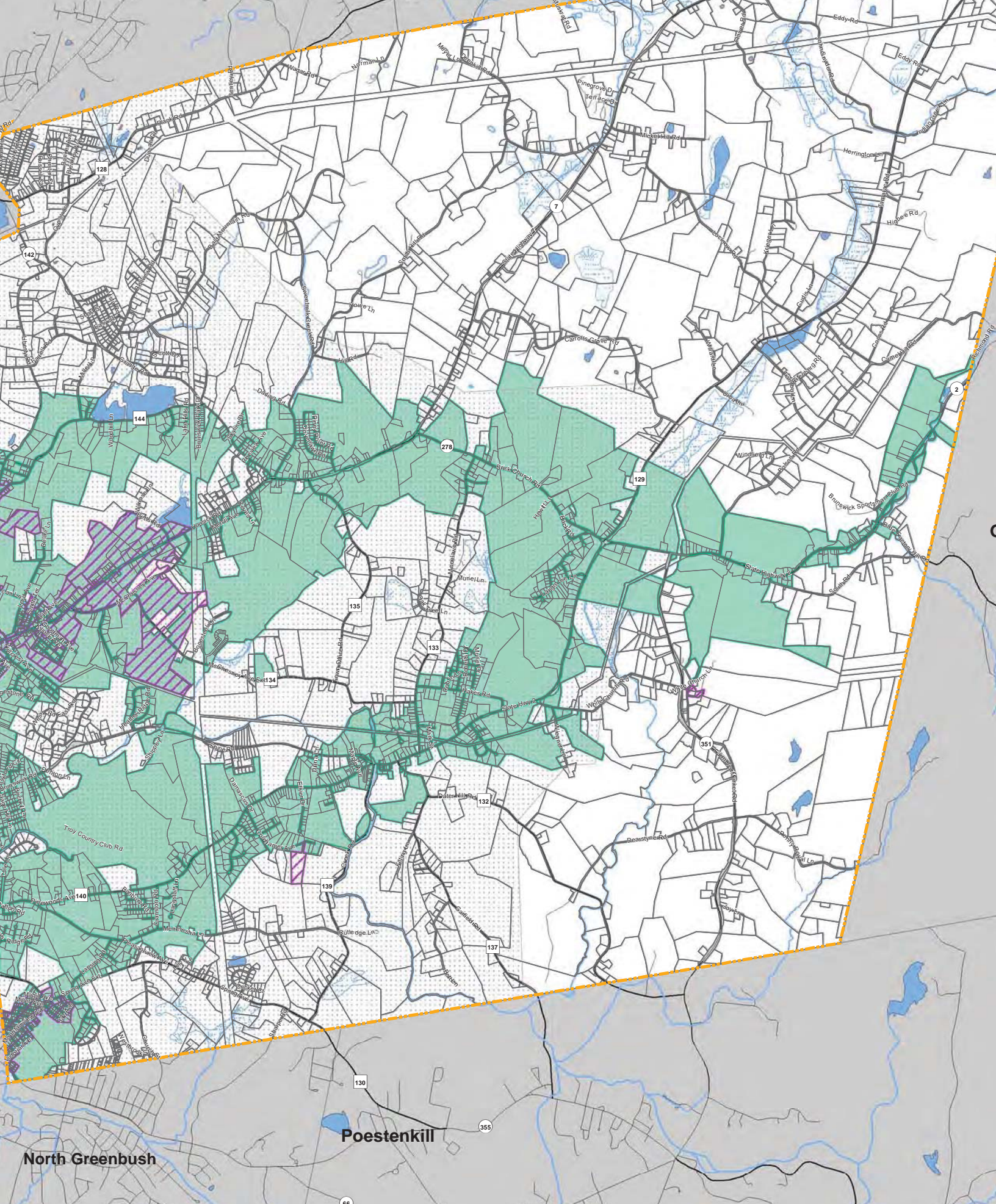






Appendix E

Brunswick Sewer



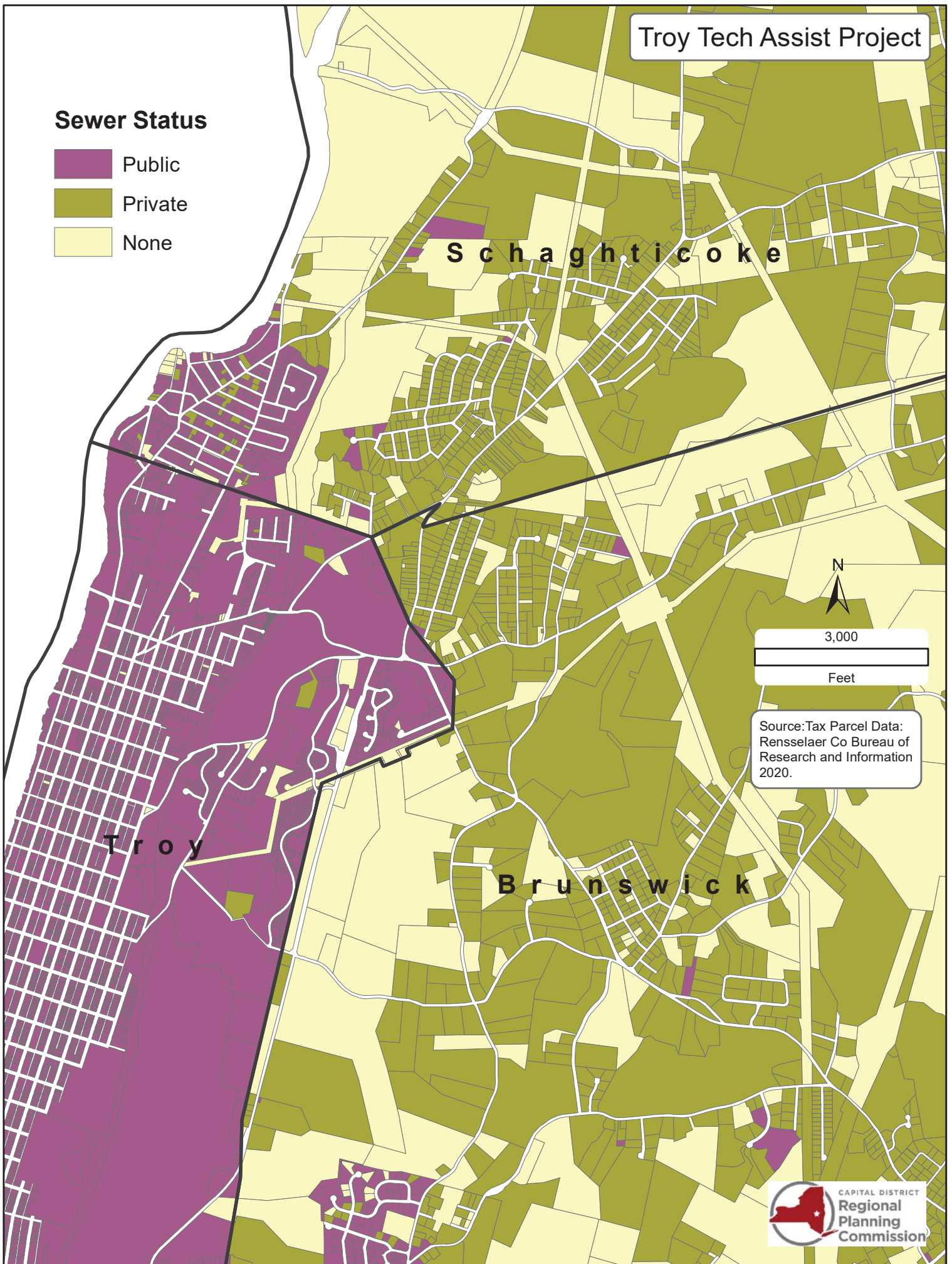
Public Water and Sewer Districts

Town of Brunswick

Rensselaer County, New York

Sewer Status

- Public
- Private
- None



3,000

Feet

Source: Tax Parcel Data:
Rensselaer Co Bureau of
Research and Information
2020.

Appendix F

Schaghticoke Forms



Application to the

Town of Schaghticoke Planning Board

Schaghticoke Town Hall
R.D.#1, Box 19B, Northline Drive
Melrose, New York 12121-9707

Telephone (518) 753-6915

Purpose of Application:
(Check all that apply)

- ☐ Subdivision (Preliminary)
☐ Subdivision (Final)
☐ Subdivision (Waiver)

- ☐ Flood Plain Permit
☐ Site Plan Review
☐ Special Use Permit

Name of Project: _____

Applicant:

Name: _____

Address: _____

Telephone: _____

Project Data:

Owner of Property: _____

Owner's Address: _____

Location: _____

Tax Parcel Number: _____ Zoning District: _____

Current Use: _____

Proposed Use: _____

Total Acreage of Project: _____ No. of Lots Proposed: _____

Proposed Phasing/ Completion Date: _____

Professional Representing Applicant:

Name: _____ Telephone: _____

Address: _____

Applicant's Signature: _____

Date: _____

For Planning Board Use Only

Date Application Received: _____ Fee: _____

Date of Public Hearing: _____ Environmental Assessment: _____
Neg. Dec.
Cond. Neg. Dec.
Pos. Dec.

Action By Planning Board: _____ Preliminary Approval
_____ Final Approval
_____ Denial

Conditions for Approval/ Reasons for Denial: _____

Certification: _____
(Signature)

(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.

