SITE PLAN APPLICATION

PLANNING BOARD
Town of Carmel
60 McAlpin Avenue
Mahopac, NY 10541
(845) 628-1500 – Ext. 190

APPLICANT'S GUIDE

FOR SUBMISSIONS TO THE TOWN OF CARMEL

PLANNING BOARD

ALL SUBMISSIONS TO THE PLANNING BOARD MUST SIMULTANEOUSLY BE SUBMITTED TO THE APPROPRIATE FIRE DEPARTMENT LOCATED IN THE SAME DISTRICT AS THE SUBJECT PROPERTY.

Chief of Carmel Fire Department
85 Gleneida Ave. Carmel, NY 10512

Chief of Mahopac Fire Department
P.O. Box 267, Mahopac, NY 10541

Chief of Mahopac Falls Fire Department
P.O. Box 190, Mahopac Falls, NY 10542

TOWN OF CARMEL
SITE PLAN APPLICATION INSTRUCTIONS

The Town of Carmel Planning Board meetings are held twice a month, on the second and fourth Wednesday's, at 7:00 PM at Carmel Town Hall, 60 McAlpin Avenue, Carmel

The submission deadline is 10 days prior to the Planning Board meeting. New site plan applications that have been deemed complete will be placed on the agenda in the order they are received.

No application will be placed on the agenda that is incomplete

Pre-Submission:

Prior to the formal submission of the site plan, a pre-submission conference may be requested by the applicant to be conducted with representatives from the Town, which may include the Town Planner, Town Engineer, Director of Code Enforcement and/or the Planning Board Attorney. This conference will serve to educate the applicant on the process he/she must follow, clarify the information required to submit a complete site plan application, and to highlight any specific areas of concern. You may arrange a pre-submission conference through the Planning Board Secretary at (845) 628-1500 extension 190.

Submission Requirements:

At least 10 days prior to the Planning Board meeting, the site plan application shall be submitted to the Planning Board Secretary as follows:

All site plans shall be signed, sealed and folded with the title box legible. The application package shall include:

- ☐ 11 copies of the Site Plan Application Form, signed and notarized.
- ☐ 11 copies of the SEQR Environmental Assessment Form (use of short form or long form shall be determined at pre-submission conference).
- ☐ 5 full size sets of the Site Plan (including floor plans and elevations)
- ☐ 1 CD (in pdf. format) containing an electronic version of the Site Plan
- ☐ 2 copies of the Disclosure Statement
- ☐ 11 copies of the Site Plan Completeness Certification Form
- ☐ All supplemental studies, reports, plans and renderings.
- ☐ 2 copies of the current deed.
- ☐ 2 copies of all easements, covenants and restrictions.
- ☐ The appropriate fee, determined from the attached fee schedule. Make checks payable to the *Town of Carmel.*

Planning Board Secretary; Date **Town Engineer; Date**

Planning Board

Applications determined to be incomplete with respect to §156-61 B of the Town of Carmel Zoning Ordinance, **will not be placed on the Planning Board agenda**. No site plan will be considered for approval without first being certified as complete.

Site Plan Components:

Site plans shall be prepared in conformance with §156-61B of the Town of Carmel Zoning Ordinance, and unless specifically waived during the pre-submission conference, shall include the following:

1. The name and title of the person preparing the map.
2. The name of the applicant and the owner, if different from applicant.
3. The date, scale and North point.
4. The Tax Map, block and lot number and zoning district in which property is located.
5. All existing property lines and the name of the owner of each property within a radius of 500 feet.
6. Topographical information, contour lines at not larger than two-foot intervals and grades of all roads, driveways and sanitary and storm sewers.
7. The location of all existing water bodies, streams, watercourses, wetlands areas, wooded areas, easements, rights-of-way, streets, roads, highways, freeways, railroads, buildings, structures or any other feature directly on the property or beyond the property if such feature has an effect upon the use of said property.
8. The location of all existing and proposed easements.
9. The location of all existing and proposed structures, showing the ground area covered or to be covered by said structures, including all setback dimensions, and identifying their use. All existing and proposed structures shall be illustrated by accompanying floor plans and by front, rear and side elevation sketches drawn to scale. The proposed use of the site shall be indicated. Where applicable, the areas proposed to be used for outdoor selling, display or storage shall be shown. In the case of those sites for which the proposed use is dwelling units, the total number of dwelling units to be shown on the site plan shall not exceed the number as determined in accordance with the following formula: The total acreage of the areas shown on the environmental constraints map shall be subtracted from the total acreage of the parcel being developed. The remaining acreage shall be further reduced by a number equal to 10% of the total acreage of the parcel being developed to allow for roads and utilities. The resulting acreage shall then be divided by the minimum lot area for the zoning district in which the parcel is located to arrive at the total number of dwelling units that will be deemed buildable.
10. The proposed on-site circulation system, access and egress ways and service roads, if applicable, showing the method(s) of providing automotive and pedestrian safety, convenience, access and egress in case of fire or catastrophe and the location, design and treatment of proposed entrances and exits to public rights-of-way, including any possible use of traffic signals, channelization,

