

Town and Village of Hammond
ST. LAWRENCE COUNTY, NEW YORK

HAMMOND SITE PLAN AND SUBDIVISION REVIEW LAW

ADOPTED BY THE BOARD OF THE
TOWN OF HAMMOND, NEW YORK
ON OCTOBER 15, 1992

ADOPTED BY THE BOARD OF THE
VILLAGE OF HAMMOND, NEW YORK
ON OCTOBER 7, 1992



Prepared with assistance of the St. Lawrence County Planning Office

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Town and Village of Hammond,
New York

HAMMOND SITE PLAN AND SUBDIVISION REVIEW LAW

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ARTICLE I - GENERAL PROVISIONS

Section 1-1

As it enacted by the Town Board of the Town of Hamden and the Village Board of the Village of Hamden as follows:

The Town Board and the Village Board hereby adopt and enact severally this Site Plan and Subdivision Review Law and alteratively this Law, pursuant to the authority and provisions of § 10 of the New York State Municipal Code Site Law, § 274-a and 276 of the New York State Town Law and § 27-72 and 27-73 of the New York State Village Law.

Section 1-2

This Law shall be referred to for all official purposes as the "Hamden Site Plan and Subdivision Review Law."

PART A

Section 1-3 **GENERAL PROVISIONS**

The use of the terms "Town" and "Village" in this Law shall be deemed to refer to the Town and Village of Hamden.

Section 1-4 **Intent and Purpose**

It is the intent and purpose of the Site Plan and Subdivision Review Law to promote the health, safety and general welfare of the Town and Village through implementation and application of a site plan review and approval process and subdivision regulations.

Site plan and subdivision review are intended to foster the rational division of land and to promote good development in the Town and Village. Rational division of land and attractive and well-designed developments are deemed to be essential for the maintenance and growth of the economy of the Town and Village and for the protection and enhancement of property values. It is further the intent and purpose of this Law to provide for the identification and minimization of the adverse impacts, if any, created by new subdivisions and development on existing neighboring uses and on the overall resources of the Town and Village. It is the intent of the Town and Village Board in enacting the Site Plan and Subdivision Review Law to provide for and allow all land use activities that meet the standards set forth herein and not to prohibit any specific land use activity in the Town and Village.

These regulations are enacted by local law in order to provide for certain requirements not provided for in Town Law and

ARTICLE I - GENERAL PROVISIONS

§ 1.1 - Enactment

Be it enacted by the Town Board of the Town of Hammond and the Village Board of the Village of Hammond as follows:

The Town Board and the Village Board hereby adopt and enact severally this Site Plan and Subdivision Review Law (or alternatively, "this Law") pursuant to the authority and provisions of § 10 of the New York State Municipal Home Rule Law, § 274-a and 276 of the New York State Town Law and § 7-725 and § 7-728 of the New York State Village Law.

§ 1.2 - Title

The law shall be referred to for all official purposes as the "Hammond Site Plan and Subdivision Review Law."

§ 1.3 - Uses of the Terms "Town" and "Village"

The uses of the term "Town" and "Village" in this Law shall be deemed to refer to the Town and Village of Hammond.

§ 1.4 - Intent and Purpose

It is the intent and purpose of the Site Plan and Subdivision Review Law to promote the health, safety and general welfare of the Town and Village through implementation and application of a site plan review and approval process and subdivision regulations.

Site plan and subdivision review are intended to foster the rational division of land and to promote good development in the Town and Village. Sensible division of land and attractive and well-designed development are deemed to be essential for the maintenance and growth of the economy of the Town and Village and for the protection and enhancement of property values. It is further the intent and purpose of this Law to provide for the identification and minimization of the adverse impacts, if any, created by new subdivisions and development on existing neighboring uses and on the overall resources of the Town and Village. It is the intent of the Town and Village Boards in enacting the Site Plan and Subdivision Review Law to provide for and allow all land use activities that meet the standards set forth herein and not to prohibit any specific proposed land use activity in the Town or Village.

These regulations are adopted by local law in order to provide for certain considerations not provided for in Town Law and

Village Law, including the review of projects in terms of their use interrelationships, aesthetic compatibility, and neighborhood impacts, the posting of financial assurances, and the reservation of park land.

§ 1.5 - General Applicability

Before commencing any subdivision of land or land use activity that is not otherwise exempt from the provisions of this Law, the owner of the property where the activity is proposed to take place, or a person authorized in writing to act for such owner, shall, in accordance with the provisions stated herein, obtain approval of the subdivision or for a site plan for the property.

§ 1.6 - Amendments

The Town Board and Village Boards may, on a petition properly brought by

- i) any resident or property owner of the Town or Village; or
- ii) on recommendation of the Hammond Planning Board established pursuant to § 12.1 of this Law (the "Planning Board"); or
- iii) on its own motion,

and following provision of appropriate public notice and conduct of a hearing, amend the Site Plan and Subdivision Review Law by a majority vote of the full membership of both the Town Board and Village Board. All proposed amendments originating by petition, or by motion of the Town Board or Village Board, shall be referred to the Hammond Planning Board for a report and recommendation. The Planning Board shall submit its report to the Town Board and Village Board within thirty (30) days after receiving such referral.

§ 1.7 - Power to Modify or Waive

When, in the opinion of the Planning Board, undue individual hardship may result from the strict compliance with this Law, it may, at its discretion, modify the application of its provisions with regard to the specific matter under consideration so that substantial justice may be done and the public interest secured, provided that such modifications will not have the effect of nullifying the intent and purpose of this Law. The Planning Board may waive, subject to appropriate conditions, the provision of any or all improvements and requirements, consistent with the public health, safety or general welfare, or which are inappropriate

given the availability of community facilities available to serve the site or subdivision.

§ 1.8 - Effect on Other Laws and Regulations

This Law in no way supercedes any provision, function or operation of any other Federal, State, or County law or regulation. Where any provision of this Law is in conflict with any other such law or regulation, the more stringent requirements shall take precedence.

§ 1.9 - Definitions

Words and phrases used in this Law shall be defined as follows in this section. Words and phrases that are not defined in this section shall be deemed to be used as defined in the New York State Uniform Fire Prevention and Building Code. Other words and phrases shall be used as interpreted by the Hammond Planning Board.

Access - any point of vehicular or pedestrian ingress and egress to or from a property or lot.

Accessory Structure or Use - a secondary structure or use on the same lot or on a contiguous lot under the same ownership that is associated with or is ancillary to the principal use or structure, and that is incidental and subordinate to the principal use or structure.

Agricultural Use - a land use involving, on a more or less continuous basis, the growing and harvesting of agricultural crops, the raising of livestock, and the conduct of dairy farming operations, with the intent of selling all or the substantial part of any production for profit, without regard as to whether any actual profit is made. Maple syrup production, greenhouse cultivation, bee-keeping and Christmas tree production are considered to be agriculture. The term includes the necessary ancillary and appurtenant farm structures, to include residences of tenant and seasonal workers, and the storage of equipment.

Agricultural/Woodland Residence Waiver - a waiver, subject to the conditions set out in § 6.8 of this Law, that may be granted by the Planning Board to a minor subdivision created for the purpose of establishing a lot to be used for agricultural or woodland residential purposes. The granting of an Agricultural/Woodland Residence Waiver allows the applicant to immediately file a final plat for approval.

Applicant - the person or persons, corporation, agency, or other legal entity who submits a site plan or subdivision review application pursuant to this Law.

Automotive Sales - a land use activity involving the more or less continuous offering for sale of

i) automobiles and light trucks that have been acquired for the purposes of resale; or

ii) heavy trucks or tractor-trailers; or

iii) construction and grading equipment,

without regard as to whether the seller is constituted or licensed as a business entity. Automotive sales shall not be deemed to include the intermittent sale of used automobiles and light trucks that have been previously registered to the seller for the personal use of the seller.

Automotive Service - a land use activity involving the more or less continuous servicing or repairing for profit of motor vehicles, without regard as to whether the person servicing or repairing the motor vehicles is constituted or licensed as a business entity.

Automotive Repair - see "Automotive Service."

Bed-and-Breakfast - an owner-occupied place of lodging that has four (4) or fewer guest rooms and that customarily, although not necessarily, serves one or more meals incidental to lodging.

Berm - a mound of earth, generally curvilinear between two points. Berms are used to screen, shield and buffer uses such as parking areas, and to separate incompatible uses. They also serve to control the direction of water flow and act as dams. The design of any specific berm is related to the characteristics of the particular site where used, but, in general, berms are two (2) to six (6) feet high and planted with vegetation.

Buffer - an undeveloped area of property, or of a parcel of property, that is specifically intended and designed to separate and thus minimize the effects of a land use activity on contiguous properties. Buffers are generally used in combination with other screening techniques to further promote the desired separation. See "Berm" and "Heavy Vegetative Screening."

Building - a structure designed to be used as a place of occupancy, business, storage, or shelter. Use of the term "building" shall be deemed to incorporate the definition of the term "structure."

Building, Principal - see "Principal Building."

Camp - a building intended for seasonal or intermittent use as a dwelling, generally for recreational purposes.

Certificate of Submission - a certification, furnished by the Town or Village Clerk at the request of an applicant, that a final plat was filed on the final plat filing date.

Change in Use - the change of use or occupancy of a building from residential, commercial, or industrial use to one of the other uses, or a change in the intensity of the same use.

Commercial Outdoor Storage - a land use activity involving the storage of items for profit outside of any structure that completely encloses the items and maintains them away from view on a parcel of property pursuant to a lease, contract or other agreement between the owner of the items and the operator of the storage facility, without regard as to whether the storage activity is constituted or licensed as a business entity.

Commercial Use - any land use that involves, as a primary activity, without limitation, the selling of bulk and individual goods, merchandise, products, food, prepared meals, and services of any nature, but excluding any land use that can otherwise be deemed an industrial use.

Complete Site Plan Application - a site plan application, as defined herein, that has been determined by the Planning Board to meet the requirements of § 3.2 of this Law. A complete site plan application is required before the Planning Board can proceed to formally review the proposed site plan.

Conditional Approval of a Final Plat - the approval by the Planning Board of a final plat subject to conditions set forth by the Planning Board in a resolution conditionally approving such plat. Such conditional approval does not qualify a final plat for recording nor authorize issuance of any building permit prior to the:

- i. signing of the plat by the officer of the Planning Board duly authorized to do so under Article VIII of this Law; and
- ii. recording of the plat in the Office of the County Clerk in accordance with Article VIII of this Law.

Curb-cut - a defined opening, not dependent upon the presence of a curb or other improvements, to provide vehicular access from a public road to a lot or property

Determination Date - the date on which the Planning Board determines that a filed site plan application constitutes a complete site plan application.

Dismantler - See "Vehicle Dismantler"

Driveway - a road, internal to a subdivision lot, that provides access to the lot from an internal road, or from a public highway.

Dump - see "Landfill".

Dwelling, Single-family - see "Single-family Dwelling."

Dwelling, Multi-family - see "Multi-family Dwelling."

Dwelling, Two-family - see "Two-family Dwelling."

Effective Date - the date on which this Law is filed with the New York State Secretary of State and the date upon which its provisions are first effective in general.

Environmental Assessment Form (EAF) - a form used to determine whether a project will have significant environmental impacts under the State Environmental Quality Review Act (SEQRA).

Excavation Equipment - machinery, vehicles, trailers, and other tools and equipment used in the excavation, movement, hauling or transfer of soil, sand, gravel or rock.

Facility - some combination of a buildings and/or structures, generally, although not always, in connection with the use of the surrounding property.

Family - one or more persons living together as a single housekeeping unit and maintaining a common household. The term "family" shall not be deemed to include fraternal or social organizations.

Fence - a structure, generally linear between two or more points, that affords some combination and degree of privacy, screening, noise reduction and security.

Field Entrance - a point of access onto a field or otherwise undeveloped portion of property that is designed for use by agricultural equipment or construction equipment, or for intermittent use by vehicles or pedestrians, or both, in connection with some event taking place on the field or with the use of the field as a temporary parking area.

Filing Date - the date on which a complete site plan or subdivision application is filed for review by an applicant with an official of the Town or Village.

Final Plat - a drawing or set of drawings prepared according to the provisions of Article IX of this Law, that shows the final layout and design of a proposed subdivision.

Final Plat Approval - the signing of a plat in final form by the officer of the Planning Board duly authorized to do so after adoption of a resolution by the Planning Board granting final approval to the plat, or after conditions specified in a resolution granting conditional approval of the plat are completed. Such final approval qualifies the plat for recording in the Office of the County Clerk.

Final Plat Filing Date - the date on which the final plat, application, and all supporting information and materials, for a subdivision is filed with the Planning Board.

"Flag" Lot - a lot shaped, in general, like a flag on a pole, where a buildable area (the "flag") is entirely landlocked except for a long, narrow strip of land (the "pole") that provides access to a road.

Forestry Use - the for-profit operation, on a more or less continuous basis, of timber tracts, tree farms, forest nurseries, including the gathering and harvesting of forest products. See, however, "Sawmilling" operations, that are, for the purpose of this Law, an industrial use rather than a forestry use.

Generator Number - the identification number assigned by the U.S. Environmental Protection Agency to certain generators of hazardous waste.

Gross Building Area - the area bounded by the total exterior dimensions of a building or structure. Gross building area is expressed in square feet.

Gross Floor Area - the area bounded by the total exterior dimensions of a building or structure times the number of floors or stories less the square footage of any porches, balconies, decks and garages. Gross floor area is expressed in square feet.

Hazardous Waste - any waste material defined as a "hazardous waste" in 6NYCRR, Part 37, § 371.1(d) - "Identification and Listing of Hazardous Waste."

Heavy Vegetative Cover - an area planted with White Pine or Northern White Cedar, or with a species providing comparable screening density at eye level. The spacing of individual trees shall be close enough to limit visibility onto the site screened, and the trees shall be three to four feet (3'-4') tall at the time planted.

Home Occupation - any occupation or business or commercial activity that is, or is proposed to be

- i) conducted in whole or part on property where the principal building is a single- or two-family residence; and
- ii) results in the production of a product or the provision of a service, or any combination thereof, for financial gain, but without regard as to whether such product or service is actually profitable; and

iii) that meets the following additional criteria:

- a. The total area of all such activity conducted on the premises is limited to less than 49% of the gross floor

area of the principal building, but never more than 750 square feet.

b. The activity employs no more than the equivalent of one (1) full-time employee other than residents of the premises.

c. The activity does not involve the resale of goods or items produced or otherwise purchased for resale off the premises on which the home occupation is conducted, except for such minimal quantities of goods or items as are ancillary and necessary to the sale of goods and items produced on the premises, or to a service not involving the primary sale of merchandise that is provided on the premises.

d. If the activity involves the provision of instruction to students or services to clients, the total number of such students or clients on the premises at any one time shall be limited to no more than four (4) persons.

e. The activity produces no noise, vibration, glare or fumes apparent to any person on adjoining or nearby properties or public ways and does not create any electronic interference of any type that can be detected from those locations.

f. The activity does not require or create a requirement for on-street parking.

g. The activity is not conducted out of doors, or otherwise outside of any enclosed structure, between the hours of 8:30 P.M. and 9:00 A.M.

h. The activity is not a hotel, motel, inn or bed-and-breakfast, or a salvage yard or landfill, and does not involve automotive sales, service or repair, the use of excavation equipment, or commercial outdoor storage.