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?		NO	YES
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.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
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 _____ acres or controlled by the applicant or project sponsor?			
4. Check all land uses that occur on, are adjoining or near the proposed action: 5. <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? b. Consistent with the adopted comprehensive plan?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/> <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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 <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
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 <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

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
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, <div style="margin-left: 20px;"> a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? </div> If Yes, briefly describe: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<p>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor/name: _____ Date: _____</p> <p>Signature: _____ Title: _____</p>		

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. 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; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Counsel, Town Board, <input type="checkbox"/> Yes <input type="checkbox"/> No or Village Board of Trustees		
b. City, Town or Village <input type="checkbox"/> Yes <input type="checkbox"/> No Planning Board or Commission		
c. City, Town or <input type="checkbox"/> Yes <input type="checkbox"/> No Village Zoning Board of Appeals		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input type="checkbox"/> Yes <input type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input type="checkbox"/> Yes <input type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input type="checkbox"/> No

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☐Yes☐No

- If Yes, complete sections C, F and G.
- If No, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☐Yes☐No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐Yes☐No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☐Yes☐No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐Yes☐No

If Yes, identify the plan(s):

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. ☐ Yes ☐ No
If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? ☐ Yes ☐ No

c. Is a zoning change requested as part of the proposed action? ☐ Yes ☐ No

If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? _____

b. What police or other public protection forces serve the project site?

c. Which fire protection and emergency medical services serve the project site?

d. What parks serve the project site?

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. 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

c. Is the proposed action an expansion of an existing project or use? ☐ Yes ☐ No
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? ☐ Yes ☐ No

If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? ☐ Yes ☐ No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? ☐ Yes ☐ No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____
- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
- Anticipated completion date of final phase _____ month _____ year
- Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, show numbers of units proposed.				
	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes,	
<i>i.</i> Total number of structures _____ <i>ii.</i> Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length <i>iii.</i> Approximate extent of building space to be heated or cooled: _____ square feet	

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes,	
<i>i.</i> Purpose of the impoundment: _____ <i>ii.</i> If a water impoundment, the principal source of the water: <input type="checkbox"/> Ground water <input type="checkbox"/> Surface water streams <input type="checkbox"/> Other specify: _____ <i>iii.</i> If other than water, identify the type of impounded/contained liquids and their source. _____ <i>iv.</i> Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres <i>v.</i> Dimensions of the proposed dam or impounding structure: _____ height; _____ length <i>vi.</i> Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____	

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? <input type="checkbox"/> Yes <input type="checkbox"/> No (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite) If Yes:	
<i>i.</i> What is the purpose of the excavation or dredging? _____ <i>ii.</i> How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site? <div style="margin-left: 20px;"> • Volume (specify tons or cubic yards): _____ • Over what duration of time? _____ </div> <i>iii.</i> Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____ _____ _____	
<i>iv.</i> Will there be onsite dewatering or processing of excavated materials? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe. _____ _____ _____	
<i>v.</i> What is the total area to be dredged or excavated? _____ acres <i>vi.</i> What is the maximum area to be worked at any one time? _____ acres <i>vii.</i> What would be the maximum depth of excavation or dredging? _____ feet <i>viii.</i> Will the excavation require blasting? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>ix.</i> Summarize site reclamation goals and plan: _____ _____ _____	

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:	
<i>i.</i> Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____ _____	

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? ☐ Yes ☐ No
If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? ☐ Yes ☐ No
If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? ☐ Yes ☐ No
If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? ☐ Yes ☐ No
If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? ☐ Yes ☐ No
- Is the project site in the existing district? ☐ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☐ No
- Do existing lines serve the project site? ☐ Yes ☐ No

iii. Will line extension within an existing district be necessary to supply the project? ☐ Yes ☐ No
If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? ☐ Yes ☐ No
If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? ☐ Yes ☐ No
If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? ☐ Yes ☐ No
If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? ☐ Yes ☐ No
- Is the project site in the existing district? ☐ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☐ No

<ul style="list-style-type: none"> • Do existing sewer lines serve the project site? _____ • Will a line extension within an existing district be necessary to serve the project? _____ <p>If Yes:</p> <ul style="list-style-type: none"> • Describe extensions or capacity expansions proposed to serve this project: _____ _____ _____ 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? _____</p> <p>If Yes:</p> <ul style="list-style-type: none"> • Applicant/sponsor for new district: _____ • Date application submitted or anticipated: _____ • What is the receiving water for the wastewater discharge? _____ 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans): _____ _____ _____</p>		
<p>vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____ _____ _____</p>		
<p>e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? _____</p> <p>If Yes:</p> <p>i. How much impervious surface will the project create in relation to total size of project parcel?</p> <p style="padding-left: 40px;">_____ Square feet or _____ acres (impervious surface)</p> <p style="padding-left: 40px;">_____ Square feet or _____ acres (parcel size)</p> <p>ii. Describe types of new point sources. _____</p> <p>iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)? _____ _____</p> <ul style="list-style-type: none"> • If to surface waters, identify receiving water bodies or wetlands: _____ _____ • Will stormwater runoff flow to adjacent properties? _____ 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? _____</p>		
<p>f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? _____</p> <p>If Yes, identify:</p> <p>i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles) _____</p> <p>ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers) _____</p> <p>iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation) _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? _____</p> <p>If Yes:</p> <p>i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) _____</p> <p>ii. In addition to emissions as calculated in the application, the project will generate:</p> <ul style="list-style-type: none"> • _____ Tons/year (short tons) of Carbon Dioxide (CO₂) • _____ Tons/year (short tons) of Nitrous Oxide (N₂O) • _____ Tons/year (short tons) of Perfluorocarbons (PFCs) • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆) • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs) • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs) 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

<p>h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Estimate methane generation in tons/year (metric): _____</p> <p style="margin-left: 20px;">ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____</p>			
<p>i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____</p>			
<p>j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. When is the peak traffic expected (Check all that apply): <input type="checkbox"/> Morning <input type="checkbox"/> Evening <input type="checkbox"/> Weekend <input type="checkbox"/> Randomly between hours of _____ to _____.</p> <p style="margin-left: 20px;">ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____</p> <p style="margin-left: 20px;">iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____</p> <p style="margin-left: 20px;">iv. Does the proposed action include any shared use parking? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____</p> <p style="margin-left: 20px;">vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Estimate annual electricity demand during operation of the proposed action: _____</p> <p style="margin-left: 20px;">ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____</p> <p style="margin-left: 20px;">iii. Will the proposed action require a new, or an upgrade, to an existing substation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>l. Hours of operation. Answer all items which apply.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ </td> <td style="width: 50%; vertical-align: top;"> <p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ </td> </tr> </table>		<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 		

<p>m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Provide details including sources, time of day and duration:</p> <p>_____</p> <p>_____</p>	
<p>ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe: _____</p> <p>_____</p>	
<p>n. Will the proposed action have outdoor lighting? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:</p> <p>_____</p> <p>_____</p>	
<p>ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe: _____</p> <p>_____</p>	
<p>o. Does the proposed action have the potential to produce odors for more than one hour per day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____</p> <p>_____</p> <p>_____</p>	
<p>p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Product(s) to be stored _____</p> <p>ii. Volume(s) _____ per unit time _____ (e.g., month, year)</p> <p>iii. Generally, describe the proposed storage facilities: _____</p> <p>_____</p>	
<p>q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe proposed treatment(s):</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>ii. Will the proposed action use Integrated Pest Management Practices? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe any solid waste(s) to be generated during construction or operation of the facility:</p> <ul style="list-style-type: none"> • Construction: _____ tons per _____ (unit of time) • Operation : _____ tons per _____ (unit of time) <p>ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:</p> <ul style="list-style-type: none"> • Construction: _____ • Operation: _____ <p>iii. Proposed disposal methods/facilities for solid waste generated on-site:</p> <ul style="list-style-type: none"> • Construction: _____ • Operation: _____ 	

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☐ No

If Yes:

i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____

ii. Anticipated rate of disposal/processing:

- _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
- _____ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☐ No

If Yes:

i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

iii. Specify amount to be handled or generated _____ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☐ No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: _____

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site																																							
<p>a. Existing land uses.</p> <p>i. Check all uses that occur on, adjoining and near the project site.</p> <div style="display: flex; flex-wrap: wrap;"> <div style="margin-right: 10px;"><input type="checkbox"/> Urban</div> <div style="margin-right: 10px;"><input type="checkbox"/> Industrial</div> <div style="margin-right: 10px;"><input type="checkbox"/> Commercial</div> <div style="margin-right: 10px;"><input type="checkbox"/> Residential (suburban)</div> <div style="margin-right: 10px;"><input type="checkbox"/> Rural (non-farm)</div> <div style="margin-right: 10px;"><input type="checkbox"/> Forest</div> <div style="margin-right: 10px;"><input type="checkbox"/> Agriculture</div> <div style="margin-right: 10px;"><input type="checkbox"/> Aquatic</div> <div style="margin-right: 10px;"><input type="checkbox"/> Other (specify): _____</div> </div> <p>ii. If mix of uses, generally describe: _____</p>																																							
<p>b. Land uses and coverytypes on the project site.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Land use or Coverytype</th> <th style="width: 15%;">Current Acreage</th> <th style="width: 25%;">Acreage After Project Completion</th> <th style="width: 20%;">Change (Acres +/-)</th> </tr> </thead> <tbody> <tr> <td>• Roads, buildings, and other paved or impervious surfaces</td> <td></td> <td></td> <td></td> </tr> <tr> <td>• Forested</td> <td></td> <td></td> <td></td> </tr> <tr> <td>• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>• Agricultural (includes active orchards, field, greenhouse etc.)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>• Surface water features (lakes, ponds, streams, rivers, etc.)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>• Wetlands (freshwater or tidal)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>• Non-vegetated (bare rock, earth or fill)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>• Other Describe: _____</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Land use or Coverytype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)	• Roads, buildings, and other paved or impervious surfaces				• Forested				• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)				• Agricultural (includes active orchards, field, greenhouse etc.)				• Surface water features (lakes, ponds, streams, rivers, etc.)				• Wetlands (freshwater or tidal)				• Non-vegetated (bare rock, earth or fill)				• Other Describe: _____			
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c. Is the project site presently used by members of the community for public recreation? i. If Yes: explain: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? If Yes, i. Identify Facilities: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the project site contain an existing dam? If Yes: i. Dimensions of the dam and impoundment: <ul style="list-style-type: none"> • Dam height: _____ feet • Dam length: _____ feet • Surface area: _____ acres • Volume impounded: _____ gallons OR acre-feet ii. Dam's existing hazard classification: _____ iii. Provide date and summarize results of last inspection: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? If Yes: i. Has the facility been formally closed? <ul style="list-style-type: none"> • If yes, cite sources/documentation: _____ ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? If Yes: i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? If Yes: i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input type="checkbox"/> Yes – Spills Incidents database <input type="checkbox"/> Yes – Environmental Site Remediation database <input type="checkbox"/> Neither database </div> <div style="width: 50%;"> Provide DEC ID number(s): _____ Provide DEC ID number(s): _____ </div> </div> ii. If site has been subject of RCRA corrective activities, describe control measures: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? If yes, provide DEC ID number(s): _____ iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