acceleration and deceleration lanes, marginal roads, additional widths and any other traffic engineering analysis.

11. The location, design and proposed treatment of sidewalks, paths or other means of pedestrian circulation.
12. On-site parking and loading spaces and aisles drawn to the dimensions as contained in the definitions of this chapter
13. The location, height and type of exterior lighting facilities proposed.
14. Signs, if any, according to the accompanying regulations on signs and proposed exterior lighting, with reference to elimination of glare and the ensurance of traffic safety, economic effect and compatibility and harmony with properties in the district.
15. An estimate of the number of employees who will be using the site on a full- or part-time basis, if applicable, and, if a nonresidential principal use, a description of the operation, including a description of the types of products to be sold, the type of machinery and equipment to be used, if any, and sufficient information to enable the Planning Board to determine the impact which such nonresidential activity may have on adjacent properties.
16. The location and identification of proposed clubhouses, swimming pools, open spaces, parks or other communal recreational areas and the identification of the persons or entities responsible for their installation and maintenance and users other than residents or their guests.
17. The location and design of buffer areas, screening devices or other landscaping, including preliminary grading for analysis of drainage water management. A comprehensive landscaping plan shall be provided in accordance with the Town of Carmel Tree Conservation Law,[1] showing schematically the proposed location of trees, shrubs, grass area or other planting and identifying the types and size of trees and plants. Existing trees or wooded areas to be retained shall be so identified.
18. Identification of the type and location of public and private utilities and services, such as water, sewage disposal, etc., including their maintenance facilities, also, identification of the system to be used for storage and removal of trash and garbage.
19. Any other information required by the Planning Board which is reasonably necessary to ascertain compliance with the provisions of this chapter.
20. For any area that will be developed in stages, a total development plan must be submitted to the Planning Board in accordance with this section.
21. In conformance with the New York State Environmental Quality Review Act, the Planning Board shall require an environmental review and an impact statement, if deemed necessary. (See Part 617 SEQR.)
22. A list, certified by the Town Assessor, of all property owners within 500 feet of all boundaries of the site.
23. A stormwater pollution prevention plan consistent with the requirements of Article X of this chapter and applicable New York State Department of Environmental Conservation (NYSDEC) and New York City Department of Environmental Protection (NYCDEP) shall be required for site plan approval. The SWPPP shall meet the performance and design criteria and standards in Article X of this chapter and applicable NYSDEC and NYCDEP design criteria.

TOWN OF CARMEL
SITE PLAN APPLICATION

Per Town of Carmel Code – Section 156 - Zoning

SITE IDENTIFICATION INFORMATION		
Application Name:	**Application #**	**Date Submitted:**
Site Address: *No.* *Street:* *Hamlet:*		
Property Location: *(Identify landmarks, distance from intersections, etc.)*		
Town of Carmel Tax Map Designation: *Section* *Block* *Lot(s)*	**Zoning Designation of Site:**	
Property Deed Recorded in County Clerk's Office *Date* *Liber* *Page*	**Liens, Mortgages or other Encumbrances** *Yes* *No*	
Existing Easements Relating to the Site *No* *Yes* *Describe and attach copies:*	**Are Easements Proposed?** *No* *Yes* *Describe and attach copies:*	
Have Property Owners within a 500' Radius of the Site Been Identified? *Yes* *No* *Attached List to this Application Form*		
APPLICANT/OWNER INFORMATION		
Property Owner:	**Phone #:** **Fax#:**	**Email:**
Owners Address: *No.* *Street:* *Town:* *State:* *Zip:*		
Applicant (If different than owner):	**Phone #:** **Fax#:**	**Email:**
Applicant Address (If different than owner): *No.* *Street:* *Town:* *State:* *Zip:*		
Individual/ Firm Responsible for Preparing Site Plan:	**Phone #:** **Fax#:**	**Email:**
Address: *No.* *Street:* *Town:* *State:* *Zip:*		
Other Representatives:	**Phone #:** **Fax#:**	**Email:**
Owners Address: *No.* *Street:* *Town:* *State:* *Zip:*		
PROJECT DESCRIPTION		
Describe the project, proposed use and operation thereof:		

