

## **Town of Hammond**

### **❖COUNTY AND TOWN FEES MUST BE PAID SEPARATELY WITH A CHECK OR MONEY ORDER**

- **COUNTY FEES on the next page are in addition to the following Town applications/fees.**

#### **Hammond Planning Board- Fees effective February 14, 2024**

Site Plans- \$50

Lot Line Adjustment- \$50

Special Use- \$50

Subdivision- \$50

Subdivision of 3 plus lots- \$100

Special meeting called by applicant- \$100

#### **Hammond Board of Appeals- Fees effective February 14, 2024**

Variance Application- \$100 plus mail postage

**County Planning Board Referral and Training Session**  
**Fee Schedule Information – Effective January 1, 2023**

As of January 1, 2023 the County Planning Office will begin charging applicants of 239m and 239n reviews as follows:

***Residential:***

**\$25** for all area variances, site plan reviews and subdivisions of less than 5 lots.

**\$75** for all special use permits, use variances and subdivisions of 5-9 lots.

**\$150** for subdivisions of 10 lots or more.

***Commercial (including institutional and industrial):***

**\$25** for all sign permits.

**\$75** for all area variances, use variances, site plans and special use permits for projects less than 5,000 gross square feet; and subdivisions of less than 5 lots.

**\$150** for all area variances, use variances, site plans, and special use permits for projects between 5,000 and 9,999 gross square feet; and subdivisions of 5 or more lots.

**\$150 plus \$50 per each additional 5,000 square feet** for all area variances, use variances, site plans, and special use permits for projects over 10,000 gross square feet. (Example: the cost of a permit for a 50,000 sq ft building would be  $\$150 + (\$50 \times 8) = \$550$ .)

**\$150 plus \$50 per megawatt (AC)** for all solar energy systems.

Local government applications (comprehensive plan reviews, subdivisions, map & text amendments, etc.) are exempt.

**Procedure:**

Before the County Planning Office/Board can review a project the review fee must be attached. The applicant must provide the municipality with the fee so that it may be included with the referral to the County Planning Board. **Checks should be made payable to the St. Lawrence County Planning Office.**

**County Sponsored Training Sessions:**

The County Planning Office has traditionally held four 2-hour training sessions each year. There is a fee of **\$25 per training session, per individual.**

Please feel free to contact the County Planning Office with any questions.

## LETTER OF AUTHORIZATION

Let it be known that \_\_\_\_\_ has been retained to act as agent to perform all acts for development on my property identified below.

Please Check One of the Following:

\_\_\_\_\_ Minor Subdivision      \_\_\_\_\_ Major Subdivision      \_\_\_\_\_ Lot Line Adjustment  
\_\_\_\_\_ Site Plan      \_\_\_\_\_ Site Plan Modification      \_\_\_\_\_ Special Use Permit      \_\_\_\_\_ Variance Application

These acts include: (please initial the acts you are authorizing)

\_\_\_\_\_ Pre-application conferences with Town staff, filing applications and/or other required documents relative to all Planning Board / Board of Appeals applications

\_\_\_\_\_ Main point of contact for Town staff

\_\_\_\_\_ Agent will be contacted on all matter instead of the owner

\_\_\_\_\_ Attend all Planning Board / Board of Appeals meetings on my behalf

Tax Parcel: \_\_\_\_\_

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

### **PROPERTY OWNER(s):**

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

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

Printed Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

### **AGENT:**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

## APPLICATION FOR SITE PLAN REVIEW

-- to be completed before Planning Board Meeting--

DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

PROPERTY OWNER (IF DIFFERENT): \_\_\_\_\_

LETTER OF SIGNED PERMISSION ATTACHED (CIRCLE ONE): YES NO

LOCATION OF SITE (ROAD NAME AND ESTIMATED DISTANCE FROM NEAREST INTERSECTION):

\_\_\_\_\_

\_\_\_\_\_

PARCEL TAX

MAP NUMBER – SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

TOTAL SITE AREA (SQUARE FEET OR ACRES) \_\_\_\_\_

DESCRIBE PROPOSED BUILDINGS, STRUCTURES, AND/OR USES OF SITE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LIST THE USES ON SURROUNDING PROPERTIES:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LIST ATTACHEMENTS TO THIS APPLICATION:

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

## Appendix B

## Short Environmental Assessment Form

-- to be completed before Planning Board Meeting—

Instructions for CompletingFor completing online go to <https://gisservices.dec.ny.gov/eafmapper/>

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

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

|                                                                                                                                                                                                                                                                                                                                                                                                             |  |            |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------|------------|
| <b>Part 1 - Project and Sponsor Information</b>                                                                                                                                                                                                                                                                                                                                                             |  |            |            |
| Name of Action or Project:                                                                                                                                                                                                                                                                                                                                                                                  |  |            |            |
| Project Location (describe, and attach a location map):                                                                                                                                                                                                                                                                                                                                                     |  |            |            |
| Brief Description of Proposed Action:                                                                                                                                                                                                                                                                                                                                                                       |  |            |            |
| Name of Applicant or Sponsor:                                                                                                                                                                                                                                                                                                                                                                               |  | Telephone: |            |
|                                                                                                                                                                                                                                                                                                                                                                                                             |  | E-Mail:    |            |
| Address:                                                                                                                                                                                                                                                                                                                                                                                                    |  |            |            |
| City/PO:                                                                                                                                                                                                                                                                                                                                                                                                    |  | State:     | Zip Code:  |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?                                                                                                                                                                                                                                                                      |  |            | <b>NO</b>  |
| If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.                                                                                                                                                                                                  |  |            | <b>YES</b> |
| 2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:                                                                                                                                                                                                                                                   |  |            | <b>NO</b>  |
|                                                                                                                                                                                                                                                                                                                                                                                                             |  |            | <b>YES</b> |
| 3.a. Total acreage of the site of the proposed action? _____ acres                                                                                                                                                                                                                                                                                                                                          |  |            |            |
| b. Total acreage to be physically disturbed? _____                                                                                                                                                                                                                                                                                                                                                          |  |            |            |
| c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres                                                                                                                                                                                                                                                                          |  |            |            |
| 4. Check all land uses that occur on, adjoining and near the proposed action.                                                                                                                                                                                                                                                                                                                               |  |            |            |
| <div style="display: flex; justify-content: space-between;"> <span>0 Urban</span> <span>0 Rural (non-agriculture)</span> <span>0 Industrial</span> <span>0 Commercial</span> <span>0 Residential (suburban)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>0 Forest</span> <span>0 Agriculture</span> <span>0 Aquatic</span> <span>0 Other (specify): _____</span> </div> |  |            |            |

|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|------------|
| 5. Is the proposed action,<br><br>a. A permitted use under the zoning regulations?<br><br>b. Consistent with the adopted comprehensive plan?                                                                                                                                                                                                                                                     | <b>NO</b> | <b>YES</b> | <b>N/A</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
| 6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?                                                                                                                                                                                                                                                                                  | <b>NO</b> | <b>YES</b> |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify:                                                                                                                                                                                                                                                               | <b>NO</b> | <b>YES</b> |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels?<br><br>b. Are public transportation service(s) available at or near the site of the proposed action?<br><br>c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?                                                                            | <b>NO</b> | <b>YES</b> |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
| 9. Does the proposed action meet or exceed the state energy code requirements?<br><br>If the proposed action will exceed requirements, describe design features and technologies:                                                                                                                                                                                                                | <b>NO</b> | <b>YES</b> |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
| 10. Will the proposed action connect to an existing public/private water supply?<br><br>[If Yes, does the existing system have capacity to provide service?      0 NO 0 YES]                                                                                                                                                                                                                     | <b>NO</b> | <b>YES</b> |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
| 11. Will the proposed action connect to existing wastewater utilities?<br><br>[If Yes, does the existing system have capacity to provide service?      0 NO 0 YES]                                                                                                                                                                                                                               | <b>NO</b> | <b>YES</b> |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
| 12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?<br><br>b. Is the proposed action located in an archeological sensitive area?                                                                                                                                                                                                | <b>NO</b> | <b>YES</b> |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
| 13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?<br><br>b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: | <b>NO</b> | <b>YES</b> |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                                  |           |            |            |