v. Is the project site subject to an institutional control limiting property uses? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> If yes, DEC site ID number: _____ Describe the type of institutional control (e.g., deed restriction or easement): _____ Describe any use limitations: _____ Describe any engineering controls: _____ Will the project affect the institutional or engineering controls in place? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____ _____ 	
E.2. Natural Resources On or Near Project Site	
a. What is the average depth to bedrock on the project site? _____ feet	
b. Are there bedrock outcroppings on the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %	
c. Predominant soil type(s) present on project site: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>_____</div> <div>_____ %</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>_____</div> <div>_____ %</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>_____</div> <div>_____ %</div> </div>	
d. What is the average depth to the water table on the project site? Average: _____ feet	
e. Drainage status of project site soils: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Well Drained: _____ % of site </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Moderately Well Drained: _____ % of site </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Poorly Drained _____ % of site </div>	
f. Approximate proportion of proposed action site with slopes: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> 0-10%: _____ % of site </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> 10-15%: _____ % of site </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> 15% or greater: _____ % of site </div>	
g. Are there any unique geologic features on the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe: _____ _____	
h. Surface water features. <div style="margin-top: 10px;"> i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="margin-top: 5px;"> ii. Do any wetlands or other waterbodies adjoin the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="margin-top: 5px;"> If Yes to either <i>i</i> or <i>ii</i>, continue. If No, skip to E.2.i. </div> <div style="margin-top: 5px;"> iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="margin-top: 5px;"> iv. For each identified regulated wetland and waterbody on the project site, provide the following information: <div style="margin-top: 5px;"> <ul style="list-style-type: none"> Streams: Name _____ Classification _____ Lakes or Ponds: Name _____ Classification _____ Wetlands: Name _____ Approximate Size _____ Wetland No. (if regulated by DEC) _____ </div> </div>	

<p>m. Identify the predominant wildlife species that occupy or use the project site: _____</p> <p>_____</p> <p>_____</p>
<p>n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Describe the habitat/community (composition, function, and basis for designation): _____</p> <p style="margin-left: 20px;">ii. Source(s) of description or evaluation: _____</p> <p style="margin-left: 20px;">iii. Extent of community/habitat:</p> <ul style="list-style-type: none"> • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Species and listing (endangered or threatened): _____</p> <p>_____</p> <p>_____</p>
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Species and listing: _____</p> <p>_____</p> <p>_____</p>
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, give a brief description of how the proposed action may affect that use: _____</p> <p>_____</p> <p>_____</p>
<p>E.3. Designated Public Resources On or Near Project Site</p>
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, provide county plus district name/number: _____</p>
<p>b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">i. If Yes: acreage(s) on project site? _____</p> <p style="margin-left: 20px;">ii. Source(s) of soil rating(s): _____</p>
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature</p> <p style="margin-left: 20px;">ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____</p> <p>_____</p> <p>_____</p>
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. CEA name: _____</p> <p style="margin-left: 20px;">ii. Basis for designation: _____</p> <p style="margin-left: 20px;">iii. Designating agency and date: _____</p>

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District ii. Name: _____ iii. Brief description of attributes on which listing is based: _____
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? <input type="checkbox"/> Yes <input type="checkbox"/> No
g. Have additional archaeological or historic site(s) or resources been identified on the project site? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: i. Describe possible resource(s): _____ ii. Basis for identification: _____
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: i. Identify resource: _____ ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____ iii. Distance between project and resource: _____ miles.
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: i. Identify the name of the river and its designation: _____ ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? <input type="checkbox"/> Yes <input type="checkbox"/> No

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____

Appendix G

Brunswick Forms

Application for a Major Subdivision

— Final Plat Approval —

Date: _____, 201__

Name of Subdivision: _____



Town of Brunswick
Building Department
336 Town Office Road
Troy, New York 12180

	Name	Address	Business Phone	Home or Cell Phone
Applicant				
Owner				
Buyer				
Developer				
Attorney				
Engineer				
Surveyor				

NOTE: ANY OF THE ABOVE MAY BE CONTACTED BY THE REVIEWING OFFICER

Address of Site: _____

Size of Original Parcel: _____

Tax Map No.: _____

Date of Preliminary Plat Approval: _____

- ☐ - Endorsement received from all State and County Agencies.
- ☐ - Final Plat in full compliance with Article VI, §4.
- ☐ - Performance Bond filed for required improvements or check filed with Town Clerk.
- ☐ - \$500 per Residential Unit/Lot Parks and Recreation Fee paid.

Signature of Owner, Applicant or Agent

Printed or Typed Copy of Above

NOTE: IF OWNER IS NOT THE APPLICANT, THE APPLICANT SWEARS THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER AND THAT THE APPLICANT IS AUTHORIZED TO MAKE SUCH APPLICATION.

Approved: _____

Conditions: _____



Permit No. _____

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit and Zoning Permit pursuant to the N.Y.S. Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections. If the owner is not the applicant, the applicant swears that the proposed work is authorized by the owner and that the applicant is authorized to make such application.

APPROVAL/DISAPPROVAL

ADDRESS OF SUBJECT PROPERTY

NUMBER STREET CITY STATE ZIP

Applicant's Name Email

Address
NUMBER STREET CITY STATE ZIP

Phone During Business Hours: (W) (Cell) Fax

Name of Tenant (if applicable)

Contact Person Email

Address:
NUMBER STREET CITY STATE ZIP

Phone During Business Hours: (W) (Cell) Fax

General Contractor

Address
NUMBER STREET CITY STATE ZIP

Phone During Business Hours: (W) (Cell) Fax

THE GENERAL CONTRACTOR'S CURRENT CERTIFICATE OF WORKMANS COMP AND GENERAL LIABILITY INSURANCE IS REQUIRED TO BE ON FILE WITH THE TOWN Of Brunswick Building Department

Estimated Cost of Construction \$ Floor Area of Construction (Sq. Ft.)

The building/space fire sprinkler system is: Existing Proposed N/A

The building/space fire and smoke detection system is: Existing Proposed N/A

The building/space fire alarm system is: Existing Proposed N/A

SIGNATURE OF APPLICANT

DATE

PLEASE PRINT NAME

XXXXXXXXXXXXXXXXXXXXXXXXXXXXFOR OFFICIAL USE ONLYXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Fee Amount \$ Date Paid/Check Number
(This fee is not refundable)

Application of dated
is hereby approved (disapproved).

Reason for refusal of permit

PROPOSED USE

2. This application must be accompanied by two (2) complete sets of plans showing Proposed construction and two (2) sets of specifications. Plans and specifications Shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical and plumbing and heating installations.
3. The work covered by this application may NOT be commenced before the issuance of a Building and Zoning Permit.
4. Upon approval of this application, the Building and Zoning Permit Department will issue a Building and Zoning Permit to the applicant together with an approved set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
5. No building shall be occupied or used in whole or in part for any purpose whatever Until a Certificate of Occupancy shall have been granted by the Building Department.
6. Costs of the work described in the application for a Building Permit include the cost of All of the construction, and other work done in connection therewith, exclusive of the cost of the land. If final costs shall exceed the estimated cost, an additional fee may be required before the issuance of a Certificate of Occupancy.
7. Any deviation from the approved plans must be authorized, by the approval of revised Plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.
8. A PERMIT AND CERTIFICATE OF APPROVAL MUST BE OBTAINED FROM AN APPROVED ELECTRICAL INSPECTION AGENCY FOR ALL ELECTRICAL WORK. THE PERMIT MUST BE OBTAINED BEFORE STARTING ANY ELECTRICAL WORK.

INSPECTION SCHEDULE

YOU MUST CALL THE BUILDING DEPARTMENT 279-3461 FOR THE FOLLOWING INSPECTIONS. NOTE: ANY WORK COVERED OR CONCEALED BEFORE INSPECTION AND APPROVAL SHALL BE EXPOSED FOR INSPECTION AT THE APPLICANT'S EXPENSE.