TOWN OF CARMEL SITE PLAN APPLICATION

PROJECT INFORMATION	
Lot size: *Acres:* *Square Feet:*	Square footage of all existing structures (by floor):
# of existing parking spaces:	# of proposed parking spaces:
# of existing dwelling units:	# of proposed dwelling units

Is the site served by the following public utility infrastructure:

- **Is project in sewer district or will private septic system(s) be installed? _____**
- **If yes to Sanitary Sewer answer the following:**
  - **Does approval exist to connect to sewer main? Yes: ☐ No: ☐**
  - **Is this an in-district connection? _____ Out-of district connection? _____**
  - **What is the total sewer capacity at time of application? _____**
  - **What is your anticipated average and maximum daily flow _____**

For Town of Carmel Town Engineer

- ***What is the sewer capacity _____***

- **Water Supply** **Yes: ☐ No: ☐**

  If Yes:
  - **Does approval exist to connect to water main? Yes: ☐ No: ☐**
  - **What is the total water capacity at time of application? _____**
  - **What is your anticipated average and maximum daily demand _____**
- **Storm Sewer** **Yes: ☐ No: ☐**
- **Electric Service** **Yes: ☐ No: ☐**
- **Gas Service** **Yes: ☐ No: ☐**
- **Telephone/Cable Lines** **Yes: ☐ No: ☐**

For Town of Carmel Town Engineer

Water Flows _____
Sewer Flows _____

_____
Town Engineer; Date

What is the predominant soil type(s) on the site?	What is the approximate depth to water table?

Site slope categories:	15-25% ____%	25-35% ____%	>35% ____%
Estimated quantity of excavation:	Cut (C.Y.) _____	Fill (C.Y.) _____	
Is Blasting Proposed Yes: ☐	No: ☐	Unknown: ☐	
Is the site located in a designated Critical Environmental Area?	Yes: ☐	No: ☐	

Does a curb cut exist on the site? Yes: ☐ No: ☐	Are new curb cuts proposed? Yes: ☐ No: ☐	What is the sight distance? Left_____ Right _____

Is the site located within 500' of:

- **The boundary of an adjoining city, town or village** **Yes: ☐ No: ☐**
- **The boundary of a state or county park, recreation area or road right-of-way** **Yes: ☐ No: ☐**
- **A county drainage channel line.** **Yes: ☐ No: ☐**
- **The boundary of state or county owned land on which a building is located** **Yes: ☐ No: ☐**

TOWN OF CARMEL SITE PLAN APPLICATION

Is the site listed on the State or Federal Register of Historic Place (or substantially contiguous)
Yes: ☐ No: ☐

Is the site located in a designated floodplain?
Yes: ☐ No: ☐

Will the project require coverage under the Current NYSDEC Stormwater Regulations

Yes: ☐ No: ☐

Will the project require coverage under the Current NYCDEP Stormwater Regulations

Yes: ☐ No: ☐

Does the site disturb more than 5,000 sq ft **Yes: ☐ No: ☐**

Does the site disturb more than 1 acre **Yes: ☐ No: ☐**

Does the site contain freshwater wetlands?
Yes: ☐ No: ☐
Jurisdiction:
NYSDEC: ☐ Town of Carmel: ☐
If present, the wetlands must be delineated in the field by a Wetland Professional, and survey located on the Site Plan.
Are encroachments in regulated wetlands or wetland buffers proposed? **Yes: ☐ No: ☐**

Does this application require a referral to the Environmental Conservation Board? **Yes: ☐ No: ☐**

Does the site contain waterbodies, streams or watercourses? **Yes: ☐ No: ☐**

Are any encroachments, crossings or alterations proposed? **Yes: ☐ No: ☐**

Is the site located adjacent to New York City watershed lands? **Yes: ☐ No: ☐**

Is the project funded, partially or in total, by grants or loans from a public source?
Yes: ☐ No: ☐

Will municipal or private solid waste disposal be utilized?
Public: ☐ Private: ☐

Has this application been referred to the Fire Department? **Yes: ☐ No: ☐**

What is the estimated time of construction for the project?