Hotel - a specifically designed facility offering lodging or any owner-occupied place of lodging that has thirteen (13) or more guest rooms.

Improvements - Any building or structure, or alteration of any physical or natural condition for any reason, that are located or have been undertaken on a parcel of property.

Industrial Use - any use of land that involves:

i) the mining, milling or other extraction or primary processing of raw materials, minerals or other substances taken from the earth, along with all ancillary operations; or

ii) the basic processing and manufacturing of materials or products predominately from extracted or raw materials; or

iii) the storage of, or manufacturing processes using, flammable or explosive materials; or

iv) storage or manufacturing processes that potentially involve hazardous or commonly recognized offensive conditions; or

v) the manufacture, predominately from previously prepared materials, of finished products or parts, including processing, fabrication, assembly, treatment, packaging, incidental storage, sales and distribution.

Inn - a specifically designed facility offering lodging or any owner-occupied place of lodging that has twelve (12) guest rooms or fewer, but is not a bed-and-breakfast as herein defined, that may, but does not necessarily, include a public tavern and restaurant that may also serve non-guests.

Internal Road - a road or network of roads that must be constructed, or is otherwise proposed by the applicant to be constructed, on the parcel to be subdivided for the purpose of providing access to the lots that are to be created.

Junkyard - A lot, land or structure, or part thereof, used primarily for the collection, storage or sale of waste paper, rags, scrap metal or discarded material; or for the collecting, dismantling, storage and salvaging of machinery or vehicles not in running condition, for the purpose of selling parts thereof.

Landfill - any location where waste materials or substances are disposed of by depositing them on or under the earth.

"Landlocked" Lot - a lot that does not have direct access to a road.

Land Use - activities involving land and improvements to land. Land uses are further characterized as being residential, commercial, agricultural or industrial in nature.

Lead Agency - the agency, or other body that, pursuant to SEQRA, has primary responsibility for conducting a review of proposed land use activities for environmental impacts.

Loading Area - an off-street space or berth, no smaller than a parking space, used for loading or unloading of vehicles.

Lodging - the for profit offering and provision of transient living accommodations to the general public.

Lot - a parcel or contiguous area of land that has boundaries that have been established by some legal means, such as a recorded deed

or map, and that is recognized as a separate, legal entity for the purposes of transfer of title.

Major Subdivision - any division of a parcel of property into four (4) or more lots, or any division of a parcel of property where the construction of an internal road is required pursuant to any provision of this Law or is otherwise proposed by the applicant. Notwithstanding the foregoing, a division into four (4) or more lots shall not be deemed to be a major subdivision when

- i. all lots that are to be created are to be thirty-five (35) or more acres in area, and
- ii. the construction of an internal road is not required by any provision of this Law and is not otherwise proposed by the applicant, and
- iii. the Planning Board makes the determination that the proposed subdivision is a minor subdivision.

Minor Subdivision - a proposed subdivision that

- i. involves the division of a parcel of property into two (2) or three (3) lots, or
- ii. into any number of lots when all lots to be created are to be thirty-five (35) or more acres in area,

and that does not require the construction of an internal road and construction of an internal road is not otherwise proposed by the applicant.

Mobile Home (Class 1) - a structure, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis, and is designed to be used as a dwelling when connected to the required utilities, and including the plumbing, heating, air conditioning, and electrical systems contained therein, and that is constructed in accordance with regulations contained in the Code of Federal Regulations, Title 24, Housing and Urban Development, Chapter XX, Office of Assistant Secretary for Housing - Federal Housing Commissioner, Department of Housing and Urban Development, Part 3280, Manufactured Mobile Home Construction and Safety Standards.

Mobile Home (Class 2) - any mobile home that is not a "mobile home (class 1)", as defined in this Law.

Mobile Home Park - a residential use in which three (3) or more mobile homes (class 1 and class 2) occupied for year-round living are located on property under one operator. Adjoining parcels of land under essentially the same operator shall be considered as a single "mobile home park" for purposes of this Law.

Motel - see "Hotel."

Multi-family Dwelling - a building or portion of a building designed for year-round occupancy, containing separate dwelling units for three or more families living independent of one another, other than hotels, motels, inns and bed-and-breakfasts.

Open Meetings Law - the New York State Public Officers Law, Article 7. The Open Meetings Law sets out the requirements for public notice, access and participation in the proceedings of public bodies.

Parking Space - an area reserved for the parking of a motor vehicle that measures a minimum of nine (9) feet in width and eighteen (18) feet in length, not including any space required for maneuvering aisles and vehicle circulation.

Principal Building - the building that houses the principal use on a parcel of land.

Principal Use - the use of property, or of a parcel of property, that a reasonable person would deem to be the primary use.

Property - a contiguous area of land, consisting of two (2) or more parcels, that is under the same ownership. Use of the term "property" as a general term shall be deemed to mean a single parcel where such construction would be appropriate.

Property Line - the legal boundaries of a parcel of property, whether drawn on a plat or recorded map or expressed as metes and bounds in a deed.

Public Road - a public thoroughfare or right-of-way dedicated, deeded or condemned for use as such, that affords the principal means of access to abutting parcels of property.

Residential Lot - a parcel of property that is created, or proposed to be created, for the specific purpose of being used or sold as a building site for a residential or commercial use.

Right-of-Way - a defined area of land that provides for parking, road construction, maintenance, drainage, improvement and/or widening.

Runoff - surface water that flows onto, within, and/or off of the site area.

Salvage Yard - any property or parcel, or portion thereof, used for the storage, collection, processing, purchase, or sale of items such as wastepaper, rags, scrap metal or other scrap or discarded goods, materials, machinery or the equivalent in parts of two or more unregistered, inoperable motor vehicles. Properties containing six (6) or more unlicensed vehicles, whether operational or not, retained for the personal use of the occupant, shall be

considered a "salvage yard" if the vehicles are visible to the public.

Sawmilling - an industrial land use involving the operation of saws and other ancillary equipment for the purpose of converting cut timber into rough or finished lumber, and including all associated storage lots, areas and structures, truck delivery and transport facilities, and structures and equipment used for the handling, storage and disposal of waste wood, brush, bark, leaves and sawdust.

Screening - vegetation, fencing, or earthen materials used to block visibility onto a parcel of property. Screening may also be used to lessen noise impacts from a particular site or from adjacent land uses. See "Berm," "Fence" and "Heavy Vegetative Screening."

Seasonally Maintained Public Road - Any public road that has been posted or mapped by the maintaining local government as being only maintained during certain seasons or months of the year.

SEQRA - see "State Environmental Quality Review Act."

Set-back - any required or minimum distance as measured from front, side and rear lot lines to a building or structure located on the property.

Short Environmental Assessment Form - see "Environmental Assessment Form."

Single-family Dwelling - a detached building designed for occupancy by one family, other than a mobile home (class 1 and class 2), recreational vehicle, camp or temporary structure.

Site Plan Application - an application for site plan approval that has been received by the Planning Board, but has not yet been determined by the Planning Board to constitute a complete site plan application.

Sketch Plan - an informal map of a proposed site plan that, at a minimum, is prepared with sufficient accuracy and detail to be used by the Planning Board in discussing the proposal with the applicant.

Sketch Plan Conference - an informal Planning Board review of a proposed project with the applicant, conducted at the request of the applicant. The sketch plan conference provides an opportunity for an applicant to learn from the Planning Board what specific submission requirements will be established and what issues may be raised by a proposed project prior to formal submission of the site plan application.

Solid Waste - any waste material defined as "Solid Waste" in 6NYCRR, Part 360, § 360-1.2(a) and "recyclables" as defined by the St. Lawrence County Solid Waste Disposal Authority.

Springhouse - a structure that covers, for the purpose of enclosing and protecting, a spring used as a water supply.

State Environmental Quality Review Act (SEQRA) - a State law, at 6NYCRR, Part 617, that requires the consideration of environmental factors in the planning, review and decision-making processes of government agencies by establishing a review process.

Structure - anything constructed or built, or a building of any kind, that requires location on the ground or is attached to something having a location on the ground. The term "structure" is deemed to include, without limitation, mobile homes (class 1 and class 2), fences, commercial and private radio, television, and other utility communication towers and dishes, and freestanding signs and light standards.

Subdivision - any division of a parcel of property into two or more lots, without regard as to whether such lots are to be offered for sale. Subdivisions, for the purpose of this Law, are further defined in this section as "Major Subdivisions" and "Minor Subdivisions."

Temporary Structure - any structure that will not be in use for more than ninety (90) days and that will be taken down or dismantled on termination of the use.

Town Board, Village Board - the Boards of the Town or Village of Hammond.

Town Clerk, Village Clerk - the Clerks of the Town and Village of Hammond.

Tract - see "Parcel."

Two-family Dwelling - a detached building designed for occupancy by two families, living independently of one another, other than a mobile home (class 1 and class 2), recreational vehicle, camp, or temporary structure.

Use, Principal - see "Principal Use."

Vehicle Dismantler - any person who is engaged in the business of acquiring motor vehicles or trailers for the purpose of dismantling the same for parts or reselling such vehicles as scrap. The term "vehicle dismantler" shall be deemed to include any person engaged in the business of acquiring damaged vehicles for the purpose of repairing and reselling them.

ARTICLE II - APPLICABILITY TO SITE PLANS

1.1 - Land Use Activities Requiring Site Plan Review

All proposed activities that involve:

- (1) an expansion of an existing principal or accessory use of property; or
- (2) the addition of a new accessory use of property; or
- (3) a change in the principal use of property to another principal use; or
- (4) the construction at location of any structure within 75' of the center line of any public road or highway.

PART B

and require the land use applicant to obtain a permit or certificate of occupancy shall be subject to site plan review under this law, except for the activities specifically exempted in § 1.2 of this law.

SITE PLAN REVIEW

1.2 - Land Use Activities Exempt From Site Plan Review

The following land use activities are exempt from site plan review and may be conducted without special review and approval by the Planning Board except for structures covered under § 1.1, above:

1. The continuation, without change, of any land-use activity holding a valid building permit or in operation as of the effective date of this law.
2. The construction of any new single- or two-family dwelling or any addition thereto, so long as the combined building and addition will contain no more than a single- or two-family dwelling.
3. The siting of one (1) or two (2) mobile home units on an individual lot.
4. Farming-the undertaking of agricultural uses, including seasonal roadside sales of home-grown produce, or construction of a structure or improvement used, maintained or operated in connection with an agricultural use, but specifically excluding permanent farm stand sales operations.
5. Forestry uses.

ARTICLE II - APPLICABILITY TO SITE PLANS

§ 2.1 - Land Use Activities Requiring Site Plan Review

All proposed activities that involve:

- i) an expansion of an existing principal or accessory use of property; or
- ii) the addition of a new accessory use of property; or
- iii) a change in the principal use of property to another principal use; or
- iv) the construction or location of any structure within 75' of the centerline of any public road or highway.

and require the issuance of a building permit or certificate of occupancy shall be subject to site plan review under this Law, except for the activities specifically exempted in § 2.2 of this Law.

§ 2.2 - Land Use Activities Exempt from Site Plan Review.

The following land use activities are exempt from site plan review and may be conducted without special review and approval by the Planning Board except for structures covered under §2.1.iv, above:

1. The continuation, without change, of any land use activity holding a valid building permit or in operation as of the effective date of this Law.
2. The construction of any new single- or two-family dwelling, or any addition thereto, so long as the combined dwelling and addition will continue to be used as a single- or two-family dwelling.
3. The siting of one (1) or two (2) mobile home (class 1) on an individual lot.
4. Farming--the undertaking of agricultural uses, including seasonal roadside sales of home-grown produce, or construction of a structure or improvement used, maintained or operated in connection with an agricultural use, but specifically excluding permanent farm stand sales operations.
5. Forestry uses.

6. Accessory structures less than 500 square feet in size.
7. Any temporary use that occurs less than twelve (12) days per calendar year and does not involve the construction of a permanent structure, facility or improvement.
8. The construction or making of exterior alterations of an existing non-residential structure that does not increase the gross floor area of the existing structure by more than 25%.
9. The undertaking of a home occupation, as defined at § 1.9 of this Law.

§ 2.3 - Effect on Existing Uses, Buildings and Structures

1. Existing Buildings and Structures Exempt. This Law does not apply to any use, building or structure that is lawfully in existence as of the effective date of this Law so long as there is no change, alteration, modification, expansion or addition to the use, building or structure.
2. Future Diminution of Use also Exempt. The reduction or lessening of the use, size or extent of any building or structure that is otherwise exempt from this Law under any provision of this Article II, including the demolishing, razing or removal of the building or structure or any portion thereof shall be also exempt from the provisions of this Law.
3. Complete Destruction or Removal. On the complete destruction or removal of any building or structure, whether intentional or otherwise, any exemption from this Law arising under this Article II shall automatically terminate, without requirement of notice to the owner. Complete destruction or removal shall be deemed to have occurred when more than 75% of the gross square footage of the building or structure involved is affected. Any replacement or reconstruction of a completely destroyed building or structure shall be subject to site plan review under this Law, unless one of the exemptions in § 2.2 of this Law applies.
4. Partial Destruction or Removal. Following the partial destruction or removal of any building or structure, whether intentional or otherwise, any exemption from this Law arising under this Article II that applies to the building or structure shall continue as to the portions of the building or structure that are not affected. Partial destruction or removal shall be deemed to be any destruction or removal that is not complete destruction or removal. Any replacement or reconstruction of a partially destroyed building or structure shall also be exempt from the provisions of this Law, provided that the following criteria are met:

i) the Enforcement Officer shall have been notified of the partial destruction or removal within ninety (90) days of the date on which the building or structure was partially destroyed or removed.

The Enforcement Officer shall inspect the building or structure, determine the extent of the destruction or removal, and notify the owner of the property and the Planning Board as to whether the destruction or removal was partial or complete. In the event the destruction or removal is found by the Enforcement Officer to be partial, the Planning Board shall so notify the owner of the property by letter. The notification shall include information about the right to replace or reconstruct the building or structure in a manner exempt from this Law and shall state the date by which replacement or reconstruction must be commenced.

ii) the replacement or reconstruction shall be commenced within 180 days of the date on which the building or structure was partially destroyed or removed and shall be pursued diligently to completion.

iii) the replacement or reconstruction shall be the reasonable equivalent of the portion of the building or structure that was destroyed or removed, and shall not constitute, comprise or incorporate a change, modification, alteration, expansion or addition to the building or structure, except for such changes, modifications and alterations that are required to connect, upgrade or modernize utilities, maintain the building or structure in accordance with applicable building regulations, or are otherwise needed to provide for the safety of occupants and users of the building or structure and the general public.