1. Footings before pouring concrete.
2. Foundation inspection before backfill.
3. Submit a Surveyor's location of foundation to the Building Department for zoning Approval before framing is started.
4. Plumbing, heating, framing, and electrical inspection before any closing of the framework. Electrical inspections are done by The Middle Department Inspection Agency or The Inspector.
5. Insulation inspection.
6. When all work is completed, a final inspection of the site, building and all utilities is required. No Occupancy of a building is permitted without a Certificate of Occupancy issued by the Building Department. (See Instruction Sheet)

Application for Zoning Verification and Building/Zoning Permit

RESIDENTIAL
TOWN OF BRUNSWICK
 Building Department
 (518) 279-3461 X107
 Fax (518) 279-4352

PERMIT NO. _____

ADVISORY NOTE: Several parcels of land in Town
 Contain Federal Wetlands. Before any excavating,
 We advise contacting the Army Corp. of engineers.
(518) 270-0588

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building/Zoning Permit pursuant to the N.Y.S. Uniform Fire Prevention & Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The signer and/or owner agrees to comply with all applicable laws, ordinances, and regulations, as well as any conditions expressed on this application, and will allow all inspectors to enter the premises for required inspections.

Address of Site: _____

City _____ State _____ Zip _____

Property Owner's Name: _____

(Applicant)

Address: _____

City _____ State _____ Zip _____

Phone W _____ H/Cell _____

Property Owner's Email: _____

Contractor's Business Name: _____

(Insurance must match business name)

Address: _____

City _____ State _____ Zip _____

Phone W _____ Cell _____

ESTIMATED COST \$ _____ Flr. Area _____

PERMIT FEE \$ _____

(This fee is not refundable)

*all permits, co's and cc's will be issued to the property owner

INSURANCE INFORMATION REQUIRED

Owners performing work must file form _____ BP-1

By signing this application, the owner/contractor doing work acknowledges their responsibility for verification of all required subcontractor insurance.

Contractors must prove compliance with Section 37 of the Worker's Compensation Law by producing one of the following:

☐ C-105.2 ☐ U-26.3 ☐ SI-12 ☐ CE-200

Contractor's General Liability

Insured's Name _____
 (must match business name)

NOTE: IF OWNER IS NOT THE SIGNER, THE SIGNER SWEARS THAT
 THE PROPOSED WORK IS AUTHORIZED BY THE OWNER AND
 THAT THE SIGNER IS AUTHORIZED TO MAKE SUCH APPLICATION.

(518) 279-3461 X107

Fax (518) 279-4352

YOU MUST CALL FOR REQUIRED INSPECTIONS.
 SEE PERMIT CARD FOR INSPECTIONS NEEDED

FOR OFFICIAL USE ONLY

The application of _____ Dated _____, 20____
 Is hereby approved (disapproved) and permission granted (refused) for the construction, reconstruction, or alteration of a
 building and/or accessory structure as set forth on this application.

Reason for approval (refusal) of permit: _____

Proposed use: _____

Variance Granted # _____

Dated: _____, 20____

PROPOSED ACTION:

a) Describe Present Use of Property: ☐ One Family ☐ Two Family ☐ Vacant Land ☐ Other (specify) _____

b) Is the proposed action a: ☐ New Building ☐ Addition ☐ Renovation
☐ Accessory Structure ☐ Garage ☐ Shed ☐ Deck ☐ Pool ☐ Other
☐ Home Occupation: _____
☐ Accessory Dwelling Unit
 Describe the proposed use or construction in detail: _____

c) Gross Floor Area: Existing: _____ square feet
 Proposed: _____ square feet
 Total: _____ square feet

d) Parcel is located in a _____ zoning district. (If unknown, verify with Building Department.)

SITE INFORMATION: (DO NOT COMPLETE THIS SECTION IF THERE WILL BE NO EXTERIOR ALTERATION OF THE STRUCTURE/SITE)

Size of lot: _____ acre _____ sq. ft.

Is this a corner lot? Yes ☐ No ☐ If yes, corner lot: feet _____ Through lot? Yes ☐ No ☐Does the parcel front upon a developed public street? Yes ☐ No ☐ If yes, length of frontage on street: feet _____

Building Setbacks:	Existing	Proposed
Front Yard Depth:	feet _____	feet _____
Left Side Yard:	feet _____	feet _____
Right Side Yard:	feet _____	feet _____
Rear/Front Yard Depth:	feet _____	feet _____
Existing Building Height (at peak):	feet _____	stories _____
Proposed Height (at peak):	feet _____	stories _____

APPROVAL / DISAPPROVAL

APPROVAL IS VALID FOR 1 YEAR

SIGNATURE: _____

PRINT NAME: _____

DATED: _____

TITLE IN COMPANY: _____

If DISAPPROVED, an appeal must be taken within sixty days after the filing in the Town Clerk's office of
 any order, requirement, decision, interpretation or determination, from which the appeal is taken.

FOR OFFICIAL USE ONLY

I, _____ Zoning Officer of the Town Of Brunswick hereby finds that the proposed action as describe
 above, and in any attachments hereto, ☐ IS IN ACCORDANCE ☐ IS NOT IN ACCORDANCE

Dated: _____

SIGNATURE OF ZONING OFFICER _____

Are there easements on the property Yes ☐ No ☐
 Parcel in/near a floodplain Yes ☐ No ☐
 Parcel in/near a wetland Yes ☐ No ☐
 On/near a protected watercourse Yes ☐ No ☐
 Copy of assessor's card(s) attached Yes ☐ No ☐
 Copy of County tax map attached Yes ☐ No ☐
 S. B. L. # _____

Is existing use nonconforming Yes ☐ No ☐
 Variance granted on property Yes ☐ No ☐
 Subdivision of record on file Yes ☐ No ☐
 Does the Grandfather Provision apply Yes ☐ No ☐
 If yes, Pre-1987 ☐ 1987 to 2006 ☐
 Existing Violation or outstanding permit Yes ☐ No ☐

YES ☐ NO ☐ VIOLATION - _____ CONSTRUCTION STARTED WITHOUT ZONING/BUILDING PERMIT

You may now file for a:

☐ Building permit application
☐ Application for a Zoning Variance or Interpretation

☐ Special Use Permit (Planning & Economic Development)
☐ Application to Town Board for Open Development Area

Town of Brunswick

Building Department

336 Town Office Road

(518) 279-3461 X 107

Approved electrical
contractors:

Middle Department Inspection
Agency (518) 273-0861

The Inspector
(800) 487-0535
(518) 363-0171

RESIDENTIAL BUILDING PERMIT APPLICATION INSTRUCTIONS

After the completion of the Building Permit/Zoning Verification Application, the signee is required to provide the following information depending upon the type of proposed construction desired.

Signees are required to complete an electrical application for any proposed electrical work (applications available at our counter) and provide Certificates of Insurance showing General Liability and Workers Compensation Insurance coverage.

ALL PROPOSED CONSTRUCTION TO COMPLY WITH THE RESIDENTIAL CODE OF NYS

• Installing a Pool:

- ♦ The signee must provide us with a **Site Plan** to show the location of the pool on the property along with any overhead power lines and existing or proposed fencing with gates. Pool outline must be marked on property with stakes or spray paint for a site inspection prior to permit. If a deck is proposed at pool, it must be shown on site plan and 2 (two) sets of detailed drawings are required showing: piers, framing materials, steps, etc. Inground swimming pools must maintain site to comply with the Erosion and Sediment Control Plan.

• Installing a Woodstove or Fireplace:

- ♦ The signee must provide the manufacturer's literature (on the unit and chimney) to determine if it has a New York State approval. The signee needs to provide a **Floor Plan** to show where the installation is proposed; as well as to determine where all required smoke and carbon monoxide detectors are needed, or sign the Smoke/C.O. Detector handout.

• Installing a Shed, Deck or Gazebo:

- ♦ Provide a **Site Plan** to show the location of the structure on property in relationship to the existing dwelling and property lines. The signee must provide 2 (two) sets of detailed drawings showing: piers, framing materials, steps, etc. Drawings must be to scale and drawn with a straight edge. If the construction is prefabricated, the manufacturer's literature is required.

• Building an Addition, Renovation and/or Garage:

- ♦ Provide a **Site Plan** to show the location of the proposed structure in relationship to existing structures and property lines. If a garage is proposed, need elevations of garage floor to road. Provide 2 (two) sets of detailed drawings showing: footings, foundations, framing, insulation, plumbing, heating, window schedule, energy calculations, climatic & geographic design criteria, roofing, interior and exterior finish, etc. A **Floor Plan, Elevation and Cross Section** drawing is required for proposed construction along with an **Existing Floor Plan** of all levels to also show the location of all required smoke and carbon monoxide detectors or sign the Smoke/C.O. detector handout. Drawing must be to scale and drawn with a straight edge.
- ♦ If the estimated construction cost is \$20,000.00 or over; or any second story addition, or structural work is proposed, drawings must be wet stamped by a Professional Engineer or Registered Architect, including a stamped truss layout. (Any addition over 300 square feet is presumed to cost in excess of \$20,000).
- ♦ Site needs to be maintained to comply with the Erosion and Sediment Control Plan along with a final grading inspection. Questions-contact Storm Water Management Department 783.6292.

• Building a Residence:

- ♦ Provide a **Proposed Site Plan** showing dimensions and square footage of lot with proposed dwelling to all property lines, along with proposed driveway, the elevations of garage floor to road and elevations of property.
- ♦ Provide 2 (two) sets of detailed drawings wet stamped by a Professional Engineer or Registered Architect along with a stamped truss layout, energy calculations, climatic and geographic design criteria, and window schedule; all of which to comply with the Residential Code of the N.Y.S.

THE REVIEW OF YOUR BUILDING PERMIT MAY TAKE 5 TO 15 WORKING DAYS.

TOWN OF BRUNSWICK
308 TOWN OFFICE ROAD
TROY, N.Y. 12180-8809

Building Department

279-3461 Ext.111 or 112

REQUIRED INSPECTIONS

Building Inspector must be called 24 hours before an inspection is needed.