ZONING COMPLIANCE INFORMATION

Zoning Provision	Required	Existing	Proposed
Lot Area			
Lot Coverage			
Lot Width			
Lot Depth			
Front Yard			
Side Yard			
Rear Yard			
Minimum Required Floor Area			
Floor Area Ratio			
Height			
Off-Street Parking			
Off-Street Loading			

TOWN OF CARMEL SITE PLAN APPLICATION

Will variances be required? Yes: ☐ No: ☐	If yes, identify variances:
PROPOSED BUILDING MATERIALS	
Foundation	
Structural System	
Roof	
Exterior Walls	

APPLICANTS ACKNOWLEDGEMENT

I hereby depose and certify that all the above statements and information, and all statements and information contained in the supporting documents and drawings attached hereto are true and correct.

_____ _____

Applicants Name **Applicants Signature**

Sworn before me this _____ day of _____ 20__

_____

Notary Public

TOWN OF CARMEL
SITE PLAN COMPLETENSS CERTIFICATION FORM

All Site Plans submitted to the Planning Board for review shall include the following information and details, as set forth in Section 156-61 B of the Town of Carmel Zoning Ordinance.

This form shall be included with the site plan submission

	Requirement Data	*To Be Completed by the Applicant*	*Waived by the Town*
1	Name and title of person preparing the site plan	☐	☐
2	Name of the applicant and owner (if different from applicant)	☐	☐
3	Original drawing date, revision dates, scale and north arrow	☐	☐
4	Tax map, block and lot number(s), zoning district	☐	☐
5	All existing property lines, name of owner of each property within a 500' radius of the site	☐	☐
6	Contour lines at two-foot intervals, grades of all roads, driveways, sanitary and storm sewers	☐	☐
7	The location of all water bodies, streams, watercourses, wetland areas, wooded areas, rights-of-way, streets, roads, highways, railroads, buildings, structures	☐	☐
8	The location of all existing and proposed easements	☐	☐
9	The location of all existing and proposed structures, their use, setback dimensions, floor plans, front, side and rear elevations, buildable area.	☐	☐
10	On site circulation systems, access, egress ways and service roads, emergency service access and traffic mitigation measures	☐	☐
11	Sidewalks, paths and other means of pedestrian circulation	☐	☐
12	On-site parking and loading spaces and travel aisles with dimensions	☐	☐
13	The location, height and type of exterior lighting fixtures	☐	☐
14	Proposed signage	☐	☐
15	For non-residential uses, an estimate of the number of employees who will be using the site, description of the operation, types of products sold, types of machinery and equipment used	☐	☐

TOWN OF CARMEL

SITE PLAN COMPLETENSS CERTIFICATION FORM

	Requirement Data	To Be Completed by the Applicant	Waived by the Town
16	The location of clubhouses, swimming pools, open spaces, parks or other recreational areas, and identification of who is responsible for maintenance	☐	☐
17	The location and design of buffer areas, screening or other landscaping, including grading and water management. A comprehensive landscaping plan in accordance with the Tree Conservation Law	☐	☐
18	The location of public and private utilities, maintenance responsibilities, trash and garbage areas	☐	☐
19	A list, certified by the Town Assessor, of all property owners within 500 feet of the site boundary	☐	☐
20	Any other information required by the Planning Board which is reasonably necessary to ascertain compliance with this chapter	☐	☐

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

I _____ hereby certify that the site plan to which I have attached my seal and signature, meets all of the requirements of §156-61B of the Town of Carmel Zoning Ordinance:

Professionals Seal

_____ _____

Signature - Applicant **Date**

_____ _____

Signature - Owner **Date**

TOWN OF CARMEL

SITE PLAN COMPLETENSS CERTIFICATION FORM

Town Certification (to be completed by the Town)