5. Automatic Termination of Exemption. Any illegal or unlawful change in the use or characteristics of a property, parcel, building or structure, or any operation of a property, parcel, building or structure in a manner that is illegal or unlawful, shall have the effect of automatically terminating any exemption applying to property, parcel, building or structure that has arisen under any provision of this Article II, without requirement of notice to the owner. Any act in violation of any provision of this Law shall likewise automatically terminate any such exemption.

The Planning Board, upon making a determination that an exemption has been terminated under this provision, may require, upon provision of notice to the owner of the property, the submission of a site plan pursuant to this Law for all improvements on the property as they then exist or are then in operation, which, in such event, shall be submitted within thirty (30) days of the notice. This provision shall

not be deemed to restrict or limit any other right of action of the Planning Board, or of the Town or Village Board, or of any other County, State or Federal official, against the owner of the property with regard to the act or condition that gave rise to the termination of the exemption.

Failure by the Planning Board to act under this provision shall not be deemed to limit any future right of the Planning Board to act with regard to the same, or any other, such act or condition.

§ 2.4 - Uses within the Coastal Area Boundary (Section reserved)

§ 2.5 - Determination of Applicability

Any person uncertain as to whether a given land use activity requires site plan review under this Law may request and receive a non-binding determination of applicability from the Planning Board. The request to the Planning Board shall be in writing and shall state the nature and extent of the proposed land use, and shall provide sufficient additional information needed to allow the Planning Board to make its determination.

§ 2.6 - Sketch Plan Conference

1. General. A sketch plan conference between the applicant and the Planning Board is encouraged to discuss in general terms the development proposal, determine the information to be required in the site plan application, assist the applicant in complying with the requirements of the State Environmental Quality Review Act (SEQRA) process and identify potential problems and concerns with the project.

2. Scheduling. The sketch plan conference shall be scheduled and conducted by the Planning Board based on a request by the applicant, at a place and time established by the Planning Board and acceptable to the applicant. In scheduling and conducting the sketch plan conference, the Planning Board must observe the requirements for public notice, access and participation set out in the Open Meetings Law.

3. Conduct. At the sketch plan conference, the applicant shall provide, at a minimum, a description of the proposed land use activity and a sketch plan of the intended improvements and changes. This sketch plan shall be sufficient to show the location of the building site and its relationship to the surrounding area and properties. (Note: the Town and Village Assessor or the St. Lawrence County Real Property Tax Office have parcel maps that can usually be copied for a small fee that can be used as a base map for this purpose).

The applicant is encouraged to provide as much additional information about the project during the sketch plan conference as is possible, using the requirements for a complete application set out in § 3.2 of this Law as a guide.

§ 2.7 - Actions Based on Sketch Plan Conference

Upon review of the sketch plan information with the applicant, the Planning Board shall take one of the following actions:

1. Not Proceed with the Review. Advise the applicant that the Planning Board will not proceed with its review of the site plan proposal because of one or both of the following:

i) There are, in the view of the Planning Board, one or more problems with the applicant's proposed site plan. In such event, the Planning Board may recommend a manner in which the problems could be addressed.

ii) There is additional information required under § 3.3 of this Law that must be submitted to constitute a complete application. Consistent with § 3.5 of this Law, the Planning Board has the ability, by majority vote, to waive any one or more of the requirements that are not deemed necessary and inform the applicant that such a waiver has been granted.

The applicant shall be informed of the proper procedures for filing the application, and may be granted, at the discretion of the Planning Board, one additional sketch plan conference to present an amended or supplemented proposal. If an applicant is advised that the Planning Board will not proceed with the review at the conclusion of the sketch plan conference, such notice to the applicant may be furnished informally by the Planning Board, with written confirmation to follow within five (5) days. In the event that the Planning Board chooses to so advise the applicant at a time following conclusion of the sketch plan conference that the review will not proceed, the notification shall be in writing.

In the event the Planning Board decides not to proceed with the review, the applicant will be informed of the reason or reasons for the decision.

2. Proceed with the Review. Determine, by majority vote, that the information submitted is adequate to evaluate the proposal in terms of the review standards set out in Article V of this Law, and constitutes a complete site plan application, as defined in § 3.4 of this Law. Submission requirements stated under § 3.2 of this Law that are to be waived prior to making such a determination shall be waived in the manner and according to the standards described under § 3.5 of this Law.

In the event that a determination is made to deem the applicant's proposal a complete site plan application as a result of the sketch plan conference, the date of the sketch plan conference shall become the determination date provided for under § 3.4 of this Law. The Planning Board shall furnish the applicant with the letter required pursuant to this Law informing the applicant of its determination within five (5) days of the sketch plan conference date.

ARTICLE III - PROCEDURE FOR SITE PLAN REVIEW

§ 3.1 - Application Procedure for Site Plan Approval

To apply for site plan approval, an applicant shall complete the "Application for Site Plan Review" form attached to this Law at Appendix "A", or its successor form, and prepare all other information listed at § 3.2 of this Law (the application form and other information hereinafter collectively are termed the "Site Plan Application"). The site plan application shall then be filed, with respect to developments or improvements located in the Town or Village with the Town or Village Clerk or Enforcement Officer. The date on which the site plan application is filed with a municipal officer shall be termed the "filing date." The municipal officer who receives the site plan application shall forward it to the Planning Board within five (5) days of the filing date and notify the Planning Board of the filing date.

§ 3.2 - Site Plan Application Information Requirements

The following information shall be required in addition to the completion of the "Application for Site Plan Review" form. A completed site plan application shall include all listed items unless submission of one or more of the items is specifically waived by the Planning Board.

1. Initiation of SEQRA Review. The applicant shall prepare and file with the site plan application the New York State Short Environmental Assessment form, a copy of which is attached to this Law at Appendix "B", or its successor form, to allow the Planning Board to determine the applicability of the State Environmental Quality Review Act (SEQRA). For "Type I" SEQRA actions, which are those that may have a significant effect on the environment, and all other actions not listed as "Type II" SEQRA actions ("Unlisted Actions"), the Planning Board shall then initiate the review process required by SEQRA. Type II actions are not subject to review under SEQRA. A list of "Type I" and "Type II" actions is at Appendix "C" of this Law. As this list may be amended after the enactment of this Law, it should not be deemed authoritative and current information as of the date of the filing of the site plan application must be obtained.

2. Affidavit or Written Authorization of the Property Owner. The person filing the site plan application normally shall be the owner of the property on which the land use activity is proposed. For non-owner applicants, a written permission of the owner that references the proposed land use shall be filed.

3. Existing Features and Location Map. This map, at a minimum, shall be drawn to scale with a north arrow and clearly show boundaries and dimensions of the parcel, adjacent properties and their uses, roads, and any easements or other rights-of-way located on the property. The map shall also show, where present, existing man-made and natural features of the site, including buildings and structures, points of access, signs, free-standing lights, land uses not housed in a building or structure, roads, steep slopes, wetlands, flood and erosion prone areas, wells, septic tanks and leach fields, wooded areas greater than 1/4 acre in size and individual trees outside wooded areas with a trunk diameter of 24" and over, and utility lines and rights of way (Note: the Assessor or the St. Lawrence County Real Property Tax Office have parcel maps that can usually be copied for a small fee and used as a base map on which to display this information).

4. Development Plan Map. A development plan shall be prepared for the land use activity proposed, either as additional information noted on the Existing Features and Location Map or on a separate map prepared to the same scale. If the Existing Features and Location Map is used for this purpose, it shall clearly be identified as doing so. The Development Plan Map shall show the location, to include notation of distance in feet from at least two lot lines that are more or less perpendicular from one another, of the following information:

a. Proposed buildings and structures, any proposed additions to existing structures, and other proposed uses not involving any change to a building or structure. Buildings and structures, and any additions, shall be annotated with exterior dimensions, to include height.

b. Proposed access points to the site, annotated as to whether for vehicular or pedestrian use, or both, and specifying type of construction and width.

c. Proposed internal driveways and other on-site circulation, and parking and loading areas, specifying type of construction and dimensions.

d. Proposed new water supply and wastewater disposal systems, including any required connection to the Village sewer system, and any expansion of existing systems. In the event that the Existing Features and Location Map is not used as the Development Plan Map, the Development Plan Map will be annotated with the location of any existing waterlines, wells, streams, watercourses, sewer lines, septic tanks and leach fields. The distance of the proposed water supply and wastewater disposal system improvements from each of the above features, as applicable, shall be noted.

e. Proposed outdoor storage and display areas.

f. Proposed solid waste and hazardous waste collection, storage and staging areas, including the location of waste storage containers.

g. Proposed signs, specifying height from the ground to the base and the top of the sign, dimensions and means of illumination.

h. Proposed outdoor lighting, specifying height from the ground to the top of the light or light enclosure, type (whether wall or ground mounted, or on a freestanding standard or pole), bulb type (mercury or sodium vapor, incandescent, etc.), bulb style (floodlight, spotlight, etc.), hours of operation, the area that the light will illuminate, and any other special characteristics.

i. Proposed changes in the existing surface drainage pattern.

j. Proposed screening, set-backs and other buffer areas.

The preceding list should be used by the applicant in conjunction with the requirements set out in Article V of this Law to insure inclusion of sufficient information on the Development Plan Map.

§ 3.3 - Written Confirmation of Site Plan Application Filing

The Planning Board shall, within fourteen (14) days of the filing date of a site plan application, cause written confirmation to be sent to the applicant of the receipt of the site plan application by the Planning Board. The letter, when appropriate, may also note additional materials or information needed from the applicant in order to complete the site plan application, but failure of the Planning Board to do so shall not be deemed for any reason a determination that the site plan application is a complete site plan application.

§ 3.4 - Determination of Complete Site Plan Application

The Planning Board shall, within thirty (30) days of the Filing date or within five (5) days following the receipt by the Planning Board of notice of completion of any review required under SEQRA for which the Planning Board is not the lead agency, whichever is later, make a determination as to whether to accept the site plan application as complete and begin the review process, or to reject the site plan application as incomplete. The date of this determination shall be termed the "Determination Date."

1. Complete Site Plan Applications. A site plan application deemed by the Planning Board to be complete shall hereinafter

to be termed a "Complete Site Plan Application." Following the determination that a complete site plan application has been received, the Planning Board shall provide the applicant with a letter noting the determination, stating the determination date and informing the applicant that a final determination will be made within forty-five (45) days of the determination date or, if a public hearing is to be held pursuant to § 4.1 of this Law, within forty-five (45) days of the date on which the public hearing is held. The applicant shall also be informed in this letter of the determination by the Planning Board that a public hearing will or will not be required.

2. Incomplete Site Plan Applications. Incomplete site plan applications shall be returned to the applicant by the Planning Board within five (5) days of the determination date and shall be accompanied by a letter that states the information that must be filed by the applicant in order to proceed with the review. In the event that the applicant chooses to proceed with the application and submit the required information, the date on which the additional information is received by the Planning Board shall become the new filing date, with the thirty (30) day period provided for in this section re-commencing as of that date.

§ 3.5 - Waiver of Certain Submission Requirements

In certain instances where a site plan application would otherwise be returned to the applicant as incomplete, the Planning Board, consistent with good planning practices and at its discretion, may by majority vote waive one or more of the submission requirements listed in § 3.2 of this Law.

§ 3.6 - Public Hearing

1. When Mandatory. For any site plan application involving construction of or improvements or changes to any of the following land use activities, a public hearing on the application is mandatory and shall be scheduled by the Planning Board.

- a. Mobile Home Parks.
- b. Multi-family dwellings
- c. Junkyards and Salvage Yards.
- d. Industrial uses.
- e. Facilities involving or used for the transfer or disposal of solid waste, including landfills.

f. Facilities generating sufficient quantities of hazardous waste to require issuance of a "Generator Number" from the U.S. Environmental Protection Agency.

g. Facilities involving or used for the transport or disposal of hazardous waste in any quantity.

2. When Optional. For all other applications, the Planning Board may, at its discretion, determine, by a majority vote, that a public hearing on the proposed site plan shall be held.

3. Procedure. The public hearing shall be held within forty-five (45) days of the determination date and shall be advertised in an official newspaper at least five (5) days before the public hearing. Following such a public hearing, the Planning Board shall have forty-five (45) days from the date the public hearing is held (the "Public Hearing Date") to render a final decision.

§ 3.7 - Planning Board Decision

Within forty-five (45) days of the determination date or, if a public hearing is held, within forty-five (45) days of the public hearing date, the Planning Board shall render a decision to approve, approve with modifications or conditions, or disapprove the site plan. All decisions shall be by majority vote of the full membership of the Board.

1. Approval. The Planning Board, upon a decision to approve a proposed site plan, shall file the Complete site plan application documents and a written statement of approval, signed by the Chair of the Planning Board, with the Town or Village Clerk. Copies of the written statement of approval shall be provided to the applicant and the Enforcement Officer.

2. Approval with Modifications or Conditions. The Planning Board may approve the site plan subject to

- i) specific modifications made by the applicant to the site plan; or
- ii) specific conditions established by the Planning Board to be met by the applicant,

or both. Copies of the complete site plan application documents and a written statement of approval containing the modifications and conditions required by the Planning Board, signed by the Chair of the Planning Board, shall be filed with the Town or Village Clerk. Copies of the written statement of approval containing the modifications and conditions shall be provided to the applicant and the Enforcement Officer.

3. Disapproval - The Planning Board, upon disapproval of an applicant's site plan following a review of the proposal against the standards set out in Article V of this Law, shall file with the Town or Village Clerk a written statement of the decision containing the reasons for the disapproval signed by the Chair of the Planning Board. Copies of the written statement of disapproval shall be provided to the applicant and the Enforcement Officer.

§ 3.8 - Extension of Time for Final Decision

The time period during which the Planning Board must render its decision can be extended by the mutual consent of the applicant and the Planning Board.

§ 3.9 - Appeals Procedure

Any person aggrieved by any decision of the Planning Board or by the action of an officer of the Town or Village with respect to the provisions of this Law may apply to the Supreme Court for a review of the decision by a proceeding brought under Article 78 of the Civil Practice Laws and Rules. Such proceeding must be brought within thirty (30) days of the date of the filing of a final decision rendered pursuant to § 3.7 of this Law in the office of the Town or Village Clerk, or it is statutorily barred.

§ 3.10 - Amendments to an Approved Site Plan

Submission and review of any amendment to an approved site plan shall be acted upon in the same manner as the original application.

§ 3.11 - Transferability of Site Plan Approval

A site plan approval shall be transferable upon the sale or transfer of the property that is to be developed on the provision of notice to the Planning Board by the new owner within thirty (30) days of the date the property is sold. The notice shall include the following:

- i) The new owner shall affirm the intention to construct all improvements remaining to be constructed on the property in accordance with the approved site plan.
- ii) The new owner shall affirm compliance with all conditions established by the Planning Board in connection with the approval of the site plan.

The Planning Board may revoke, without requirement of notice to the new owner, the site plan approval with regard to any

improvements not constructed in the event that the new owner does not strictly comply with the provisions of this section.