1. Footings and Pier/Column footings properly formed with rebar in place "Prior to being poured".
2. Foundation Walls, after forming with rebar in place "Prior to being poured".
3. Slab Pour, with "required" vapor barrier and reinforcement as required by design Professionals, in place "Prior to being poured".

**NOTE: NO CONCRETE SHOULD BE POURED PRIOR TO
CONTACTING THE BUILDING DEPARTMENT.**

4. Foundation backfill with water/dampproofing applied, footing drains laid in course stone to daylight, with proper siltation barrier installed.
5. Framing/ rough plumbing/ rough heating/ rough electric. During this inspection rough Plumbing must be tested, as prescribed by code, and approved with Code Enforcement Officer present. Insulation should not be installed prior to this inspection.
6. Insulation inspection before sheetrock.
7. Final Inspection- "Before Occupancy" At this time all required Certificates or Certifications, as built/revised drawing and any other supporting documentation as required by any authority having jurisdiction on the project, must be submitted to the Building Department for their approval.

ADDITIONAL INSPECTIONS MAY BE REQUIRED:

Contact the Building Department for the requirements.

1. Fireplaces: Masonry or factory built-contact Building Department.
2. Chimneys: Masonry or factory built-contact Building Department.
3. Solid fuel/ Ornamental gas burning stoves-contact Building Department.
4. Underground fuel/ gas tanks and their piping before backfilling-contact Building Department.
5. Town sewer/water line connections-contact Building Department "prior" to enclosing or burying the above items.

Application for a Site Plan Review

Date: _____, 201__

Name of Business: _____



Town of Brunswick
Building Department
336 Town Office Road
Troy, New York 12180

	Name	Address	Business Phone	Home or Cell Phone
Applicant				
Owner				
Buyer				
Developer				
Attorney				
Engineer				
Surveyor				

NOTE: ANY OF THE ABOVE MAY BE CONTACTED BY THE REVIEWING OFFICER

Address of Site: _____

Size of Original Parcel: _____

Tax Map No.: _____

Sketch Plan Submitted: _____

- ☐ - All zoning in compliance.
- ☐ - Site Plan conforming to all requirements of Section 3(c).
- ☐ - Environmental Assessment Form filed.
- ☐ - Filing Fee* paid. Check one:
- ☐ - less than 1,000 sq. ft. - \$750
 - ☐ - 1,000 to 4,999 sq. ft. - \$2,000
 - ☐ - more than 4,999 sq. ft. - \$2,500

*Filing Fee includes Application Fee and Planning Board Engineer Review Fee.

- ☐ - \$500 per Residential Unit/Lot Parks and Recreation paid.

Signature of Owner, Applicant or Agent

Printed or Typed Copy of Above

NOTE: IF OWNER IS NOT THE APPLICANT, THE APPLICANT SWEARS THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER AND THAT THE APPLICANT IS AUTHORIZED TO MAKE SUCH APPLICATION.

Approved: _____

Conditions: _____

Site Plan Inspections

1. Pre-work Conference with Building Dept, Town Engineer, Highway Dept. (if needed) and applicant before any work starts.
2. Permit required prior to any on site work, additional to building permit if one is needed. (permit fee as per section 11 of fee schedule)
3. Permit required for any off site fill areas where fill is to be dumped with in the Town of Brunswick. Plans will be submitted to show
 - a. Limit of fill area
 - b. Proposed new topography for fill area
 - c. Approximate amount of fill to be brought in
4. Erosion Control Measures- prior to any excavation
5. construction entrance- if needed, is to be built prior to any other work on site
6. Road Bed construction, as per current ordinance (highway dept.)
7. Storm water management construction, before concealed
 - a. Need to see all excavation for grades/pitches
 - b. All piping and catch basins prior to concealment
 - c. All detention basins for proper location and grades
8. Excavation to verify correct grades, prior to any final coating, blacktop, topsoil
9. All water and sewer lines and hookups prior to concealment (water dept.)
10. Construction of retaining walls for proper locations
 - a. Walls over four feet for proper drainage and tie backs
11. Exterior lighting fixtures
 - a. Placement
 - b. Style
12. Building, must be inspected per building code (Building Dept)
13. Parking lot
 - a. Proper drainage
 - b. Grades
 - c. Stripping
 - d. Number of spaces
 - e. Placement/alignment of spaces
14. An as built plan showing
 - a. Building locations
 - b. Parking lots
 - c. All utilities, including water, sewer, storm water, etc.
 - d. Any improvements to site
 - i. Retaining walls etc.

To be supplied at completion of project prior to issuance of Certificate of Compliance for permit

Any deviation from the approved plans must be brought to the attention of the inspector prior to construction of such deviation, for review for potential return to Planning Board for Amendment to Site Plan

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.

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?			NO
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.			YES
			<input type="checkbox"/>
			<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			NO
If Yes, list agency(s) name and permit or approval:			YES
			<input type="checkbox"/>
			<input type="checkbox"/>
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 <input type="checkbox"/>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
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 <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
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 <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
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 <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
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 <input type="checkbox"/>	YES <input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
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 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<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>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></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>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></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>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

Project: Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Project: Date:

Short Environmental Assessment Form

Part 3 Determination of Significance

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)

PRINT FORM

Appendix H

Troy Site Plan Form



OFFICE USE ONLY

Application
for
Planning Commission Review

PC Case #: _____
Date Received: _____
SEQR Type: _____

Review Type☐

Check all that apply:

Concept/Sketch

☐

Change of Use

☐

Site Plan

☐Subdivision or
Lot Line Adjustment

Fill out the following information based on the site plan submitted. Applicants should familiarize themselves with the City of Troy Zoning Code prior to completing this form. For Changes of Use certain sections are not required if site alterations are not proposed, see below.

Applicant

Name:

Contact (if business):

Address:

Phone:

Email:

Property

If the applicant is not the property owner, documentation must be attached demonstrating that the applicant has a legal interest in the subject parcel. (e.g. contract vendee, lessee, etc.)

Owner:

Phone:

Address:

Tax Map Nos.:

Lot Area (acres):

Zoning District:

R1, Single Family Residential, Detached

Historic District:

No

Project

Existing Use:

Proposed Use:

Hours of Operation:

of Employees:

Project Title:

Project Description:

Subdivision/Lot Line Adjustment

This section is required for subdivisions or lot line adjustment applications only.

of Existing Lots:

of Proposed Lots:

Site Statistics

This section is not required for Changes of Use with no site alterations. For subdivisions please leave this sections blank, attach a summary for each lot (existing and proposed).

Existing

Lot Area (sf.):

Front Yard (ft.):

Rear Yard (ft.):

Side Yard(s) (ft.):

Lot Width (ft.):

Lot Coverage (%):

0%

Density (units per ac.):

Bldg. Height (ft.):

Proposed

Lot Area (sf.):

Front Yard (ft.):

Rear Yard (ft.):

Side Yard(s) (ft.):

Lot Width (ft.):

Lot Coverage (%):

0%

Density (units per ac.):

Bldg. Height (ft.):



Application
for
Planning Commission Review
(page 2)

Date Complete: _____
Date Approved: _____
Expiration Date: _____

Site Statistics (cont'd)

This section is not required for Changes of Use with no site alterations. Provide existing and proposed lot coverage. Pavements include asphalt, concrete, or packed earth/gravel. Building areas include foundations and covered porches/decks only; roof overhangs or awnings do not count toward building area.

Existing Lot Coverage

Green Space (sf.): _____
Pavements (sf.): _____
Buildings (sf.): _____

Proposed Lot Coverage

Green Space (sf.): _____
Pavements (sf.): _____
Buildings (sf.): _____

Total Increase of Impervious Area (sf.): _____

Buildings

This section is not required for Changes of Use with no site alterations.

# of Existing Structures: _____	Type of Construction: _____ (e.g. brick, steel, wood)
# of Ex. Bedrooms: _____	
# of Prop'd Structures: _____	Type of Construction: _____ (e.g. brick, steel, wood)
# of Prop'd Bedrooms: _____	

Parking

This section applies to off-street parking only. Refer to §285-52 through §285-66 for parking requirements by zoning district. Refer to §285-91 for the Schedule of Required Off-Street Parking for parking requirements by use.

# Req'd Parking Spaces: _____	
# Prop'd Parking Spaces: _____	# Prop'd ADA Spaces: _____

Utilities

Provide existing and proposed water and sewer usage quantities. In addition, please provide information (size, type, and location) for utilities available to the project site; either existing utilities or those proposed. Contact Department of Public Utilities (DPU) for available record information.

Ex. Water Usage (gpd): _____	Pro. Water Usage (gpd): _____
Ex. Sewer Usage (gpd): _____	Pro. Sewer Usage (gpd): _____
Sewer: _____	
Water: _____	
Storm/Drainage: _____	

Request for Extension

Per the City of Troy's Code, Planning Commission approval expires after six (6) months if an application for building permit has not been filed. Use this section to request any additional time required.

Requested Extension: _____ months

I(We) understand that I(we) am(are) responsible for the placement of notification signs per §285-47 of the Zoning Ordinance. Further, I(we) certify that the information contained in this application and on the Site Plan(s) submitted with this application is to the best of my(our) knowledge and belief accurate and correct and that I(we) have read and understand all applicable requirements, regulations, and laws as well as the instructions provided by City Staff.