I _____ hereby confirm that the site plan meets all of the requirements of §156-61B of the Town of Carmel Zoning Ordinance:

_____ _____

Signature - Planning Board Secretary **Date**

_____ _____

Signature - Town Engineer **Date**

TOWN OF CARMEL
PLANNING BOARD

60 MCALPIN AVENUE, MAHOPAC, NY 10541 - 845-628-1500 – FAX 845-628-7085

DISCLOSURE ADDENDUM STATEMENT TO APPLICATION, PETITION & REQUEST

Mindful of the provisions of Section 809 of the General Municipal Law of the State of New York, and Penal Provisions thereof as well, the undersigned applicant states that no State officer, Officer, or Employee of the Town of Carmel, or of the County of Putnam, has any interest, financial or otherwise, in this application or with, or in the applicant as defined in said statute, except the following person or persons who is or are represented to have only the following type of interest, in the nature and to the extent hereinafter indicated:

( ) NONE

( ) NAMES: ADDRESSES: RELATIONSHIP OR INTEREST (FINANCIAL OR OTHERWISE)

_____

_____

_____

_____

_____

This disclosure addendum statement is annexed to and made a part of the petition, application and request made by the undersigned applicant to the following board or office or political subdivision of the Town of Carmel.

( ) CARMEL TOWN BOARD
( ) ZONING BOARD OF APPEALS
( ) BUILDING INSPECTOR
( ) CARMEL PLANNING BOARD
( ) ZONING ENFORCEMENT OFFICER
( ) ARCHITECTURAL REVIEW BOARD
( ) ENVIRONMENTAL CONSERVATION BOARD
( ) OTHER

DATED: _____

_____
INDIVIDUAL APPLICANT

_____
CORPORATE APPLICANT

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:	Telephone: E-Mail:			
Address:				
City/PO:	State:	Zip Code:		
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			**NO**	**YES**
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			**NO**	**YES**
3.a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____acres				
4. Check all land uses that occur on, adjoining and near the proposed action. ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ☐ Parkland				

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?			
b. Consistent with the adopted comprehensive plan?			

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____		
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		
b. Are public transportation service(s) available at or near the site of the proposed action?		
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____		
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____		
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		
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?		
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: _____		

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:
☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional
☐ Wetland ☐ Urban ☐ Suburban

	NO	YES
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?		
16. Is the project site located in the 100 year flood plain?		
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? ☐ NO ☐ YES		
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____		

	NO	YES
18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____		
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: _____		
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: _____		