ARTICLE IV - SITE PLAN REVIEW STANDARDS

§ 4.1 - General Standards

Development proposed on a site plan shall be of such character that, following completion of the proposed improvements, the property upon which the improvements are located does not present any danger arising from conditions detrimental to health or safety, or peril from fire, flood, or other causes, to persons occupying or using the property or to the general public. To this end, Planning Board review of site plans may include, but not be limited to, the following general considerations:

- A. Whether the Town and Village character would be preserved. The proposed development should be visually compatible with the character of the Town and Village. The economic impact on the applicant of achieving such compatibility shall be among the factors considered by the Planning Board in making the determination.
- B. Compatibility of the development with the natural features of the site and with surrounding land uses.
- C. Relationship and scale of the various on-site uses to one another.
- D. Adequacy, type and arrangement of trees, shrubs, berms, fences and other landscaping constituting a visual and/or noise buffer between adjacent uses and adjoining lands.
- E. Maximum retention of the natural, scenic, topographic or physical features of the site.
- F. Maximum retention of mature trees and adequacy of measures to protect and preserve as much mature vegetation as appropriate on the site.
- G. Extent to which the proposal promotes and facilitates public access to the waterfront and waterside recreation where appropriate and feasible.
- H. Adequacy of open space for the play areas, informal recreation and the retention of natural areas such as wildlife habitat, wetlands and wooded areas.
- I. Adequacy and arrangement of vehicular traffic access and circulation on-site.
- J. Adequacy of access for emergency service vehicles and convenient availability of fire protection devices.

- K. Adequacy of steps to mitigate the proposal's effect on traffic congestion in the vicinity of the proposed development.
- L. Adequacy of pedestrian access, circulation, convenience and safety.
- M. Location, arrangement, appearance and sufficiency of off-street parking and loading areas.
- N. Location, arrangements, size and design of buildings, lighting, signs and solid waste storage areas.
- O. Adequacy of drainage facilities and the measures taken to insure that there will be no measurable increase in unchanneled run-off from the site, during and after construction.
- P. Adequacy of water supply and sanitary waste disposal systems.
- Q. Adequacy of measures to minimize flooding and erosion hazards through appropriate siting of structures.
- R. Adequacy of measures to protect surface water and groundwater from direct and/or indirect pollution.
- S. Adequacy of landscaping and setbacks in regard to achieving maximum compatibility with and the protection of scenic quality, adjacent fish and wildlife habitats, freshwater wetlands and coastal waters.
- T. Extent to which structure height and bulk are compatible with the natural topography and adjacent sites, and with the natural visual quality of the site and adjacent areas.
- U. Adequacy of site restoration scheduled to follow construction.
- V. Adequacy of measures to protect and avoid disturbances of sites recognized as being of local historical, architectural and archaeological importance on or adjacent to the site.
 - i) commercial and industrial uses from residential properties; and
 - ii) other proposed uses from any adjacent existing uses where the degree of conflict is so great or so apparent as to allow a reasonable person to conclude that the proposed use would have a detrimental affect on any person's enjoyment, for any purpose, of the existing use.

§ 4.2 - Specific Standards

The review of the complete site plan application by the Planning Board may include, as appropriate, consideration and application of the following:

1. Legal. Will the proposed development be in conformance with all provisions of this Law and other applicable Town or Village of Hammond, County, State and Federal laws? Has the applicant applied for or complied with all required permits?

2. Traffic Movement and Safety. Will the proposed development provide for safe, convenient and efficient movement of traffic on the site? Will it affect adjoining roads, driveways and properties? Has the applicant obtained any necessary permits to create curb-cuts and work in the right-of-way from the State, County, Town or Village highway departments? Will access to the site from public roads and on-site circulation be well-designed, safe and in conformance with the following?

a. The site must be accessible during all months of the year if used year-round. If only seasonal use is proposed, access shall be possible during the months of use.

b. The on-site driveway grade and width must be adequate and safe for emergency and service vehicles during all seasons.

c. There may be no more than two (2) vehicular access points (excluding field entrances).

d. In cases where sites have frontage on more than one road, the principal point of access must be from the more secondary road whenever feasible. However, access suitable for emergency vehicles must be provided, where possible, from a road that is maintained on a year-round basis as opposed to from a road that is maintained only seasonally.

e. Highway sight distances from vehicular access points must be adequate to provide for safe ingress and egress of vehicles.

f. Development of the site must not create or increase any traffic hazard, whether by limiting sight distance, reducing effectiveness of vehicular circulation on adjacent roads, or through creation of some other condition that affects safe operation of motor vehicles on public roads.

3. Parking and Loading. Adequate off-street parking and loading spaces shall be provided for the use of occupants,

employees, clients and customers so that parking does not obstruct the safe flow of traffic on public roads. Parking and loading areas shall be adequately screened or fenced from existing residences and State-designated tourism routes. Design of parking areas shall be accomplished so as not to force vehicles to back onto a public roadway, block access to the site, or create hazards for pedestrians, and shall avoid dispersion of vehicles about the site to the maximum extent possible. Interior driveways shall be adequate to provide safe accessibility to all off-street parking spaces required. The number of spaces provided shall be in accordance with the following.

a. Residential use - one (1) parking space for each dwelling unit.

b. Retail establishment or office - one (1) parking space for each 200 square feet of gross floor area.

c. Church, meeting hall, funeral home, or other place of public assembly - one (1) parking space for every eight (8) seats provided based on maximum seating capacity.

d. Restaurant - one (1) parking space for each five (5) seats.

e. Hotel, motel, inn, or bed-and-breakfast - one (1) parking space for each guest room.

f. Nursing home - one (1) parking space for each five (5) patients.

g. Industrial facility - one (1) parking space for each employee per shift.

h. Other uses - parking spaces adequate to meet the expected maximum demand based on requirements established for similar uses.

4. Town and Village Services. Will the proposed development place unreasonable or extraordinary demands on Town and Village or voluntary services and facilities, to include, without limitation, fire protection, emergency medical services upgrading, maintenance and snow plowing of public roads, recreational facilities, water supplies and sewage/waste disposal systems?

5. Water and Sewer/Waste Disposal. Will the site be connected to Village systems? Outside the village, will the site accommodate the on-site wastewater treatment and water supply needs of the development? Standards applicable outside the Village of Hammond are as follow:

a. Pollution control methods for sewage disposal shall comply with the New York State Uniform Fire Prevention and Building Code, 10NYCRR, Chapter 11. This code requires an appraisal of soil conditions to install a septic tank and leach field system by conducting a soil percolation test to properly locate and size the leach field. The following minimum separation distances for locating septic tanks and leach fields shall be satisfied:

- i) 100 feet from any source of water supply; and
- ii) 100 feet from any stream or watercourse; and
- iii) twenty feet (20') from any foundation wall; and
- iv) fifteen feet (15') from any property line.

The location of septic tanks and leach fields shall be clearly identified on the Development Plan Map with distances from lot lines and wells. Proposals that may lead to increased demands on sewage disposal facilities shall demonstrate that such systems are properly functioning and sized to accommodate increased demands.

b. Water supply for public or semi-public uses shall be from a properly grouted, drilled well. Potable water for private uses may come from other sources.

6. Off-site Impacts. Will the design of the proposed use create conditions that adversely affect nearby properties and public areas? Review standards include at least the following:

a. No aspect of the development shall unreasonably block sunlight and air circulation from neighboring properties.

b. The location, direction, power and time of use for any proposed lighting shall be designed to protect nearby properties from unreasonable disturbance.

c. Nearby properties shall be protected against nuisances created by the proposed improvements, to include, without limitation, nuisances caused by noise, smoke, trash, garbage, debris, vibration, fumes, dust, odors or glare.

d. On-site materials storage, refuse, and salvage materials shall be screened or fenced from view from public roads and existing residences.

7. Waste Management. Will the site design provide for the safe and sanitary temporary storage of solid and hazardous waste? Waste storage and loading areas and waste containers

shall be screened from public view and from view from adjacent properties. All storage and handling of solid and hazardous waste shall demonstrate compliance with applicable Town, Village, County, State and Federal laws, and shall demonstrate application for and compliance with all required permits.

8. Storage of Petroleum Products. If the proposed use involves the bulk storage of petroleum products, will it demonstrate compliance with applicable Town or Village of Hammond, County, State and Federal laws, and demonstrate application for and compliance with all required permits?

9. Underground Storage Tanks. If the proposed use will involve the installation or use of underground storage tanks, does it demonstrate compliance with applicable Town or Village of Hammond, County, State and Federal laws, and demonstrate application for and compliance with all required permits, satisfactory leakage or tightness testing results for existing tanks, and satisfaction of financial responsibility requirements?

10. Environmental Considerations. Will the proposed development in general avoid areas where the following conditions are present?

- a. slopes greater than 15%.
- b. areas of seasonal or permanent high groundwater.
- c. flood hazard areas.
- d. State designated freshwater wetlands.
- e. rivers and other bodies of water.
- f. areas of shallow soil depth to bedrock or of numerous rock outcrops.
- g. areas subject to high erosion.
- h. other designated sensitive environmental areas, such as species habitat.

Where mitigation of any environmental impact is permitted by law, the applicant shall show or state in the site plan application all such proposed mitigation measures and shall provide evidence of application for any permits, submissions, agency approvals or other permissions required therefore.

11. Pedestrian Circulation. Will the development in general provide for the safe and convenient movement of pedestrians both within the site and to and from the site in a manner separated from vehicular traffic?

12. Preservation of Historic Resources. Are designated historical sites on the State and National Register of Historic Places located on the property to be developed? The applicant shall provide evidence of application for any permits, submissions, agency approvals or other permissions required in connection with the presence of such sites, areas and structures.

§ 4.3 - Additional Standards for Mobile Home Parks

The following requirements shall apply to three (3) or more mobile homes (class 1 and class 2) on a single property:

1. Installation standards. Installation of mobile homes shall be in accordance with standards set out in the New York State Uniform Fire Prevention and Building Code, Subchapter D, Part 1223, §§ 1223.1 to -6.

2. Water supply and Wastewater Facilities. All water supply and wastewater discharge facilities for mobile homes shall conform to Department of Health standards applicable to mobile home parks.

3. No Operation Unless in Compliance with all Laws. No mobile home park shall operate, or continue in operation, in any area of the Town and Village unless the operation is in full compliance at all times with all applicable Federal, State, County, Town and Village laws.

4. Automotive parking. At least one (1) off-street parking spaces for each mobile home (class 1 and class 2) shall be provided for each individual mobile home site. Each parking space shall have convenient and ready access to the internal road network and shall not directly access a public road.

5. Internal Road System. The internal road system for mobile home parks shall comply with the following standards:

a. All roads shall provide year-round accessibility to every lot in the mobile home park for emergency and service vehicles.

b. All roads shall be a minimum of eighteen feet (18') wide and shall be constructed to accommodate two lanes of traffic.

c. All road surfaces shall be paved or, at the discretion of the Planning Board, constructed with gravel or crushed stone.

d. Any dead-end roads shall be no longer than five hundred feet (500') and terminate in a turn-around with

a sufficient diameter to accommodate fire trucks and snow plows.

6. Recreation Area. A minimum area shall be set aside exclusively for recreational use by the residents, equal to the greater of five percent (5%) of the total property area or 4,000 square feet.

7. Screening and Landscaping. Undisturbed natural vegetation, fencing or a landscaped area along exterior lot lines shall provide visual screening of the mobile home park from adjacent residential properties.

8. Separation Distances. No mobile home shall be located closer than ten feet (10') from any other mobile home.

9. Utilities. Utilities shall be placed underground wherever possible, and shall be screened where above-ground placement is necessary. All lighting shall be designed and arranged so as to minimize glare and reflection on adjacent properties. Emergency access to above-ground utility structures shall be provided at all times.

§ 4.4 - Additional Standards for Junkyards and Salvage Yards

Junkyards and salvage yards shall meet the following additional requirements:

1. No Operation Unless in Compliance with all Laws. No junkyard or salvage yard shall operate, or continue in operation, in any area of the Town and Village unless the operation is in full compliance at all times with all applicable Federal, State, County, Town and Village of Hammond laws.

2. Fencing and Screening Required. Any junkyard or salvage yard shall be completely surrounded with a fence that substantially screens the area. All materials stored or deposited at the site shall be kept within the enclosure of the fence and below the top of the fence.

Where the topography, land forms, natural growth of trees or other considerations accomplish effective screening, the fencing requirements may be varied by the Planning Board.

3. Restrictions on Location. No junkyard or salvage yard shall be located within 500 feet of any existing dwelling other than a principal residence on the same parcel or within 50 feet of a public highway, measured from the fence.

4. Effect of this Law on Existing Junkyards. All operating junkyards and salvage yards that are legally permitted and in compliance with all applicable laws on the effective date of

this Law shall be allowed to continue in operation, but shall be limited to the size, area, manner and scale of the present operation unless a site plan for any proposed expansion or improvements is approved in accordance with this Law, in which event the entire area of the junkyard or salvage yard shall be subject to compliance with all provisions of this Law.

§ 4.5 - Additional Standards for Landfills

Landfills shall meet the following additional requirements:

1. Buffer Area Required. Any landfill, to include any structures, facilities or improvements associated with the operation of the landfill other than:

i) structures, facilities or improvements that are entirely used for administrative purposes, such as a business office or employee parking lot; and

ii) structures, facilities or improvements constructed to provide vehicle or rail access to the landfill, to include roadways and rail spurs and appurtenant bridges, culverts and drainage improvements,

shall be completely surrounded by a designated buffer area under the same ownership as the landfill that is:

i) at least five hundred feet in width; or

ii) of the width specified a permit issued pursuant to 6NYCRR, Part 360,

whichever is greater. Any unloading, staging or storage area, to include any rail spur where rail cars are held awaiting unloading or pickup, shall be inside of the buffer area. All vehicular, rail switching and maintenance operations shall be conducted inside of the buffer area. All administrative parking lots shall be outside of the buffer area. The buffer area shall incorporate the use of berms and heavy vegetative screening to prevent visibility into the landfill from neighboring properties and public roads.

2. Security. The entire perimeter of the inside of the buffer required under this section shall be fenced by

i) a chain link security fence of at least seven feet (7') in height; or

ii) any security fence required under County, State or Federal law or regulation,

whichever affords greater protection to the general public. Two (2) gated vehicular access points shall be created through the fence. Both access points shall be of sufficient width to permit the passage of emergency vehicles and equipment. A single gate shall be used during the hours of operation, with the other gate to remain locked. One or more employees of the landfill operator shall be present at the vehicle gate used during the hours of operation for the purpose of providing physical security of the facility and to inspect and monitor vehicles and materials entering the landfill. Notwithstanding any provision in this subsection to the contrary:

- i) one or more gated pedestrian access points with access security features and controls sufficient to prevent unauthorized access to the facility may be created through the fence; and
- ii) one gated rail access point with access security features and controls sufficient to prevent unauthorized access to the facility may be created through the fence.

Keys or equivalent means of entry to all gates shall be supplied, as appropriate, to the Town or Village Clerk and Volunteer Fire Department.