|                                                                                                                                                                        |                                 |                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------|
| 14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:                                             |                                 |                                                  |
| <input type="checkbox"/> Shoreline                                                                                                                                     | <input type="checkbox"/> Forest | <input type="checkbox"/> Agricultural/grasslands |
| <input type="checkbox"/> Early mid-successional                                                                                                                        |                                 |                                                  |
| 15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? | NO                              | YES                                              |
|                                                                                                                                                                        |                                 |                                                  |
| 16. Is the project site located in the 100 year flood plain?                                                                                                           | NO                              | YES                                              |
|                                                                                                                                                                        |                                 |                                                  |
| 17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,                                                             | NO                              | YES                                              |
| a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES                                                   |                                 |                                                  |
| b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? <input type="checkbox"/> NO <input type="checkbox"/> YES       |                                 |                                                  |
| If Yes, briefly describe:                                                                                                                                              |                                 |                                                  |
|                                                                                                                                                                        |                                 |                                                  |
|                                                                                                                                                                        |                                 |                                                  |

|                                                                                                                                                                          |             |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----|
| 18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? | NO          | YES |
| If Yes, explain purpose and size:                                                                                                                                        |             |     |
|                                                                                                                                                                          |             |     |
|                                                                                                                                                                          |             |     |
|                                                                                                                                                                          |             |     |
| 19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?                               | NO          | YES |
| If Yes, describe:                                                                                                                                                        |             |     |
|                                                                                                                                                                          |             |     |
|                                                                                                                                                                          |             |     |
|                                                                                                                                                                          |             |     |
| 20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?                             | NO          | YES |
| If Yes, describe:                                                                                                                                                        |             |     |
|                                                                                                                                                                          |             |     |
|                                                                                                                                                                          |             |     |
| <b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>                                                                     |             |     |
| Applicant/sponsor name:                                                                                                                                                  | Date:       |     |
| Signature:                                                                                                                                                               | Print Name: |     |
|                                                                                                                                                                          |             |     |

## Agricultural Data Statement

Circle: TOWN VILLAGE CITY OF : \_\_\_\_\_ Date \_\_\_\_\_

**Instructions:** To be completed when requesting a special use permit, site plan approval, use variance or a subdivision approval for a parcel within 500 feet of a farm operation located in a State-certified Agricultural District. Online property information is available at: \_\_\_\_\_  
A copy of this Agricultural Data Statement must be included with the referral to the County Planning Board.

| Applicant      | Property Owner (if different from applicant) |
|----------------|----------------------------------------------|
| Name: _____    | Name: _____                                  |
| Address: _____ | Address: _____                               |

1. Project Address: \_\_\_\_\_  
Tax Map Number (Parcel ID): \_\_\_\_\_
2. Type of Application: (check one or more)  
☐ Special Use Permit; ☐ Site Plan Approval; ☐ Use Variance ☐ Subdivision Approval
3. Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Is this parcel in an Agricultural District? ☐ No ☐ Yes Agricultural District Number \_\_\_\_\_
5. Is this parcel farmland or part of a farm? ☐ No ☐ Yes
6. Are prime soils present? ☐ Prime ☐ Prime if Drained ☐ Soil of Statewide Importance
7. Does the parcel receive an agricultural exemption? ☐ No ☐ Yes
8. How many acres are tillable? \_\_\_\_\_
9. Is the parcel tile drained? ☐ No ☐ Yes
10. All farms within 500 feet of project location (attach additional sheets if necessary):

|                                                                  |                                                                  |
|------------------------------------------------------------------|------------------------------------------------------------------|
| Name: _____                                                      | Name: _____                                                      |
| Address: _____                                                   | Address: _____                                                   |
| Farmed? <input type="checkbox"/> No <input type="checkbox"/> Yes | Farmed? <input type="checkbox"/> No <input type="checkbox"/> Yes |
|                                                                  |                                                                  |
| Name: _____                                                      | Name: _____                                                      |
| Address: _____                                                   | Address: _____                                                   |
| Farmed? <input type="checkbox"/> No <input type="checkbox"/> Yes | Farmed? <input type="checkbox"/> No <input type="checkbox"/> Yes |

\_\_\_\_\_  
Form Prepared By

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

Reviewed by: \_\_\_\_\_  
Signature of Municipal Official

\_\_\_\_\_  
Date