Signed: _____
Name: _____

Date: _____



Planning Commission
City of Troy
433 River St., Ste. 5001
Troy, New York 12180

INSTRUCTIONS TO APPLICANTS

INTRODUCTION

Site Plan Review is an analysis of your site plan to determine if your proposal will be safe and to minimize negative impacts on nearby properties. Review of your site plan is conducted in several stages and are outlined below:

1. **Submit Site Plan Application:** Site plans and application should be submitted to the City of Troy Planning and Community Development Department (PCD). Details of what needs to be submitted, approvals and requirements vary depending on the type and complexity of the project. These are generally outlined on the following pages.
2. **Site Plan Review:** Copies of your site plan are circulated to professional staff personnel of the City of Troy whose collective recommendations are passed on in a staff report to the Commission itself. Applicants will also receive this staff report.
3. **Planning Commission Review:** The Planning Commission formally reviews your site plan in a public hearing and makes a decision whether to approve the site plan, approve it with conditions, or disapprove it. If your site plan is disapproved you have the right to amend it and submit it again for another site plan review.
4. **Site Plan Approval:** Once approval is received by the Planning Commission, apply for a work permit through the Building Department.

TYPES OF PROJECTS

Generally, proposals fall into one of three categories:

Change of Use: City law requires any proposal which constitutes a Change of Use to be presented to the Planning Commission. An application which does not propose a new structure or any exterior improvements to an existing structure falls under this category. *Changes of Use do not require the submission of a site plan.*

Example: A former convenient store is being converted into a new retail store. The applicant proposes no exterior improvements other than signage.

Minor Projects: A Minor Project is any proposal which includes exterior improvements and, at the discretion of the Planning Department, lacks the complexity to be deemed a Major Project. Generally, projects which propose less than 3,000 square feet of commercial space, less than 10 residential units, or disturb less than ¼ acre of land fall into this category.

Example: A 500 square foot addition to a single-family home to create an apartment.

Major Projects: A Major Project is any project not classified as a Change of Use or Minor Project. Major Projects require preparation of fully-engineered site plans and accompanying reports. Typically, applicants will present such proposals to the Planning Commission at the concept level, before finalizing layout and design. After Concept Review, the applicant will have the opportunity to address any concerns and revise the proposal for a final determination.

Example: Construction of a 20-unit apartment building and associated parking, utilities, and hardscape.



Planning Commission
City of Troy
433 River St., Ste. 5001
Troy, New York 12180

SITE PLAN CHECKLIST

Required documentation differs for each type of proposal. Below is a checklist of the required elements for Minor and Major Projects. Typically, Change of Use proposals do not require a Site Plan. At the purview of the Planning Commission, additional documentation may be requested, examples of such documentation are included at the end of this section.

Site Plan Elements	Minor Project	Major Project	Current Submission
Note the following on the site plan: <ul style="list-style-type: none"> - Applicant's full name, address, phone number, and email - Property Owner's full name, address, phone number, and email (if not applicant) - Street address of the property - <u>Zoning District</u> - <u>Historic District</u> - <u>Tax Map Number</u> of the property - Scale of the drawing (1"=10', 1"=20', 1"=30', 1"=40', or 1"=50') - Date the drawings were last revised - North arrow 	•	•	<input type="checkbox"/>
Show the boundaries of the property, include any easements and adjacent rights-of-way. Minor Projects: If any permanent, founded structure is proposed within five feet (5') of an assumed property line a Licensed Land Surveyor must prepare a Boundary Survey. Major Projects: Boundaries must be provided by a Licensed Land Surveyor.	●	•	<input type="checkbox"/>
Identify and provide the location of all existing structures on site plan. This includes all pavements, curbs, buildings, poles, fences, trees, etc.	•	•	<input type="checkbox"/>
Provide existing and proposed topography. Minor Projects: Required if existing grades vary by more than five feet or if changes in excess of one foot are proposed. Major Projects: Always required.	●	•	<input type="checkbox"/>
Provide the location, type, style, and size of all proposed pavement areas, curbs, buildings, structures, etc.	•	•	<input type="checkbox"/>
Provide a landscaping plan which clearly shows all existing vegetation to remain and the type, installed size, and location of all proposed plantings.	●	•	<input type="checkbox"/>
Location, type, and size of any proposed signage.	•	•	<input type="checkbox"/>
Provide parking information including: existing parking count, number of spaces required, number of spaces provided, size of spaces, location of ADA spaces and number required, and where snow storage is provided.	•	•	<input type="checkbox"/>
Clearly illustrate site circulation for vehicles and pedestrians.	•	•	<input type="checkbox"/>
Provide the location, type, and wattage of all existing and proposed site lighting.	○	•	<input type="checkbox"/>
Identify all utilities on and adjacent to the site. Clearly illustrate which utilities exist and which are proposed. Includes water, sewer, storm/drainage, electric, and gas.	○	•	<input type="checkbox"/>
Identify existing/proposed dumpster locations and illustrate how access and screenings will be provided.	•	•	<input type="checkbox"/>
Provide the location of the closest Fire Hydrant servicing the site. Note distance to hydrant.	○	•	<input type="checkbox"/>
Architectural Elevations or Renderings depicting and describing all proposed finishes.	•	•	<input type="checkbox"/>
Provide details for any proposed fencing, walls, or other site amenities which will affect the appearance of the site.	●	•	<input type="checkbox"/>

○ Not Required ● Required if Requested • Required

All required elements must be presented in a thorough and thoughtful manner. It should be made clear to Commissioners what exists on the site, what will be removed, and what is proposed. **Site plans which do not adequately detail a proposal will not be accepted.**

Examples of Additional Documentation: Lighting (Photometric) Plan, Landscaping Plan, Stormwater Management Report, Traffic Impact Study, Wetland Delineation/Determination, Archaeological Resources Report



Planning Commission

City of Troy
433 River St., Ste. 5001
Troy, New York 12180

SUBMISSION INSTRUCTIONS

Applicants are required to submit all necessary copies to Planning and Economic Development (PED) for review of their proposal. PED **will not** make copies for applicants. Ten (10) copies of all supporting documentation must be submitted to PED at least twenty-one (21) calendar days prior to the hearing date. Incomplete applications **will not** be added to the agenda.

All drawings must be formatted to fit on 11" x 17" (ANSI B) sized paper. If the nature of the site requires a larger drawing format, the full-sized plans must be reducible to 11" x 17" at a convenient scale. For example a drawing at 1"=40' on 22" x 34" (ANSI D) paper can be reduced to 1"=80' on 11" x 17".

In addition to required applications, checklists, and drawings, color photos of the existing site must be provided. The photos must be a minimum of 3" x 5" (four per 8½" x 11" sheet of paper) and clearly depict the existing site. Provide as many photos as required to accurately communicate existing conditions, typically four (4) are sufficient.

A digital copy of all materials must be provided with every submission. Documents and drawings must be in Adobe .pdf format; photos should be in .jpg or .png format. These materials will be presented at the public hearing.

SUBMISSION REQUIREMENTS

Change of Use

- Site Plan Application
- Site Photos
- Digital Copy of Photos

Minor Project

- Site Plan Application
- Site Photos
- Complete Streets Checklist
- Short EAF (if required)
- Complete Site Plan Checklist
- Site Plan
- Architectural Elevations
- CD/USB of all Digital Files

Major Project

- Site Plan Application
- Site Photos
- Complete Street Checklist
- Short EAF (Full EAF, if required)
- Complete Site Plan Checklist
- Site Plan (including Erosion and Sediment Control and Construction Details)
- Architectural Elevations
- Stormwater Pollution Prevention Plan (if required)
- CD/USB of all Digital Files

Appendix I

Model Water Sewer

Data Collection Form

Water Utilities Development Review Form

For questions, please City of Troy Department of Public Utilities (518) 237- 0611

This form is intended to collect water and sewer data from all applicants seeking a connection or expansion of an existing connection to the Water and Sewer System that ties into the City of Troy Water and Sewer System. Advance collection of this data can help ensure timely and smooth review of proposed development that will have an impact upon the municipal sewer system.

Applicability:

This Form does not apply to the following:

- ☐ Projects consisting solely of minor maintenance (resulting in no additional sewer flow)
- ☐ Additions on single family homes.
- ☐ Projects on properties that do not tie into municipal water or sewer
- ☐ Projects consisting of minor subdivisions of land (creation of 3 or fewer buildable lots)

Instructions:

1. This application must be completely filled in and submitted to the City of Troy Department of Public Utilities.
2. This application must be accompanied by two (2) complete sets of plans showing proposed construction and two (2) sets of specifications. Plans and specifications shall describe the nature of the work to be performed.
3. The work covered by this application may NOT be commenced before the issuance of a Building and Zoning Permit.
4. No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Building Department.
5. Any deviation from the approved plans must be authorized, by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.
6. The Applicant should have had a pre-work Conference with Host City or Town Building Dept, City or Town Engineer, before any work starts.
7. For this application, the Applicant must present the following
 - a. Location and size of stormwater conveyance, pre-treatment, detention and discharge structures
 - b. Location and size of Proposed water and sanitary sewer connections
 - c. Location and size of proposed fire suppression and fire service connections (if applicable)
8. For Site Plan Review, the applicant must identify stormwater management construction practices

Why is this form required?

The Best Management Practice (BMP) #9, as detailed in the City of Troy State Pollutant Discharge Elimination System (SPDES) Permit No. NY0099309 states:

"If separate sewers are to be extended from combined sewers, the permittee shall demonstrate the ability of the sewerage system to convey, and the treatment plant to adequately treat, the increased dry-weather flows. Upon a determination by the Regional Water Engineer an assessment shall be made by the permittee of the effects of the increased flow of sanitary sewage or industrial waste on the strength of CSOs and their frequency of occurrence including the impacts upon best usage of the receiving water. This assessment should use techniques such as collection system and water quality modeling contained in the 1999 Water Environment Federation Manual of Practice. FD-17 entitled, Prevention and Control of Sewer System Overflows, 2nd edition."