3. Internal Road System. Roads constructed on landfills, to include any surrounding buffer area, shall comply with the following standards:

- a. All roads shall provide year-round accessibility for emergency vehicles.
- b. All roads shall be a minimum of eighteen feet (18') wide with shoulders as necessary to accommodate two vehicles side by side.
- c. All road surfaces shall be paved unless a particular aspect of the nature of the use of the road requires otherwise. In such event the road surface shall be constructed and maintained with gravel or crushed stone.
- d. Road system design shall provide two separate access points to the adjacent public road network.

4. Restrictions on Location. No landfill, to include any surrounding buffer area provided for in this Law, shall be located within 1,500 feet of any

- i) existing dwelling; or
- ii) commercial or industrial building where one (1) or more persons is employed on a regular basis; or
- iii) any public building or land

as measured from the closest point of the security fence required under this Law unless:

- i) the permission of the owner of such dwelling or building, or of the local government, is obtained in writing and is furnished to the Planning Board; or
- ii) the dwelling or building is under the same ownership as the landfill, and a notarized statement attesting to such ownership is furnished to the Planning Board.

ARTICLE 7 - APPLICABILITY TO SUBDIVISIONS

7.1.1 - Subdivision Map Approval Required

Subdivision map approval is required:

- i. whenever any subdivision of a parcel into two (2) or more parcels or lots is proposed to be made within the Town or Village, and
- ii. before any contract for the sale of or any offer to sell any lots in the subdivision or any part thereof is made, and
- iii. before any permit for the erection of any structure in the subdivision is granted.

Whenever any of the above apply, the applicant shall make application for and receive final approval of the proposed subdivision in accordance with these regulations.

PART C

7.1.2 - Effect of Existing SUBDIVISION REVIEW

These Regulations do not apply to any division of property that has been lawfully recorded among the land records of the County as of the effective date.

ARTICLE V - APPLICABILITY TO SUBDIVISIONS

§ 5.1 - Subdivision Plat Approval Required

Subdivision plat approval is required:

- i. whenever any subdivision of a parcel into two (2) or more parcels or lots is proposed to be made within the Town or Village, and
- ii. before any contract for the sale of or any offer to sell any lots in the subdivision or any part thereof is made, and
- iii. before any permit for the erection of any structure in the subdivision is granted.

Whenever any of the above apply, the applicant shall make application for and receive final approval of the proposed subdivision in accordance with these regulations.

§ 5.2 - Effect on Existing Parcels and Lots

These Regulations do not apply to any division of property that has been lawfully recorded among the land records of the County as of the effective date.

ARTICLE VI - APPLICATION FOR SUBDIVISION APPROVAL

§ 6.1 - General

Before undertaking the division of any parcel of property, the owner of the property, or a person authorized in writing to act for such owner, shall, in accordance with the provisions stated herein, apply to the Planning Board for approval of a subdivision plat.

§ 6.2 - Preapplication Procedures

Prior to the preparation and submission of a plat to the Planning Board for approval, it is recommended that the applicant undertake the following steps:

- i. Assemble the information and data on the existing conditions at and affecting the parcel to be subdivided.
- ii. Review New York State Real Property and Health Department laws concerning the subdivision of land.
- iii. Study the site suitability and opportunities for development and discuss the findings with a licensed land surveyor and, as appropriate, other consultants such as land planners and civil engineers.
- iv. In the event that the subdivided lots are to be marketed, develop financing and marketing plans and review them with a bank or lending institution.

§ 6.3 - Sketch Plan Conference

1. General. A sketch plan conference between the applicant and the Planning Board is encouraged to discuss in general terms the subdivision proposal, determine the information to be required in the subdivision application, assist the applicant in complying with the requirements of the State Environmental Quality Review Act (SEQRA) process and identify potential problems and concerns with the proposal. The sketch plan conference, while optional, is the only opportunity for the applicant to have the proposed subdivision determined a minor subdivision or to have an agricultural/woodlands exemption granted.

2. Scheduling. The sketch plan conference shall be scheduled and conducted by the Planning Board based on a request by the applicant, at a place and time established by the Planning Board and acceptable to the applicant. In scheduling and conducting the sketch plan conference, the Planning Board must

observe the requirements for public notice, access and participation set out in the New York State Open Meetings Law.

3. Sketch Subdivision Plat. At the sketch plan conference, the applicant shall provide, at a minimum, a sketch subdivision plat. This sketch plat shall show, at a level of detail deemed appropriate by the Planning Board

i. the subdivision name, tax map number, North arrow and date prepared, and

ii. on a small inset map or diagram, the location of the parcel to be subdivided and its relationship to the surrounding area and public roads, and

iii. existing features and conditions on or affecting the parcel to be subdivided, to include

(1) parcel boundaries.

(2) the location and ownership of contiguous properties.

(3) adjacent roads.

(4) the location of any public utilities that will serve to lots to be created.

(5) buildings, structures and other improvements.

(6) watercourses, wetlands, steep slopes, outcroppings of bedrock, wooded areas, and other unique or significant physical features on or near the parcel.

Contours shall be noted in ten foot (10') increments.

iv. the planned location of the following, as appropriate:

(1) lots and lot lines to be created, annotated with width, depth and acreage. The sketch plat shall note the total acreage of the subdivision and the total number of lots proposed.

(2) building uses and types, annotated with approximate size and cost.

(3) internal roads.

(4) access to public roads.

(5) open space, common use and buffer areas.

(6) water distribution systems or individual well locations.

(7) wastewater collection and treatment systems or individual leach field locations.

(8) drainage improvements, including profiles and lines or ditches and planned drainage easements on adjoining properties.

(Note: the Town and Village Assessor or the St. Lawrence County Real Property Tax Office have parcel maps that can usually be copied for a small fee that can be used as a base map for this purpose).

The applicant is encouraged to provide as much additional information about the project during the sketch plan conference as is possible, using the requirements for a final plat as set out in § 9.3 of these Regulations as a guide.

4. Conduct. At the sketch plan conference, the Planning Board will review the sketch plat as it relates to the development policies and other land use regulations of the Town or Village, and the design standards and improvement requirements set out in these Regulations. The proposed subdivision will be classified as a minor or major subdivision by the Planning Board. An applicant that is proposing a subdivision that is classified by the Planning Board as a minor subdivision at the sketch plan conference may proceed directly to the preparation of a final plat and shall not be required to submit a preliminary plat or comply with the other requirements applying to major subdivisions established in these Regulations. In such event, the date of the sketch plan conference will become the filing date.

§ 6.4 - Filing of Subdivision Application

To apply for approval of a subdivision plat, an applicant shall complete the "Application for Subdivision Plat Approval" form attached to this Law at Appendix "A", or its successor form (hereinafter, the "Application Form"), provide the additional information noted in § 3.7 of these Regulations (hereinafter, the "Additional Information"), and attach, as appropriate, copies of a preliminary or final plat and supporting materials prepared in accordance with the requirements listed in this Law (the application form, additional information, and plat and supporting materials hereinafter collectively termed the "Subdivision Application"). An applicant proposing a major subdivision or any subdivision not discussed with the Planning Board at a sketch plan conference shall prepare a preliminary plat. An applicant whose subdivision has been determined to be a minor subdivision or whose subdivision has been granted an

agricultural/woodland residence waiver by the Planning Board shall prepare a final plat. The subdivision application shall then be filed by the applicant with either the Town or Village Clerk or the Enforcement Officer. The date on which the subdivision application is filed with a municipal officer shall be termed the "Filing Date." The municipal officer who receives the subdivision application shall forward it to the Planning Board within five (5) days of the filing date and notify the Planning Board of the filing date.

§ 6.5 - Subdivision Application Information Requirements

The following additional information shall be required in addition to the completion of the "Application for Subdivision Plat Approval" form. A completed subdivision application shall include all listed items unless submission of one or more of the items is specifically waived by the Planning Board.

1. Initiation of SEQRA Review. The applicant shall prepare and file as part of the subdivision application the New York State Short Environmental Assessment form, a copy of which is attached to this Law at Appendix "B", or its successor form, to allow the Planning Board to determine the applicability of the State Environmental Quality Review Act (SEQRA). For "Type I" SEQRA actions, which are those that may have a significant effect on the environment, and all other actions not listed as "Type II" SEQRA actions ("Unlisted Actions"), the Planning Board shall then initiate the review process required by SEQRA. Type II actions are not subject to review under SEQRA. A list of "Type I" and "Type II" actions is at Appendix "C" of this Law. As this list may be amended after the enactment of this Law, it should not be deemed authoritative and current information as of the date of the filing of the subdivision application must be obtained.

2. Affidavit or Written Authorization of the Property Owner. If the person filing the subdivision application is the owner of the parcel that is to be subdivided, a notarized statement to that effect shall be filed. For non-owner applicants, a written permission of the owner that references the proposed subdivision shall be filed.

3. Proof of Legal Ownership or Right. The applicant shall include a copy of the deed, land contract, or other recorded instrument showing legal ownership of the parcel to be subdivided, or the legal right to subdivide the parcel in the absence of ownership.

4. Restrictions and Encumbrances. The applicant shall provide copies of all recorded easements, restrictions and encumbrances affecting the parcel to be subdivided. If the applicant intends to convey the lots to be created subject to

any covenants, easements or other restrictions, a copy of same shall be provided, otherwise applicant shall include a notarized statement to the effect that the lots to be created will not be subject to any such covenants, easements or restrictions.

5. Tax Map. The applicant shall include the tax map that shows the parcel to be subdivided.

§ 6.6 - Determination of Complete Subdivision Application

1. Complete Subdivision Applications. The Planning Board shall determine that a subdivision application is complete and deemed to be filed on the date that it has received a properly executed application form, appropriate additional information, and appropriate preliminary or final plat and supporting materials. Following a determination that a complete subdivision application has been filed, the Planning Board shall provide the applicant with a written notice that states the filing date and provides the applicant with additional information about the review and approval process.

2. Incomplete Subdivision Applications. Incomplete subdivision applications shall be returned to the applicant by the Planning Board and shall be accompanied by a letter that states the information needed in order to proceed with the review. In the event that the applicant chooses to proceed with the subdivision application and resubmit the required information, the date on which all resubmitted information is received by the Planning Board shall become the new filing date.

§ 6.7 - Waiver of Certain Submission Requirements

In certain instances where a subdivision application would otherwise be returned to the applicant as incomplete, the Planning Board, consistent with good planning practices and at its discretion, may by majority vote waive one or more of the submission requirements listed in § 6.6 of this Law, with the exception of any required preliminary or final plat.

§ 6.8 - Agricultural/Woodland Residence Waiver

If, at the sketch plan conference or on initial review of the submission of a subdivision application, the Planning Board determines that a minor subdivision:

- i. is for the purpose of establishing a lot to be used for agricultural or woodland residential purposes only, and

ii. does not require or involve the creation of an internal road, and

iii. will not create more than one (1) lot, and

iv. does not result in the creation of a lot that is less than five (5) acres in area, and

v. does not result in the subdivision of a parcel that has been otherwise subdivided during the preceding five (5) years, and

vi. has located, or could reasonably be held to have located, on any portion of the lot to be created any federal jurisdictional wetlands or wetlands designated by the New York State Department of Environmental Conservation, or any portion of a one hundred foot (100') buffer area located outside the boundary of such wetlands, then

at the request of the applicant the Planning Board may waive the remainder of the subdivision review process set out in these Regulations and grant final approval to a subdivision plat upon submission by the applicant of a final plat and, if the waiver is granted pursuant to a sketch plan conference, a subdivision application submitted in accordance with § 3.4 of this Article.

§ 6.9 - Referral to County Planning Board

Pursuant to Article 12, § 239-n of the General Municipal Law of New York State, certain subdivision applications that meet specified jurisdictional requirements must be referred to the County Planning Board for review. The applicant will be notified in the event referral is required. The applicant should contact the County Planning Office for additional information on 239-m review.

ARTICLE VII - SUBDIVISION REVIEW PROCEDURE

§ 7.1 - Preliminary Plat Review

1. Applicability. A preliminary plat shall comprise part of the subdivision application for any subdivision that is not determined to be a minor subdivision by the Planning Board. For such subdivisions, the Planning Board must grant approval, or grant approval contingent upon modifications, prior to the filing of a final plat.

2. Initiating the Review. The review of a preliminary plat is initiated when the applicant has filed a complete subdivision application with the Planning Board that includes a preliminary plat. The Planning Board, based on an examination of the subdivision application and at its discretion, may notify the applicant that the proposed subdivision has been determined to be a minor subdivision, or that the applicant is qualified for an Agricultural/Woodland Residence Waiver, and treat any such preliminary plat as a final plat from that point, thus exempting such a plat from the remaining provisions of this section.

3. Requirement for Public Hearing. Following

- i. the review of the plat and other information submitted by the applicant, and
- ii. after advising the applicant of any changes deemed necessary, and
- iii. after allowing the applicant a reasonable time to respond to the proposed changes,

but in no event later than forty-five (45) days dating from the filing date, the Planning Board shall hold a public hearing. The applicant shall receive written notice of the public hearing, which shall be mailed no later than ten (10) days prior to the date of the public hearing. The public hearing shall be advertised at least once in a newspaper of general circulation in the Town and Village no later than five (5) days before the public hearing. Written notice of the public hearing shall be mailed by the Planning Board to the owners of all property adjacent to the parcel to be subdivided and any other property located within one hundred fifty (150) feet of the parcel no later than five (5) days before the hearing.

4. SEORA. The public hearing shall also be used to meet, as applicable and when possible, the requirements of the State Environmental Quality Review Act.

5. Preliminary Plat Determination. No later than forty-five (45) days following the public hearing, the Planning Board shall

- i. approve, or
- ii. approve contingent upon modifications, or
- iii. disapprove the preliminary plat.

6. Actions Following Preliminary Plat Determination. The action of the Planning Board on the preliminary plat shall be noted on the three (3) copies of the preliminary plat and on the application form. In the event of approval contingent upon modifications, appropriate reference shall be made as to the modifications determined necessary. One (1) copy of the annotated preliminary plat and a copy of the application form shall be returned to the applicant within five (5) days of the date on which the determination was made, and the other two (2) copies of the preliminary plat retained by the Planning Board. One (1) Planning Board copy shall be deposited in the Town or Village records. If the Planning Board disapproved the preliminary plat, the return of the preliminary plat to the applicant will be accompanied by the Planning Board's reasons for disapproval, furnished in writing.

7. Effect of Approval of Preliminary Plat. The approval by the Planning Board of a preliminary plat does not constitute approval of the final plat, nor does it in any way bind or obligate the Planning Board to approve a final plat on a future date. The preliminary plat shall be used by the applicant as a guide to the preparation of the final plat. Any preliminary plat granted approval contingent upon modifications shall not be filed as a final plat until the applicant has addressed all modifications in a manner satisfactory to the Planning Board.