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: _____ Date: _____

Signature: _____

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

TOWN OF CARMEL "PROPOSED" USER SERVICE FEES --
FISCAL YEAR 2016

FEE DESCRIPTION	2016 ADOPTED USER FEES	
ENVIRONMENTAL CONSERVATION REVIEW BOARD		
ECB Wetlands Sign	10.00	
Permit Renewal/Extension Fee	50.00	For each one year permit renewal/extension
Application Withdrawal	50.00	
Letter of Maintenance	50.00	
Letter of Permission (In lieu of application)	100.00	
Major Interagency Review - Over 5 Acres - Per Acre or Part Thereof	60.00	Total Wetland Include. 100' Control Area
Minor Interagency Review - Up to 5 Acres - Per Acre or Part Thereof	50.00	Total Wetland Include. 100' Control Area
Private Consultation/Conference with Wetland Inspector Per Hour	100.00	
Public Hearing	minimum $150.00 or cost	
SEQR - DEIS	1%	of Bond
Site Plan Inspection - Single Lot - Per Acre or Part Thereof	300.00	Total Wetland Include. 100' Control Area
Subdivision Plan Inspection - Per Acre or Part Thereof	300.00	Total Wetland Include. 100' Control Area
Tree Cutting - Up to 25 Acres	300.00	+ 25.00 acre and ind. monitoring of escrow fees
Tree Cutting - Over 25 Acres	300.00	+ 75.00 acre and ind. monitoring of escrow fees
Minor Wetland Permit Application - for projects disturbing 1,000 sq ft in the 100 ft buffer area.	225.00	
* Escrow Fee for Minor Project	500.00	*as determined by the Town's Wetland Inspector
Major Wetland Permit Application - for projects disturbing 1,000 sq ft in the 100 ft buffer area or any disturbance in the buffer.	500.00	*plus $100 for each add't 1,000 sq ft disturbance (or part thereof) in the 100 ft buffer. Maximum fee $1,000
* Escrow Fee for Major Project	1,000.00	*as determined by the Town's Wetland Inspector
Wetland Determination for Health Dept	150.00	
ZONING BOARD OF APPEALS		
280A Exemption	400.00	
Accessory Apartment Application	250.00	
Application Withdrawal	100.00	
Area Variance Application	200.00	
Bed and Breakfast Special Permit Application	400.00	
Interpretation of Ordinance	400.00	
Use Variance Application	400.00	
Computer address labels for variance mailing	25.00	
NOTIFICATION SIGN	25.00	
PLANNING BOARD		
PLANNING SUBDIVISION FEES:		
Sketch fee	500.00	One time fee
Preliminary Fees		
Major Subdivision	3,000.00	Plus $750 per lot
Minor Subdivision	2,500.00	Plus $750 per lot
"Extension of Preliminary Sub-division"	500.00	
Final Fees:		
Amendment to Final Plat	1,500.00	
Major Subdivision	1,500.00	Plus $500 per lot
Minor Subdivision	1,500.00	Plus $500 per lot
Re-approval of Final Approval	1,500.00	(Does not include SEQR fees)
Extension of final approval	1,000.00	
OPEN DEVELOPMENT REVIEW FEE	2,500.00	
LOT LINE ADJUSTMENT FEE	2,500.00	

TOWN OF CARMEL "PROPOSED" USER SERVICE FEES --
FISCAL YEAR 2016

FEE DESCRIPTION	2016 ADOPTED USER FEES	
SITE PLAN FEES:		
Commercial Site Plan -- Flat Rate PLUS Parking Spaces	2,000.00	Plus $100 per Parking Spaces
Residential Site Plan -- Flat Rate PLUS Unit Fee	3,000.00	PLUS $500 per Dwelling Unit
Amendment to Previous Approved Site Plan -- with no new parking spaces	3,000.00	
Amendment to Previous Approved Site Plan -- with new parking spaces	3,000.00	Plus $100 per Parking Spaces
Re-grant of Site Plan Approval	1,500.00	
Extension of Site Plan Approval	1,000.00	
SPECIAL SITE PLAN FEES		
Boat House/Bathhouse	800.00	
Parking Lot	800.00	
Pools/Tennis Courts/ Playgrounds	800.00	
Residential Barns	800.00	
Residential Dock	800.00	
Residential Horse Riding Ring	800.00	
Home Office	800.00	
LANDFILL, SURFACE GRADING,& OTHER EXCAVATION		
Up to 5 Acres	300.00	
Over 5 Acres	300.00	Plus $40.00/Acre
ARCHITECTURAL REVIEW		
New Commercial Structure Review	225.00	
Modification to Existing Commercial Structure Review	150.00	
Other Structure or Sign Review	50.00	
Single Family Residential Structure Review	100.00	
Two or More Family Residential Structure Review	100.00	Plus 50.00 each Additional Unit over two
PLANNING/MISCELLANEOUS FEES:		
Engineering Fee (Site Plans & Subdivisions) - Technical Review and Construction Inspections	5%	% of Bond Amount
Public Hearings Including Bond Returns and Reductions	175.00	Per Hearing
Planning Board SEQR Escrow Fees - DEIS	2.00%	Not to exceed 2% of Project Value
Planning Board SEQR Escrow Fees - FEIS	2.00%	Not to exceed 2% of Project Value
Recreation Fee in Lieu of Parklands	7,500.00	Per Residential Lot
Recreation Fee Sr. Cit. Multi Family Dwelling/Apt.	3,500.00	Per Dwelling/Apartment for site plan with approvals originating prior to 12/31/15
Recreation Fee Sr. Cit. Multi Family Dwelling/Apt.	4,500.00	Per Dwelling/Apartment for site plan with approvals originating after 1/1/16
Recreation Fee Multi Family Developments	5,000.00	Per Dwelling
Computer address labels	25.00	
NOTIFICATION SIGN	35.00	