Part A: Project Information

Water Utilities Development Review Form

For questions, please City of Troy Department of Public Utilities (518) 237- 0611

Date: _____

Permit Number (if available): _____

Address of project: _____
(Number) (Street) (City or Town) (State) (Zip)

Tax Map Number: _____

Applicant Name: _____

Applicant Address: _____
(Number) (Street) (City or Town) (State) (Zip)

Applicant Phone During Business Hours: _____ Applicant Email: _____

Contact / Agent (if Applicable): _____

Contact / Agent /Contractor Phone Number: _____

Contact / Agent /Contractor Email: _____

Gross Floor Area Existing (Sq. ft.): _____ Gross Floor area of Construction (Sq. ft.): _____

Zoning District of Project: _____

Size of Original Parcel: _____

Proposed action (check all that apply)

- ☐ New Residential Building ☐ New Commercial Building ☐ New Industrial Building ☐ New Mixed use Building
☐ New Office or Institutional use Building ☐ Addition or expansion of a commercial or industrial operation ☐
Renovation ☐ Accessory Structure ☐ Accessory Dwelling Unit ☐ Garage ☐ Pool ☐ Home Occupation:
_____ ☐ Other

Brief Description of Project

Water Utilities Development Review Form

For questions, please City of Troy Department of Public Utilities (518) 237- 0611

Part B: Water and Sewer Impacts

Utilize Table B-3 in The New York State DEC's Guide "Design Standards for Intermediate Sized Wastewater Treatment Systems," Published March 5, 2014

(https://www.dec.ny.gov/docs/water_pdf/2014designstd.pdf) to estimate sewer flow data:

Project Site:	Current	Post Construction	Change	Percent Change
Average Daily Flow (Gallons Per Day)				
Average Flow (GPD)				
Peak Flow (GPM)				

Anticipated water use needs are as follows:

Project Site:	Current	Post Construction	Change	Percent Change
Average Daily Flow (Gallons Per Day)				
Average Flow (GPD)				
Peak Flow (GPM)				

Narratives (if needed, attach additional pages)

Impacts to Sewer System

Impacts to Water System

Measures to capture and prevent pollutants such as oil and grease from entering the sewer

Water Utilities Development Review Form

For questions, please City of Troy Department of Public Utilities (518) 237- 0611

Application fee Schedule:

- ☐ For projects contributing 1 to 250 gallons per day there is no fee.
- ☐ For projects between 250 and 2,500 gallons the City of Troy charges a nominal amount to review and process this application. This fee is \$1 per-gallon fee, based on staff confirmation of the estimated sewage contribution is used to calculate the fee. The maximum fee is **\$2,500**. Projects contributing more than \$2,500 gallons per day will be reviewed by a third party.

Application Checklist (fill in before Submittal):

- ☐ Completed Part A
- ☐ Completed Part B
- ☐ Engineer's Report
- ☐ Location and size of stormwater conveyance, pre-treatment, detention and discharge structures
- ☐ Location and size of Proposed water and sanitary sewer connections
- ☐ Location and size of proposed fire suppression and fire service connections (if applicable)
- ☐ Payment (Checks payable to: City of Troy, c/o Department of Public Utilities) 25 Water Plant Rd Troy NY 12182)

APPLICATION IS HEREBY MADE to the City of Troy Department of Public Utilities for the Review of Water and Sewer Capacity Prior to the issuance of a Building Permit and Zoning Permit from the municipality in which the project is being proposed. pursuant to the N.Y.S. Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections. If the owner is not the applicant, the applicant swears that the proposed work is authorized by the owner and that the applicant is authorized to make such application.

Name of Owner, Applicant or Agent (print)

Signature of Owner, Applicant or Agent

(Date)

Check should be made payable to:
City of Troy
Department of Public Utilities

Alternatively, the city accepts online payment at:

This form may be emailed to: _____

Or faxed to: _____

The form may also be mailed to
City of Troy
Department of Public Utilities
Attn: _____
25 Water Plant Rd.

Water Utilities Development Review Form

For questions, please City of Troy Department of Public Utilities (518) 237- 0611

Troy, NY 12182

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Appendix J

Model IMA for Offset Program

Sewer Offset Project Bank Inter-Municipal Agreement

This Inter-Municipal Agreement (“Agreement”) is dated January 1, 2022 and entered into by the CITY OF TROY (“Troy”) and the TOWN OF BRUNSWICK (“Brunswick”).

RECITALS

Title 1-A of Article 2 of the New York Local Finance Law authorizes municipal corporations to finance on a joint or several basis certain water, sewage or drainage projects that such municipal corporations have agreed to undertake jointly on a cooperative basis pursuant to Article 5-G of the New York General Municipal Law.

The City of Troy and the Town of Brunswick wish to enter this Agreement in order to provide sewer capacity in the City that would allow for development in the Town.

NOW, THEREFORE, in consideration of the above and the promises and the mutual covenants and conditions contained in this Agreement, the Parties agree as follows.

ARTICLE 1 DEFINITIONS AND INTERPRETATION

SECTION 1.1 DEFINITIONS. As used in this Agreement, the following terms shall have the meanings set forth below.

- (A) “Defaulting Party” means a party in default of any obligation under this Agreement, as specified in Section 6.4.
- (B) “Governmental Body” means any governmental department, commission, board, regulatory authority, bureau, legislative body, agency, or instrumentality of any federal, state, local or municipal government or domestic court.
- (C) “Project Costs” means the cost of the offset projects identified by the City of Troy that would disconnect or remove stormwater flow from the combined sewer system thereby creating upstream capacity. Project Costs include all costs of planning, design, procurement, permitting, administration, implementation, insurance, construction, and post-construction inspection and approval,
- (D) “NYSDEC” means the New York State Department of Environmental Conservation.
- (E) “Party” means any single party to this Agreement.
- (F) “Rensselaer” means the City of Rensselaer, New York.
- (G) “State” means the State of New York.
- (H) “Troy” means the City of Troy, New York.

(I) “Brunswick” means the Town of Brunswick, New York.

(J) “Offset project” means a construction project (including but not limited to sewer separation, green infrastructure, stormwater detention, and/or rainwater harvesting) for which a preliminary engineering report has been proceed

(K) “Preliminary engineering report” means a report stamped by a professional NYS licensed engineer that summarizes the scope of an offset project and estimates the project cost.

SECTION 1.2. INTERPRETATION. In this Agreement, unless the context otherwise requires:

(A) The terms “hereby,” “hereof,” “herein,” “hereunder,” and any similar terms refer to this Agreement, and the term “hereafter” means after, and the term “heretofore” means before, the date of this Agreement. References herein to any “Article” shall be an Article of this Agreement unless otherwise specified.

(B) Words importing the singular number mean and include the plural number and vice versa.

(C) Words referring to persons include firms, companies, associations, general partnerships, limited partnerships, trusts, business trusts, corporations and other legal entities, including public bodies, as well as individuals.

(D) The table of contents and any headings preceding the text of the Articles of this Agreement shall be solely for convenience of reference and shall not constitute a part of this Agreement, nor shall they affect its meaning, construction or effect.

ARTICLE 2 REPRESENTATIONS AND WARRANTIES

SECTION 2.1. TROY REPRESENTATIONS AND WARRANTIES. Troy hereby represents and warrants to the Town of Brunswick that:

(A) Troy is a municipal corporation validly existing under the Constitution and laws of the State, with full legal right, power and authority to enter into and perform its obligations under this Agreement.

(B) Troy has duly authorized the execution and delivery of this Agreement, and this Agreement has been duly executed and delivered by Troy and constitutes the legal, valid and binding obligation of Troy, enforceable against Troy in accordance with its terms except insofar as such enforcement may be affected by bankruptcy, insolvency, moratorium and other laws affecting creditors’ rights generally.

(C) Neither the execution nor the delivery by Troy of this Agreement nor the performance by Troy of its obligations hereunder (1) conflicts with, violates or results in a breach of any law or governmental regulation applicable to Troy, or (2) conflicts with, violates or results in a breach of any term or condition of any judgment, decree, agreement or instrument to which Troy is a party or by which Troy or any of its properties or assets are bound, or constitutes a default under any such judgment, decree, agreement or instrument.

(D) No approval, authorization, order or consent of, or declaration, registration or filing with any Governmental Body is required for the valid execution and delivery by Troy of this Agreement, except such as have been duly obtained or made. No ordinance must be enacted by Troy or any other Governmental Body in order for this Agreement to be carried out.

(E) Troy has no knowledge of any applicable law in effect on the date as of which this representation is being made which would prohibit the performance by Troy of this Agreement and the transactions contemplated hereby.

(F) There is no action, suit or other proceeding, at law or in equity, before or by any court or Governmental Body, pending, or, to Troy's best knowledge, threatened against Troy wherein an unfavorable decision, ruling or finding would materially and adversely affect the validity or enforceability of this Agreement or any other agreement or instrument to be entered into by Troy in connection with the transaction contemplated hereby, or which would materially and adversely affect the performance by Troy of its obligations hereunder or under any such other agreement or instrument.

SECTION 2.2. BRUNSWICK REPRESENTATIONS AND WARRANTIES. The Town of Brunswick hereby represents and warrants to The City of Troy that:

(A) Brunswick is a municipal corporation validly existing under the Constitution and laws of the State, with full legal right, power and authority to enter into and perform its obligations under this Agreement.

(B) Brunswick has duly authorized the execution and delivery of this Agreement, and this Agreement has been duly executed and delivered by Brunswick and constitutes the legal, valid and binding obligation of Brunswick, enforceable against Brunswick accordance with its terms except insofar as such enforcement may be affected by bankruptcy, insolvency, moratorium and other laws affecting creditors' rights generally.