§ 7.2 - Final Plat Review

1. Applicability. All subdivisions shall require final plat approval by the Planning Board.

2. Initiation Following Preliminary Plat Approval. An applicant proposing a subdivision that has been previously reviewed and approved by the Planning Board as a preliminary plat shall, within six months of the approval of the preliminary plat, update and resubmit the "Request for Subdivision Plat Approval" form that was returned by the Planning Board with the preliminary plat. The resubmitted form shall be accompanied by a final plat and supporting documentation, prepared in accordance with this Law, and an update of any information previously submitted that has changed. From this point there is no difference in the review

process from a newly filed final plat. The date on which all required documents and information is received by the Planning Board shall become the "Final Plat Filing Date" for the purposes of these Regulations. In the event that the applicant takes no action to submit an approved preliminary plat in final form within the stated six months, approval of the preliminary plat may be revoked at the discretion of the Planning Board.

3. Initiation if no Preliminary Plat Submitted. The review of a final plat when there has been no previous approval of a preliminary plat is initiated when the applicant has filed a complete subdivision application with the Planning Board. In this instance, the filing date shall be deemed the final plat filing date.

4. Notification of Final Plat Filing Date. The applicant, on his or her request, shall be furnished at any time after the final plat filing date, certification by the Town or Village Clerk of the final plat filing date (hereinafter, "Certificate of Submission").

5. Optional Public Hearing. Following the review of the final plat and other information submitted by the applicant but in no event later than forty-five (45) days dating from the final plat filing date, the Planning Board, at its discretion, may schedule a public hearing. If a public hearing is to be held, the applicant shall receive written notice to be mailed no later than ten (10) days prior to the date of the public hearing. The public hearing shall be advertised at least once in a newspaper of general circulation in the Town and Village no later than five (5) days before the public hearing. Written notice of the public hearing shall be mailed by the Planning Board to the owners of all property adjacent to the parcel to be subdivided and any other property located within one hundred fifty (150) feet of the parcel no later than five (5) days before the hearing.

4. SEORA. The public hearing may also be used to meet the requirements of the State Environmental Quality Review Act.

ARTICLE VIII - ACTION ON FINAL PLAT

§ 8.1 - Planning Board Determination

No later than forty-five (45) days following the public hearing, if one is held, or no later than forty-five days after the final plat filing date if there is no public hearing, the Planning Board shall

- i. approve, or
- ii. approve contingent upon modifications or subject to conditions, or
- iii. disapprove the final plat.

The Planning Board may also approve a final plat in sections.

§ 8.2 - Approval

The action of the Planning Board in approving a final plat shall be done by resolution stating such approval. Each final plat will have the words "Approved - Hammond Planning Board" stamped prominently on it with the stamped name and title of the Secretary of the Planning Board stamped underneath. The Secretary of the Planning Board shall sign and date with the date approved each final plat. The original final plat shall be returned to the applicant, and may then be recorded among the land records of the County. Recordation of an approved final plat must occur within sixty (60) days after the date of approval as noted on the plat; otherwise, the approval of the final plat shall be considered null and void. In such event, the applicant must resubmit a new final plat to the Planning Board for approval. The two copies of the approved final plat, along with the application form and all supporting materials, shall be retained among the records of the Planning Board. The Enforcement Officer shall also be notified of the approval.

§ 8.3 - Approval Contingent upon Modifications

1. General. The action of the Planning Board in approving a final plat contingent on modifications shall be done by resolution and shall be communicated in writing to the applicant, with the nature of the necessary modifications outlined and explained. The applicant shall have sixty (60) days to address all required modifications in a manner satisfactory to the Planning Board.

2. Modifications to Final Plat. If the modifications require a change to the final plat itself, a copy of the final plat noting the needed changes shall be returned to the applicant. The remaining final plats shall also be noted with the needed changes and retained by the Planning Board. The applicant must incorporate changes deemed acceptable by the Planning Board into a new original final plat, which shall be termed an "Amended Final Plat" and so titled. The original amended final plat shall then be resubmitted with two machine reproduced copies.

3. Modifications to Supporting Materials. If the modifications require a change to supporting documentation or materials, the specific item will be noted with the change and returned to the applicant, with a copy retained by the Planning Board. The applicant must incorporate changes deemed acceptable by the Planning Department and resubmit the item.

4. Planning Board Action Following Modifications. The Planning Board, after the making of acceptable modifications by the applicant, will approve the final plat as set out in this Article, with the modified plat or items replacing those deemed unacceptable.

5. Failure to Modify. In the event the applicant is not willing to make acceptable modifications, or does not act within sixty (60) days to do so, the Planning Board may act at any time after the sixty (60) days have elapsed to disapprove the final plat as set out in this Article.

6. Extension of Time to Make Modifications. The Planning Board, in its discretion, can grant additional time to an applicant for the purpose of making modifications, but any failure or delay of the Planning Board to disapprove such a final plat after the sixty (60) days have elapsed shall not constitute a bar to or limitation on its ability to act on any later date.

§ 8.4 - Approval Subject to Conditions

1. General. The action of the Planning Board in approving a final plat subject to conditions shall be done by resolution that authorizes the Secretary of the Planning Board to approve the final plat at such time as the applicant has complied with the conditions established. Conditional approval of a final plat shall be communicated within five (5) days of the determination by certified mail to the applicant, with the certified statement of the nature of the conditions, and the actions that must be taken by the applicant, outlined and explained. The applicant shall have 180 days to address all conditions in a manner satisfactory to the Planning Board.

2. Planning Board Action Following Compliance with Conditions. The Planning Board, following acceptable compliance by the applicant with the conditions established, will approve the final plat as set out in this Article.

3. Failure to Comply with Conditions. In the event the applicant is not willing to comply in an acceptable manner with the conditions established, or does not act within 180 days to do so, the Planning Board may act at any time after the 180 days have elapsed to disapprove the final plat as set out in this Article.

4. Extension of Time for Compliance. The Planning Board, in its discretion, can grant up to 180 additional days in the form of two 90 day extensions for an applicant to comply with conditions, if, in its opinion, such extension is warranted by the particular circumstances involved.

§ 8.5 - Approval of Sections, Subject to Conditions

Prior to approving a final plat, the Planning Board may permit the final plat to be subdivided into two (2) or more sections and may, in its resolution granting conditional or final approval, state that such requirements as it deems necessary to ensure the orderly development of the plat be completed before such sections may be signed by the Secretary of the Planning Board. Conditional or final approval of any sections of a final plat, subject to any conditions imposed by the Planning Board, shall be granted concurrently with conditional or final approval of the plat.

§ 8.6 - Disapproval of a Final Plat

The Planning Board, upon disapproval of a final plat following a review against the standards set out in these Regulations, shall file with the Town or Village Clerk a written statement of the decision containing the reasons for the disapproval signed by the Chair of the Planning Board. Copies of the written statement of disapproval shall be provided to the applicant and the Enforcement Officer.

Prior to approving a final plat, the Planning Board may permit the final plat to be subdivided into two (2) or more sections and may, in its resolution granting conditional or final approval, state that such requirements as it deems necessary to ensure the orderly development of the plat be completed before such sections may be signed by the Secretary of the Planning Board. Conditional or final approval of any sections of a final plat, subject to any conditions imposed by the Planning Board, shall be granted concurrently with conditional or final approval of the plat.

§ 8.7 - Approval by Operation of Law

If any time the Planning Board does not take action within the prescribed time, the applicant may assume approval of that stage of the process. In the event the Planning Board does not take action within the prescribed time on the final plat, the applicant may take a copy of the certificate of submission and the final plat as submitted and file them among the land records of the County.

§ 8.8 - Extension of Time for Determination on Final Plat

The time period during which the Planning Board must render its determination on the final plat can be extended by the mutual consent of the applicant and the Planning Board.

§ 8.9 - Amendments to an Approved Final Plat

Submission and review of any amendment to an approved final plat shall be acted upon in the same manner as the original application.

§ 8.10 - Transferability of Final Plat Approval

A approved final plat that has not been recorded among the land records of the County shall be transferable upon the sale or transfer of the property that is to be subdivided on the provision of notice to the Planning Board by the new owner within thirty (30) days of the date the property is sold. The notice shall include the following:

- i. The new owner shall affirm to the Planning Board the intention to construct all improvements in accordance with the approved final plat.
- ii. The new owner shall affirm to the Planning Board compliance with all conditions established by the Planning Board in connection with the approval of the final plat.

The Planning Board may revoke, without requirement of notice to the new owner, the final plat approval in the event that the new owner does not strictly comply with the provisions of this section.

§ 8.11 - Approval by State Department of Health

The New York State Department of Health must grant a separate approval for any subdivision where more than four (4) lots are created in any three-year period. The applicant contemplating

ARTICLE IX - PREPARATION OF PLATS

§ 9.1 - All Plats

All plats submitted to the Planning Board for any purpose under these Regulations shall be prepared and submitted in accordance with the following:

1. Scale. Plats shall be drawn to the scale of one (1) inch to one hundred (100) feet, unless otherwise specified by the Planning Board.

2. Parcel and Lot Information. Plats shall note the recordation information, given as owner, deed book and page number, of the parcel to be subdivided, all adjacent parcels, and any easement on or encumbering the parcel to be subdivided. The plat will show each lot to be created with boundary lines originating from a readily identifiable surveyed point and annotated between all points with feet and inches, the radii, length and central angle of any curves, location and type of stakes or monuments, and other customary information produced when the lot is surveyed. The Plat shall designate each lot to be created with a number, the first lot commencing with the number "1" and proceeding through all lots in a reasonable sequence with the final lot having a number equal to the number of lots to be created (e.g. a three lot subdivision will be comprised of Lot #1, Lot #2, and Lot #3). The lot designation will be annotated in the approximate center of the lot area on the plat, with the calculated acreage of the lot annotated immediately below. The plat shall note any lot that is to be retained or dedicated for public use or access, and the type of use or access that is contemplated. The plat shall note any lot that is to be recorded as dedicated open space.

3. Easement Information. Any easement in existence at the time of the preparation of the plat shall be noted on the plat as to location, type, and recordation information given as owner, deed book and page number.

4. Road Improvements. Plats shall include surveyed information pertaining to any existing or proposed road improvements or dedicated rights-of-way on the parcel being subdivided. Tangent bearings shall be provided for all internal roads. Lots to be retained for future road expansion shall be annotated as such.

5. Wetlands. The boundary of all federal jurisdictional wetlands and wetlands designated by the New York State Department of Environmental Conservation, to include a one hundred foot (100') buffer strip located in non-wetland area adjacent to any such boundary, shall be shown on the plat, and

the wetland and buffer areas shall be clearly annotated as such on each lot containing these areas.

6. Access Information. All points of existing or proposed driveway access to internal roads and public roads shall be noted on the plat.

7. Other Required Information. Plats shall include the subdivision name, name, address and telephone number of the parcel owner (and of the applicant, if different), tax map number, location inset, north arrow, name, address and title of the preparer of the plat, customary surveyor's certification, and date prepared.

8. Preparation.

i. Preliminary Plats. Three (3) preliminary plats, which may be any combination of original and machine reproduced copies, shall be prepared and certified by a licensed surveyor in such form and drawn in ink on such materials as is sufficient to provide for their use for the purposes established in these Regulations. Each copy shall be clearly labelled with the words "Preliminary Plat" and bear the notation "This plat is a preliminary plat and has not been approved in final form by the Hammond Planning Board. Any recordation of this plat is not authorized, and shall be ineffective to convey or transfer any lot shown hereon, or for any other purpose."

ii. Final Plats. One (1) original final plat shall be prepared and certified by a licensed surveyor in such form and drawn in ink on such materials as is sufficient to cause it to be deemed acceptable for recordation by the County Clerk. Two (2) additional machine reproduced copies of the original shall be submitted with the original.

§ 9.2 - Preliminary Plats

The following shall be submitted:

i. completed application and supporting information as set out in these Regulations.

ii. three (3) copies of the plat.

iii. information concerning existing features and conditions on or affecting the parcel to be subdivided, to include:

(1) buildings, structures and other improvements.

(2) watercourses, wetlands, steep slopes, outcroppings of bedrock, wooded areas, and other unique or significant physical features on or near the parcel.

iv. description of all parcels of land proposed to be dedicated to public use and the conditions of such use.

v. grading and landscaping plans.

vi. general plans showing locations of and design and specification information about sidewalks, road lighting, signage, water mains, sanitary sewers and storm drains, above- and below-ground utilities, and other similar improvements.

vii. preliminary plans, designs and specifications for any roads, bridges, culverts, drainways and other surface drainage improvements.

viii. any additional information deemed necessary by the Planning Board.

ix. any required fees.

§ 9.3 - Final Plats

1. Minor Subdivisions and Subdivisions Granted an Agricultural/Woodland Residence Waiver.

The following shall be submitted:

i. completed application and supporting information as set out in these Regulations.

ii. one (1) original and two (2) copies of the plat.

iii. any additional information deemed necessary by the Planning Board.

iv. any required fees.

2. All Other Plats.

The following shall be submitted:

i. updated application and supporting information.

ii. one (1) original and two (2) copies of the plat. In addition to the general form requirements established in this Article, the plat shall provide a table of the lots to be created, along with their acreage, road frontage and proposed use.

iii. any deeds, declarations, covenants, easements and other agreements governing the offer, cession, dedication construction or maintenance of public areas, public improvements, other private improvements and undertakings, to include all boundary monuments and markers to such specifications as are established by the Planning Board, and open space. All such documents shall bear the certification of the Town or Village Attorney, or of an attorney otherwise satisfactory to the Town or Village, as to their sufficiency in accomplishing the purpose or purposes intended. Any agreement concerning conditions or requirements established by the Planning Board in connection with approval of the subdivision plat must also be submitted and bear the noted certification.

iv. evidence of approval, or pending approval, from the New York State Health Department of any installed or proposed public or private water supply system for which such approval is required.

v. evidence of approval, or pending approval, of any environmental impact statement or other submission under SEQRA for which approval is required.

vi. evidence of issuance, or pending issuance, of any permit that is required in connection with the subdivision.

vii. evidence, satisfactory in substance and form to the Planning Board, that all federal jurisdictional wetlands and wetlands designated by the New York State Department of Environmental Conservation, to include a one hundred foot (100') buffer area outside of the wetland boundary, that are located on the parcel to be subdivided, have been identified by the applicant and that the applicant has taken appropriate steps to cause such areas to be protected from unlawful activities or other adverse impact.

viii. all construction drawings and specifications, in final form, to include, as required, plans, profiles and typical cross-sections, showing surveyed locations, size and type of roads, sidewalks, road lighting standards, landscaping, curbs, water mains or wells, sanitary sewer or septic systems, storm drains or ditches and other improvements and facilities.

ix. all covenants and restrictions, stated in the form in which they will appear in the deed of conveyance, that will encumber any of the lots to be created.

x. any easement, declaration or other instrument of a general nature that is to be separately recorded as an encumbrance on any of the lots to be created.

xi. any performance bond deemed necessary by the Planning Board to require the construction, installation or maintenance of improvements to the subdivision in a satisfactory manner, as set out in these Regulations.

xii. any agreements, certificates, affidavits, endorsements or other agreements as may be required by the Planning Board to enable enforcement of the foregoing.

xiii. any additional information deemed necessary by the Planning Board.

xiv. any required fees.

§ 9.4 - Waiver of Requirements

The Planning Board may waive, at its discretion and subject to any conditions it deems appropriate, the conformance, by any applicant, with any of the requirements of this Article, when, in its judgement based on the special circumstances presented by a particular plat, such waiver would be in the best interests of the applicant and would have no negative effect on the public health, safety and general welfare.

4. Intersecting Roads: Roads shall intersect one another at angles as near to a right angle as possible. At an intersection of roads at angles less than ninety (90) degrees shall be approved. Road intersections shall be rounded with a radius of twenty-five (25) feet measured at right-of-way line when said intersection occurs at right angles. If an intersection occurs at an angle other than right angle, it shall be rounded with a curve of radius acceptable to the Planning Board. Road intersections shall be marked with a white line offset at least one (1) foot from the edge of the road.

5. Dead-End Roads: All dead-end roads and cul-de-sacs shall be provided with a turnaround device sufficient for providing and turning around emergency vehicles.

6. Half Roads: Construction of half roads shall be prohibited.

ARTICLE X - SUBDIVISION DESIGN CRITERIA

§ 10.1 - Road Design

1. Conformity with General Development Policy. The arrangement, width, location and extent of subdivision roads should conform to and be in harmony with the general development policies of the Town and Village. Roads not specifically provided for in such policies should conform to the recommendation of the Planning Board based on existing and planned roads, topography, public safety, convenience and proposed uses of land. The Town Highway Superintendent shall be consulted by the Planning Board for an advisory opinion before the approval of any new internal road.

2. Planning and Design. Internal roads shall be designed to discourage through traffic with origin and destination points that are not located within the proposed subdivision.

3. Location. When a proposed subdivision is adjacent to or contains a State or County highway, the Planning Board may seek information from the New York State Department of Transportation or County Planning Office as to the potential for adverse impacts on highway safety and function. The Planning Board may establish a requirement for internal roads when, in its judgement, use of such roads would promote a greater degree of safety or preserve public highway function. The Planning Board will generally require that lots paralleling a public road be provided access from an internal road that in turn creates a single access point onto the public road. The Planning Board will also generally require that an internal road be built in order to avoid creation of "flag" lots.

4. Intersections. Roads shall intersect one another at angles as near to a right angle as possible, and no intersection of roads at angles less than eighty (80) degrees shall be approved. Road intersections shall be rounded with a radius of twenty-five (25) feet measured at right-of-way line when said intersection occurs at right angles. If an intersection occurs at an angle other than right angle, it shall be rounded with a curve of radius acceptable to the Planning Board. Road jogs with center line offsets of less than one hundred twenty-five (125) feet shall be prohibited.

5. Dead-End Roads; Cul-de-sacs. All dead-end roads and cul-de-sacs shall be provided with a turnaround deemed sufficient for snowplowing and turn around by emergency vehicles.

6. Half Roads. Construction of half roads shall be prohibited.

7. Access. In commercial and industrial subdivisions, definite and assured provision shall be made for service access, such as off-road parking, loading and unloading, consistent with and adequate for the uses proposed.

8. Road Names and Numbers. Names of new roads shall not duplicate existing or platted roads in the Town or Village or in any adjacent town. New roads that constitute the extension of an alignment of an existing road shall bear the name of the existing road. House numbers shall be assigned in accordance with the County-wide house numbering system.

9. Signage. The applicant shall provide and erect road signs of a type to be approved by the Planning Board, in consultation with the Town or Village Board, at all road intersections prior to acceptance of the dedication of any road.

10. Landscaping. Landscaping will be located outside of any road right-of-way and planted in such a manner as not to impair visibility at any corner.

11. Design Standards. Standards for road design are as follows:

<u>Standard</u>	<u>Local Road</u>	<u>Secondary Road</u>
Minimum width of right-of-way (feet)	50'	65'
Minimum width of pavement (feet)	18'	18'
Minimum width of shoulders (feet)	5'	6'
Minimum radius of horizontal curves (feet)	250', except for road intersection corners	400'
Minimum length of vertical curves (feet)	Shall be such that at least a 200-foot line of sight exists measured 3 feet above the road surface	300'
Minimum length of tangents between reverse curves (feet)	100', except where excessive grades may be reduced to reasonable grades by shortening tangent	200'
Maximum grade (percent)	10%	6% to 8%
Minimum grade (percent)	1%	1%
Minimum braking sight distance (feet)	400'	500'

Construction of any road in accordance with the foregoing design standards does not create any duty of the Town or Village to accept its dedication.

§ 10.2 - Road Construction

1. Construction At Applicant's Expense. Road improvements, including curbing, shall be installed at applicant's expense.

2. Construction Standards. Roads shall be constructed in accordance with customary construction practices, and shall include the following courses:

i. subgrade base, which shall be rough-graded the full width of the road right-of-way and compacted the full width between the outer edges of the curbs and gutter. The subgrade base shall consist of a suitable gravel and stone material approved by the Town Highway Superintendent and compacted to a depth approved by the same, but not less than 12 inches;

ii. base course, consisting of a suitable gravel and stone material approved by the Town Highway Superintendent at least six (6) inches in depth after compaction and stabilization;

iii. surface course, consisting of an approved bituminous material;

iv. finish course, consisting of an approved bituminous material to be laid one (1) year after the surface course;

v. the backslope shall be graded and

Construction of any road in accordance with the foregoing construction standards does not create any duty of the Town or Village to accept its dedication.

§ 10.3 - Utilities.

Public utility improvements may be required at the discretion of the Planning Board and shall be installed as follows:

1. Fire Protection. Hydrants, where required, are to be of a size, type and location specified by the National Board of Fire Underwriters, American Insurance Association.

2. Streetlighting. Poles, brackets and lights, where required, are to be of a size, type and location acceptable to the Planning Board in consultation with the Town and Village Board and Town Highway Superintendent, and to the power company serving the Town and Village.

3. Power Lines. Power lines shall be placed underground where practical and shall be approved by the power company serving the Town and Village.

4. Other Utilities. Other utility services shall be placed underground to the greatest extent possible and shall meet industry standards.

§ 10.4 - Lots

1. Dimensions. Lot area, width, depth, and shape shall comply with the following:

i. Lot area shall be a minimum of one acre (43,560 square feet).

ii. Lots may be a maximum of six times their width in depth.

iii. Lots shall have their longest aspect (depth) as close to perpendicular from the road fronted on as is practical and will in no instance have a longer frontage (width) than the maximum depth as measured from the road.

iv. Lots shall have a minimum road frontage on internal roads of 100'.

v. Lots that have access to public roads shall have a minimum road frontage of 200'.

vi. Lots that are triangular in shape and are under five (5) acres in size will not be permitted.

vii. Lots with odd shapes or corners that could reasonably give rise at a later date to a claim of nonconformity or variance will not be permitted. Specific exceptions may be granted pursuant to §9.4.

4. "Flag" Lots. Flag lots will not be permitted.

5. "Landlocked" Lots. Landlocked lots will not be permitted.

6. Inaccessible Lots. Lots that, due to steep slope, rock, wetland, or the presence of some other physical condition, do not have a reasonable access point from the road fronted on will not be allowed. Lots accessible by navigable waterway are permitted.

7. Poorly Drained Lots. Lots located in areas that are not served by community wastewater systems that do not have at least two locations at least 200' apart that will pass a customary percolation ("perc") test will not be allowed.

8. Setbacks. Lots that do not, in the judgement of the Planning Board, allow for a reasonable setback of the primary

building or structure to be located on the lot from the road will not be allowed.

9. Pedestrian Easements. In order to facilitate pedestrian access from roads to schools, parks, play areas or nearby roads, the dedication of perpetual unobstructed easements at least twenty (20) feet wide may be required by the Planning Board. In heavy traffic areas, the Planning Board may require the construction by the applicant of sidewalks on such easements.

§ 10.5 - Unique Physical and Natural Features

Unique physical and natural features, such as historic landmarks and sites, rock outcrops, hilltop lookouts, desirable natural contours, large trees, and similar features, shall be preserved where possible.

§ 10.6 - Site Disturbance and Grading

All areas to be disturbed must be graded and restored within six (6) months. Topsoil moved during construction shall be returned and stabilized by approved methods. Damage to trees should be avoided.

§ 10.7 - Open Space; Parks; Payments in Lieu; Reservation of Areas

Consideration shall be given to the allocation of areas suitably located for open space and public parks and, where deemed appropriate, shall be made available by one (1) of the following methods:

- i. dedication to the Town or Village, or
- ii. reservation of land for the use of property owners by deed or covenant.

In the event that the Planning Board determines that a suitable park or a park of adequate size cannot be properly located in the plat or that park development would not otherwise be practical, the Planning Board may require as a condition of approval of the final plat a payment of a sum to be determined by the Town and Village Boards, which sum shall constitute funds to be held in trust and used exclusively for neighborhood park, playground or recreational purposes, to include the acquisition of property.

The Planning Board may require the reservation of such areas in a subdivision that are of a character, extent and location particularly suited to the needs of the Town and Village, such

as water and sewage treatment plant sites and for other community purposes.

§ 10.8 - Land Unsuitable for Development as a Subdivision

In order to provide for the protection of the health and welfare of the people of the Town and Village, land which is found to be unsuitable for subdivision due to adverse or unsafe conditions or features, or due to its sensitive environmental character, shall not be subdivided unless adequate safeguards are formulated by the applicant and are approved by the Planning Board.

PART 3

ADMINISTRATION AND MISCELLANEOUS

ARTICLE II PERFORMANCE BOND AND FEE

Section 1. Purpose

As authorized by the Municipal Home Rule Law, the Planning Board hereby certifies that the following is a condition of approval:

A. That all site improvements of roads, paved areas, drainage, utilities, outdoor lighting, open space, landscaping, and screening shall be shown on the approved plan and shall be completed within the time specified in the approved plan and shall be completed within the time specified in the approved plan.

B. That all site improvements of roads, paved areas, drainage, utilities, outdoor lighting, open space, landscaping, and screening shall be shown on the approved plan and shall be completed within the time specified in the approved plan.

PART D

ADMINISTRATION AND MISCELLANEOUS

1. The applicant shall provide a performance bond or other acceptable security to the Planning Board in the amount of the estimated cost of the site improvements. The bond shall be in the form of a certified check or a letter of credit from a bank or other financial institution acceptable to the Planning Board. The bond shall be payable to the Planning Board and shall be used to pay the cost of the site improvements if the applicant fails to complete the improvements within the time specified in the approved plan. The bond shall be released to the applicant upon completion of the improvements.

2. The applicant shall provide a building permit to the Planning Board in the amount of the estimated cost of the site improvements. The permit shall be in the form of a certified check or a letter of credit from a bank or other financial institution acceptable to the Planning Board. The permit shall be payable to the Planning Board and shall be used to pay the cost of the site improvements if the applicant fails to complete the improvements within the time specified in the approved plan. The permit shall be released to the applicant upon completion of the improvements.

3. The site improvements shall be fully completed in accordance with the approved plan before any new building, structure or other improvement is constructed on the site. The site shall be occupied or used for any other building or structure only after the site improvements have been fully completed.

ARTICLE XI - PERFORMANCE BONDS AND FEES

§ 11.1 - Assurances

As authorized by the Municipal Home Rule Law, the Planning Board may require, as a condition of approval, that:

- A. A statement shall be placed on all site plans approved by the Planning Board to the effect that the applicant(s) agree(s) to comply with the approved plan and all modifications and conditions noted thereon.
- B. That all site improvements of roads, paved areas, drainage, utilities, outdoor lighting, open space and recreation, landscaping, and screening which are shown on the approved plan be guaranteed by cash, performance bond, or other acceptable guarantee approved by the Town Board and Town Attorney/Village Board and Village Attorney. In the event that a satisfactory guarantee is not proved within ninety (90) days of the date of resolution, it shall be null and void. A cash guarantee can be for 50% of the improvements, but a bond or other guarantee shall be 100% of the cost of improvements.
- C. The said cash, performance bond or other acceptable guarantee shall be conditioned on the property owner's, or developer's completing the said work enumerated herein and set forth on the approved site plan in a manner satisfactory to the Planning Board; and upon the proper functioning of said systems for a period of one year from their completion. In default thereof, the said guarantee shall be forfeited and the Town or Village shall use the amount thereof to complete any incomplete portions of the said work, or to make sure repairs are undertaken as are necessary, and to assure proper functioning of the improvements. If any amount of money remains after the Town or Village has completed work, such excess money will be returned to the surety of the person putting up the required deposit.
- D. To obtain a building permit, an applicant shall provide to the Enforcement Officer proof of acceptance of guarantee by the Town Board or Village Board. No part of the guarantee shall be released until all requirements of site plan approval, including the construction of a site improvement, are completed, inspected and approved.
- E. The site improvements shall be fully completed in accordance with the approved plan before any new building, structure or outdoor use shown on the approved site plan is occupied or used; or any existing building

shown on the approved site plan is occupied with a new use.

§ 11.2 - Fees

The Town and Village Boards may, from time to time and by resolution, establish a schedule of basic fees. The Planning Board may, in its discretion, charge and receive such extraordinary fees as are determined necessary to undertake and conduct the review of any application. The Planning Board shall not deem an application to be complete until the fee established for the review of the application has been received. The setting of an extraordinary fee amount by the Planning Board shall not be deemed to preclude the Planning Board from assessing additional amounts when the cost of the review process exceeds the amount of the fee originally assessed. The Planning Board may, in its discretion, allow direct payment by the applicant of costs and charges to any business, agent or contractor of the Planning Board that is retained by the Planning Board in connection with the review. The Planning Board shall refund any portion of any extraordinary fee that is collected but not spent or encumbered in connection with the review within thirty (30) days of the completion of the review or of the termination of the review for any reason. At the request of any applicant, the Planning Board shall render a statement documenting the expenditure of any extraordinary fee charged.

ARTICLE XII - ADMINISTRATION

§ 12.1 Planning Board

1. Planning Board Established. There is hereby created a Town and Village of Hammond Planning Board (the "Hammond Planning Board" or "Planning Board") pursuant to Article 5-G of New York State General Municipal Law, § 271 of New York State Town Law and § 7-718 of New York State Village Law.

2. Composition. The Planning Board shall consist of nine (9) members, two of whom shall reside in the Village and the remainder in the Town outside the Village at the time of their respective appointments and during their terms of office.

3. Appointment of Members and Terms of Office. Appointment of Planning Board members shall be by the Town and Village Boards. The terms of the initial appointments shall be as follows: The Town Board shall appoint two members to serve a one (1) year term, one member to serve a two (2) year term, two members to serve a three (3) year term, and one member to serve a four (4) year term. The Town Board shall appoint one member who is an active farmer to serve a five (5) year term. The Village Board shall appoint one member to serve a two (2) year term and one member to serve a four (4) year term. All members appointed or reappointed thereafter following on the expiration of the term of an initial member shall be appointed for a term of five (5) years. Reappointment of a member shall be at the discretion of the Town or Village Board. Members may be removed for cause and after public hearing.

4. Vacancies. In the event of a vacancy arising during the term of office of any member for any reason, such vacancy shall be filled by appointment of a new member who shall serve the balance of the term.