(C) Neither the execution nor the delivery by Brunswick of this Agreement nor the performance by Brunswick of its obligations hereunder (1) conflicts with, violates or results in a breach of any law or governmental regulation applicable to Brunswick, or (2) conflicts with, violates or results in a breach of any term or condition of any judgment, decree, agreement or instrument to which Brunswick is a party or by which Brunswick or any of its properties or assets are bound, or constitutes a default under any such judgment, decree, agreement or instrument.

(D) No approval, authorization, order or consent of, or declaration, registration or filing with any Governmental Body is required for the valid execution and delivery by Brunswick of this Agreement, except such as have been duly obtained or made. No ordinance must be enacted by Brunswick or any other Governmental Body in order for this Agreement to be carried out.

(E) Brunswick has no knowledge of any applicable law in effect on the date as of which this representation is being made which would prohibit the performance by Brunswick of this Agreement and the transactions contemplated hereby.

(F) There is no action, suit or other proceeding, at law or in equity, before or by any

court or Governmental Body, pending, or, to Brunswick's best knowledge, threatened against Brunswick wherein an unfavorable decision, ruling or finding would materially and adversely affect the validity or enforceability of this Agreement or any other agreement or instrument to be entered into by Brunswick in connection with the transaction contemplated hereby, or which would materially and adversely affect the performance by Brunswick of its obligations hereunder or under any such other agreement or instrument.

ARTICLE 3 PURPOSE, SCOPE, AND ACCESS

SECTION 3.1 PURPOSE. The purpose of this Agreement is to allow the parties to carry out a Sewer Offset program, to authorize the parties to finance on a several basis all or a portion of the costs of offset projects in regard to the control of CSO discharges from the combined sewer system.

SECTION 3.2 COOPERATION. The Parties shall cooperate with respect to all matters necessary and appropriate to implement offset projects identified and mutually agreed upon by memorandum of understanding.

SECTION 3.3 ACCESS AND INTEREST. To the extent necessary and appropriate to implement the offset projects, provide for the issuance of debt, if applicable, each Party hereby grants rights of access, use, and occupancy of property owned or controlled by such Party, to each of the other Parties, the appropriate County Sewer District, and any person or entity assisting or acting on behalf of the above entities in implementing the offset projects, including consultants, contractors, attorneys, agents, officers, and employees of the above entities. This grant of access and interest shall continue for as long as necessary to implement the offset projects and shall survive the expiration or earlier termination of this Agreement.

SECTION 3.4. TERM. The term of this Agreement shall commence as of January 1, 2022. Since some of the debt required or permitted to be issued under this Agreement will qualify for a forty year period of probable usefulness pursuant to Section 11.00.a.4 of the Local Finance Law, the term of this Agreement shall continue through January 1, 2042. This Agreement may be renewed upon its expiration or earlier termination, by written agreement of the Parties.

SECTION 4.1 WITHDRAWAL. A Party may withdraw from this Agreement only on the following terms.

(A) A Party that wishes to withdraw from this Agreement shall give written notice to the other of its intent to withdraw from the Agreement at least 120 days prior to its proposed withdrawal date.

(B) The withdrawing Party shall remain responsible to pay for offset project costs incurred prior to the date of the withdrawal notice.

(C) The withdrawing Party shall cooperate with the remaining Parties to minimize potential disruption caused by the Party's withdrawal to the implementation of the offset projects. The withdrawing Party's cooperation includes executing assignments of agreements and continuing to provide access to property owned or controlled by the Party, pursuant to Section 3.3 above.

(D) A Party's withdrawal from this Agreement has no bearing on the continued requirements and obligations of the City of Troy under any Consent Order.

ARTICLE 4 IDENTIFICATION AND SCOPE OF PROJECTS

SECTION 3.1 IDENTIFICATION OF PROJECTS. The town of Brunswick is granted the authority to define the location and scope of offset projects to be studied.

SECTION 3.2 LOCATION OF PROJECTS. Town of Brunswick funded offset projects are limited to Sewersheds

SECTION 3.2 COOPERATION. The Parties shall cooperate with respect to all matters necessary and appropriate to implement offset projects identified and mutually agreed upon by memorandum of understanding.

SECTION 3.3 ACCESS AND INTEREST. To the extent necessary and appropriate to implement the offset projects, provide for the issuance of debt, if applicable, each Party hereby grants rights of access, use, and occupancy of property owned or controlled by such Party, to each of the other Parties, the appropriate County Sewer District, and any person or entity assisting or acting on behalf of the above entities in implementing the offset projects, including consultants, contractors, attorneys, agents, officers, and employees of the above entities. This grant of access and interest shall continue for as long as necessary to implement the offset projects and shall survive the expiration or earlier termination of this Agreement.

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(D) A Party's withdrawal from this Agreement has no bearing on the continued requirements and obligations of the City of Troy under any Consent Order.

ARTICLE 5 FINANCIAL MATTERS

SECTION 5.1 AGREEMENT TO PAY.

(A) The Town of Brunswick shall pay for the cost of each offset project identified by the City of Troy as providing sewer capacity for upstream development within the sewershed tributary to the proposed development. This obligation shall survive the expiration or early termination of, or any individual Party's withdrawal from, this Agreement.

(B) The cost of the projects as identified in the offset program are contained within cost preliminary engineering reports and are estimates, subject to change upon project design and implementation.

(C) Offset project costs are subject to payment by the town of Brunswick in accordance with this agreement and may be reduced by the amount of any grant obtained by the City of Troy or the Town of Brunswick to support the project.

SECTION 5.3 FINANCING.

(A) The Parties acknowledge and agree that the costs of all or a portion of offset projects may be financed by debt issued by some or all of the Parties under the New York Local Finance Law, and

(B) The Parties agree as follows:

(3) If the EFC is providing any portion of the financing for the undertaking of the offset project, the following shall apply:

(a) A project finance agreement and disbursing agreement may be required to be executed and delivered by the Parties to provide for the deposit and disbursement of monies to undertake the project. The Parties will comply with the terms and provisions of EFC's standard Project Finance Agreement and current Bid Packages in effect at the time of the execution of contracts for the project's construction.

(b) The Parties shall notify EFC of any change in (i) any of the financing arrangements for the offset project or (ii) this Agreement.

(c) The Party or Parties bound by the project finance agreement with EFC shall comply with the applicable statutory and regulatory requirements, including New York Environmental Conservation Law § 17-1909, title 6 of the New York Codes, Rules and Regulations ("NYCRR"), Part 649, and 21 NYCRR Part 2602, and further including the requirement that during the term of a project's financing by the EFC, the recipient of funding shall have, or acquire, such title, estate or interest in the site of the project to ensure the undisturbed use and possession of the project site during construction and for the term of the Party's obligations under the project finance agreement.

ARTICLE 6
RESPONSIBILITY FOR OFFSET PROJECTS

SECTION 6.1 RESPONSIBILITY FOR OFFSET PROJECT IMPLEMENTATION. The town of Brunswick shall be responsible for the implementation costs of offset projects

SECTION 6.2 DEFAULT. In an event of a documented default by any Party (“Defaulting Party”), including without limitation a default in the provision of funding required by this Agreement or pursuant to any Financial Plan adopted under this Agreement, or with respect to the prosecution of any specific project required by this Agreement, the remaining Parties are authorized as follows:

ARTICLE 7
MISCELLANEOUS

SECTION 7.1 AMENDMENTS. This Agreement may not be changed, modified, amended or waived except by written agreement duly authorized and executed by both of the parties;

SECTION 7.2 ASSIGNMENT. Neither this Agreement nor any rights or obligations hereunder may be assigned by any party without the prior written consent of the other parties. If any party withdraws from this Agreement, its approval shall not be required for any modifications to this Agreement after its withdrawal.

SECTION 7.3 NOTICES. Unless a party instructs otherwise in writing, all notices, consents, invoices and other communications required, permitted or otherwise delivered under this Agreement shall be in writing and shall be sufficiently given if sent by facsimile or email, delivered in person, sent by regular first class mail, postage prepaid or by a nationally recognized overnight delivery service, addressed as follows:

If to Brunswick:

Phil Herrington, Superintendent
336 Town Office Rd.
Troy, NY 12180

If to Troy:

Mayor Patrick Madden
433 River Street
5th Floor
Troy, NY 12180

and

Chris Wheland
Superintendent of Public Utilities
25 Water Plant Road
Troy, NY 12182

SECTION 7.4 ENTIRE AGREEMENT. This Agreement constitutes the entire and complete agreement between the parties with respect to the subject matter hereof, and all previous discussions, understandings, arrangements and correspondence with respect to the subject matter hereof are superseded by the execution of this Agreement.

SECTION 7.5 SEVERABILITY. In the event that any of the provisions, portions, or applications of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, the parties shall negotiate an equitable adjustment in the provisions of this Agreement with a view toward effecting the purposes of this Agreement and the validity and enforceability of the remaining provisions, portions or applications thereof shall not be affected thereby.

SECTION 7.6 GOVERNING LAW. The interpretation and performance of this Agreement shall be in accordance with and controlled by the laws of the State of New York.

SECTION 7.7 COUNTERPARTS. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall together constitute one and the same instrument. This Agreement and any counterpart thereof may be delivered via facsimile or e-mail, it being the express intent of the parties that such Agreement and any counterpart thereof delivered via facsimile or e-mail (together with the signatures thereon) shall have the same force and effect as if they were originals.

IN WITNESS WHEREOF, the parties hereto have duly caused this Agreement to be executed and delivered by their duly authorized representative on the date and year first above written.

TOWN OF BRUNSWICK

By: _____

Printed Name: _____

Title: _____

CITY OF TROY

By: _____

Printed Name: _____

Title: _____