5. Selection and Responsibilities of Chair, Vice-Chair and Secretary. The Planning Board, at its initial meeting, shall, by a majority vote, select a Chair, Vice-Chair and Secretary. The Chair shall preside at all meetings of the Planning Board and shall take such actions on behalf of the Planning Board as are authorized by the vote of its members. The Vice-Chair shall act for the Chair at such times as the Chair is unavailable. The Secretary shall be responsible for preparing the agenda and minutes of the meetings of the Planning Board, shall receive all correspondence and other communications directed to the Planning Board, and shall prepare all correspondence, reports and other documents on behalf of the Planning Board as are authorized by the vote of its members.

6. Meetings; Quorum; Votes. The Planning Board shall meet at such times of its choosing, but shall schedule a regular meeting during which all matters before it may be considered

at least monthly during the year, in accordance with the requirements for public notice, access and participation established in the State's Open Meetings Law. All proceedings of the Planning Board shall be recorded by the Secretary and, unless otherwise provided for by law, be a matter of public record. A quorum of the membership of the Planning Board shall be obtained for any purpose of the Planning Board when at least five (5) of the members are present. The Planning Board may not act in any manner or for any purpose in the absence of a quorum of its membership. Votes of the Planning Board shall be taken following a recorded motion and second from the membership, and shall be recorded as to ayes and nays. A majority of the membership of the Planning Board shall constitute the "majority vote" of the Planning Board required for all purposes under this Law.

§ 12.2 - Powers and Authorities of Planning Board; Fees

The Planning Board established pursuant to § 12.1 of this Law is hereby authorized to receive applications for all site plan and subdivision reviews as required under this Law. On making the determination provided for that such applications are complete, the Planning Board is authorized to review them in accordance with the provisions of this Law and to make the findings provided for therein. Specifically, the Planning Board is authorized by majority vote, at its discretion, to

- i) approve the application; or
- ii) approve the application with modifications or conditions, or both; or
- iii) disapprove the application.

The Planning Board is further authorized, at its discretion, to require, receive and consider reports, testimony, and other evidence during its proceedings, and to make such additional inquiry as it deems necessary into any matter relevant to the making of its determination on a site plan application properly before it.

In the event that the Planning Board determines that modifications or conditions are necessary in approving a site plan or subdivision, it is hereby authorized to require or impose such modifications and conditions as, in its discretion, are necessary to adequately safeguard the public health and safety, or are needed to provide for and safeguard the welfare and quality of life of adjacent landowners and of the residents of the Town and Village.

The Planning Board is authorized to adopt any additional rules and regulations that it deems necessary for the efficient administration of this Law. The Planning Board may also require the posting of a bond or other similar performance

guarantee to ensure compliance with a site plan or subdivision decision and with any conditions established for approval. The Planning Board may recover any Town or Village costs involved in review of the development, whether incurred in hiring expert consultants or in the course of carrying out the duties of local officials.

As required under SEQRA, the Planning Board is authorized to act as the lead agency for the purpose of reviewing a proposed site plan or subdivision pursuant to that law.

Once a site plan or subdivision has been approved, the Planning Board is authorized to act on the request of any person, or on its own initiative, to suspend or, at its discretion, revoke such site plan or subdivision approval when work or other compliance with the approved site plan subdivision plat is not accomplished as required. The Planning Board is also authorized to recommend to the Town or Village Board, in such instance and as appropriate, that any building permit or other approval that has been granted be likewise suspended or revoked.

The Planning Board is authorized to establish, charge and receive such fees as are determined necessary to undertake and conduct the review of any site plan application. The Planning Board shall not deem an application to be complete until the fee established for the review of the application has been received. The setting of a fee amount by the Planning Board shall not be deemed to preclude the Planning Board from assessing additional amounts when the cost of the review exceeds the amount of the fee originally assessed. The Planning Board may, in its discretion, allow direct payment by the applicant of costs and charges to any business, agent or contractor of the Planning Board that is retained by the Planning Board in connection with the review. The Planning Board shall refund all of any portion of any fee that is collected but not spent in connection with the review within thirty (30) days of the completion of the review or of the termination of the review for any reason. At the request of any applicant, the Planning Board shall render a statement documenting the expenditure of any fee charged.

§ 12.3 - Appeals Procedure

Any person aggrieved by any decision of the Planning Board or by the action of an officer of the Town or Village with respect to the provisions of this Law may apply to the Supreme Court for a review of the decision by a proceeding brought under Article 78 of the Civil Practice Laws and Rules. Such proceeding must be brought within thirty (30) days of the date of the filing of a final decision rendered pursuant to § 4.2 of this Law in the office of the Town or Village Clerk, or it is statutorily barred.

§ 12.4 - Enforcement Officer

1. Position Created. There is hereby created the appointive office of Enforcement Officer for the Town and Village.

2. Appointment. The Enforcement Officer shall be appointed jointly by the Town Supervisor and Village Mayor with the approval of the Town and Village Boards. The Enforcement Officer shall serve at the pleasure of the Town and Boards.

3. Powers and Duties. The Enforcement Officer shall carry out all the functions identified in this Law and be responsible for the overall inspection of sites to ensure compliance with approved site plans and subdivision plats. The Enforcement Officer shall conduct such inspections on a discretionary basis, or on the direction of the Planning Board. In the event that the Enforcement Officer determines that a violation or other non-compliance with the conditions of an approved site plan or subdivision plat has occurred, such violation or non-compliance shall be reported expeditiously to the Planning Board.

§ 12.5 - Issuance of Building Permit Conditioned

No building permit shall be issued by any official or employee of the Town or Village for any project that requires site plan review or subdivision approval under this Law unless all approvals are on file with the Town or Village Clerk and, for a subdivision, the County Clerk. Any building permit issued in contravention of this provision, or that is issued in error, or that is issued based upon any misrepresentation of the applicant, whether intentional or unintentional, shall not be deemed to confer any right of any sort upon the person that the permit is issued to, nor shall it be deemed to deny or restrict any right or ability of the Town or Village to take any action of any sort against such person and the building, structure or property that is the subject of the building permit.

§ 12.6 - Violations and Enforcement

Any person, corporation, partnership, association or other legal entity who violates any of the provisions of this Law, or any condition or conditions imposed under a subdivision or site plan approval or subsequent permit granted pursuant to this Law shall be guilty of an offense against the Town or Village of Hammond and be subject to a fine of not more than two-hundred fifty dollars (\$250) or by penalty of two-hundred fifty dollars (\$250) to be recovered by the Town or Village of Hammond in a civil action. Each week of said offense, if continuous, shall constitute a separate offense.

APPENDIX D

617.12. TYPE I ACTIONS

APPENDICES

- Appendix A Application for Site Plan Review
- Appendix B Application for Subdivision Plat Review
- Appendix C Short Form Environmental Assessment
- Appendix D SEQR Type I and Type II Actions

(a) The purpose of this section is to identify, for agencies, project sponsors and the public, those actions which are likely to have a significant effect on the environment and may require an EIS. For all individual actions which are Type I, the determination of significance must be made by comparing the impacts which may be reasonably expected to result from the proposed action with the criteria stated in section 617.11 of this Part.

(b) Agencies may adopt their own lists of additional Type I actions, may adjust the thresholds to make those more inclusive, and may continue to use previously adopted lists of Type I actions to complement those contained in this section. Designation of a Type I action by one involved agency requires coordinated review by all involved agencies. An agency may not designate as Type I any action defined as Type II in section 617.13 of this Part.

(c) The following actions are Type I if they are to be directly undertaken, funded, or approved by an agency:

- (1) the adoption of a municipality's land use plan, the adoption by any agency of a comprehensive resource management plan or the initial adoption of a local government's comprehensive zoning regulations;
- (2) the adoption of changes in the allowable uses within any zoning district, affecting 25 or more acres;
- (3) the granting of a zoning change, at the request of an applicant, for an action that meets or exceeds one or more of the

Source: New York State Environmental Quality Review, 6 NYCRR Part 617

APPENDIX - List of "Type I" and "Type II" Projects

APPENDIX D

617.12 TYPE I ACTIONS.

(a) The purpose of the list of Type I actions in this section is to identify, for agencies, project sponsors and the public, those actions and projects that are more likely to require the preparation of an EIS than Unlisted actions. All agencies are subject to this Type I list.

(1) This Type I list is not exhaustive of those actions that an agency determines may have a significant effect on the environment and require the preparation of an EIS. However, 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 effect on the environment and may require an EIS. For all individual actions which are Type I, the determination of significance must be made by comparing the impacts which may be reasonably expected to result from the proposed action with the criteria listed in section 617.11 of this Part.

(2) Agencies may adopt their own lists of additional Type I actions, may adjust the thresholds to make them more inclusive, and may continue to use previously adopted lists of Type I actions to complement those contained in this section. Designation of a Type I action by one involved agency requires coordinated review by all involved agencies. An agency may not designate as Type I any action defined as Type II in section 617.13 of this Part.

(b) The following actions are Type I if they are to be directly undertaken, funded, or approved by an agency:

(1) the adoption of a municipality's land use plan, the adoption by any agency of a comprehensive resource management plan or the initial adoption of a municipality's comprehensive zoning regulations;

(2) the adoption of changes in the allowable uses within any zoning district, affecting 25 or more acres;

(3) the granting of a zoning change, at the request of an applicant, for an action that meets or exceeds one or more of the

Source: New York State Environmental Quality Review, 6 NYCRR Part 617

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thresholds given elsewhere in this list;

(4) the acquisition, sale, lease, annexation or other transfer of 100 or more contiguous acres of land by a State or local agency;

(5) construction of new residential units which meet or exceed the following thresholds:

(i) 10 units in municipalities which have not adopted zoning or subdivision regulations;

(ii) 50 units not to be connected (at commencement of habitation) to existing community or public water and sewerage systems including sewage treatment works;

(iii) in a city, town or village having a population of less than 150,000: 250 units to be connected (at the commencement of habitation) to existing community or public water and sewerage systems including sewage treatment works;

(iv) in a city, town or village having a population of greater than 150,000 but less than 1,000,000: 1,000 units to be connected (at the commencement of habitation) to existing community or public water and sewerage systems including sewage treatment works; or

(v) in a city or town having a population of greater than 1,000,000: 2,500 units to be connected (at the commencement of habitation) to existing community public water and sewerage systems including sewage treatment works;

(6) activities, other than the construction of residential facilities, which meet or exceed any of the following thresholds; or the expansion of existing nonresidential facilities by more than 50 percent of any of the following thresholds:

(i) a project or action which involves the physical alteration of 10 acres;

(ii) a project or action which would use ground or surface water in excess of 2,000,000 gallons per day;

(iii) parking for 1,000 vehicles;

(iv) in a city, town or village having a population of 150,000 persons or less: a facility with more than 100,000 square feet of gross floor area;

(v) in a city, town or village having a population of

more than 150,000 persons: a facility with more than 240,000 square feet of gross floor area;

(7) any structure exceeding 100 feet above original ground level in a locality without any zoning regulation pertaining to height;

(8) any non-agricultural use occurring wholly or partially within an agricultural district (certified pursuant to Agriculture and Markets Law, article 25, section 303 and 304) which exceeds 25 percent of any threshold established in this section;

(9) any Unlisted action (unless the action is designed for the preservation of the facility or site) occurring wholly or partially within, or substantially contiguous to, any historic building, structure, facility, site or district or prehistoric site that is listed on the National Register of Historic Places, or that has been proposed by the New York State Board on Historic Preservation for a recommendation to the State Historic Preservation Officer for nomination for inclusion in said National Register, or that is listed on the State Register of Historic Places (The National Register of Historic Places is established by 36 Code of Federal Regulation (C.F.R.) Parts 60 and 63, 1986 (see section 617.19 of this Part).);

(10) any Unlisted action, which exceeds 25 percent of any threshold in this section, occurring wholly or partially within or substantially contiguous to any publicly owned or operated parkland, recreation area or designated open space, including any site on the Register of National Natural Landmarks pursuant to 36 C.F.R. Part 62, 1986 (see section 617.19 of this Part);

(11) any Unlisted action which exceeds a Type I threshold established by an involved agency pursuant to section 617.4 of this Part; or

(12) any Unlisted action which takes place wholly or partially within or substantially contiguous to any critical environmental area designated by a local or state agency pursuant to section 617.4(h) of this Part.

617.13 TYPE II ACTIONS.

(a) Actions or classes of actions which have been determined not to have a significant effect on the environment are classified as Type II

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actions, and do not require environmental impact statements or any other determination or procedure under this Part. All agencies are subject to the Type II actions contained in this section. No agency is bound by a Type II action on another agency's list. An agency that lists an action as Type II is not an involved agency.

(b) Each agency may adopt its own Type II list provided that it finds that each of the actions:

(1) is no less protective of the environment than the actions listed in this section; and

(2) will, in no case, have a significant effect on the environment based on the criteria contained in section 617.11 of this Part and any additional criteria contained in its procedures adopted pursuant to section 617.4 of this Part.

(c) No agency may designate as Type II any Type I action as defined in section 617.12 of this Part.

(d) The following actions are Type II actions:

(1) replacement of a facility, in kind, on the same site unless such facility meets or exceeds any of the thresholds in section 617.12 of this Part;

(2) the granting of individual setback and lot line variances;

(3) agricultural farm management practices, including construction, maintenance and repair of farm buildings and structures, and land use changes consistent with generally accepted principles of farming;

(4) repaving of existing highways not involving the addition of new travel lanes;

(5) street openings for the purpose of repair or maintenance of existing utility facilities;

(6) installation of traffic control devices on existing streets, roads, and highways;

(7) public or private forest management practices, other than the removal of trees or the application of herbicides or pesticides;

(8) construction or placement of minor structures accessory or appurtenant to existing facilities, including garages, carports, patios, home swimming pools, fences, barns or other buildings not changing land use or density, including upgrading of buildings to meet building or fire codes;

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- (9) maintenance of existing landscaping or natural growth;
- (10) mapping of existing roads, streets, highways, uses and ownership patterns;
- (11) inspections and licensing activities relating to the qualifications of individuals or businesses to engage in their business or profession;
- (12) purchase or sale of furnishings, equipment or supplies, including surplus government property, other than land, radioactive material, pesticides, herbicides, or other hazardous materials;
- (13) collective bargaining activities;
- (14) investments by or on behalf of agencies or pension or retirement systems, or refinancing existing debt;
- (15) routine or continuing agency administration and management, not including new programs or major reordering of priorities;
- (16) license, lease and permit renewals, or transfers of ownership thereof, where there will be no material change in permit conditions or the scope of permitted activities;
- (17) routine activities of educational institutions not involving capital construction, including school closings, but not changes in use related to such closings;
- (18) information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurficial investigations and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action;
- (19) minor temporary uses of land having negligible or no permanent effect on the environment;
- (20) the extension of utility distribution facilities to serve new or altered single or two-family residential structures or to render service in approved subdivisions; and
- (21) promulgation of regulations, policies, procedures and legislative decisions in connection with any Type II action in this Part.