

Applicant's Guide Planning Board Review

To ensure appropriate and timely review of the application, please provide the following additional documentation in support of the application. Failure to provide all of the applicable materials listed below may result in a delay in scheduling the application for review by the Planning Board. This outline is by no means exhaustive, and the applicant is advised that the Planning Board may request additional information during the review process.

The Site Plan and Special Permit review process are authorized by § 274-a, 276, and 274-b, of the Town Law and the Town of Salina Zoning Ordinance. The applicant, in order to obtain approval, must submit to the Planning Board, along with his/her application, the following as a minimum.

- Application fee (cash, check or money order only payable to the Town of Salina) (*See attached fee schedule*).
- Site Plan and Special Permit** - 9 detailed sets of site plans; 3-sets in (24" X 36") format and 6-sets in (11"x17" format) to include (also see the Checklist for Site Plan):
 - o Property survey, by a NYS licensed surveyor
 - o Property boundary, building limits, existing vegetation
 - o Proposed limits of construction, including building elevations
 - o Parking plan
 - o Landscaping plan
 - o A copy of the entire plans and application materials in electronic .pdf or .tif format.
- Subdivision** - 10 detailed sets of subdivision plans 4-sets in (24" X 36" format) and 6-sets in (11" x17" format) to include:
 - o Existing property survey
 - o Sketch subdivision plan, including topography, easements, existing and proposed streets, utilities on and adjacent to the tract, ground elevations
 - o Final subdivision plan
 - o A copy of the entire plans and application materials in electronic .pdf or .tif format.
- New York State Environmental Quality Review Act** (Provide either the Long or Short Form) Environmental Assessment (consult Planning staff to determine minimum compliance requirements and appropriate form).
- Photographs of existing conditions
- The Code of the Town of Salina is available on our web site at www.salina.ny.us.**

Town of Salina 201 School Road, Liverpool, NY 13088 PLANNING BOARD APPLICATION	Case# _____ Fee \$ _____ Receipt # _____ Ck# _____
	Case# _____ Fee \$ _____ Receipt # _____ Ck# _____
	Date Received _____ Meeting Date: _____

Nature of Application	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Special Permit	<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Major Subdivision
Project Name				
Project Address				Zip Code
Tax Map No.		Zoning District		

CONTACTS

Owner Name	Telephone	E-mail
Owner Address		
Applicant Name	Telephone	E-mail
Applicant Address		
Plan Preparer	Telephone	E-mail
Preparers Address		
Attorney	Telephone	E-mail
Attorney Address		
Contact Person	Telephone	E-mail
Contact Person Address		

APPLICATION DETAILS

Existing Use	Proposed Use		
Nature of Request (include exceptions to subdivision regulations, date of preliminary approval, etc.)			
Easements or other restrictions			
Is property in a floodway or floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is property in a federal or state wetland? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Total site area: Square Feet:	Acres:		
Number of existing lots	Number of lots to be created		
Parking Spaces	Required	Existing	New Proposed

I the undersigned, do hereby affirm, under the penalty of perjury, that the information contained in this application is true and accurate to the best of my knowledge and belief. I further understand that intentionally providing false or misleading information is grounds for immediate denial of my application. I further understand that I, or a designated representative must be present at such hearing held by the Planning Board to consider this application.

Signature of Applicant: _____ Date: _____

Signature of Owner (if not applicant): _____ Date: _____

CHECKLIST FOR SITE PLAN APPROVAL

The purpose of this checklist is to assist the preparer and the reviewer to ensure that the application is complete, to expedite the review process. Each item should be addressed in the application and on the proposed plan submitted, and so noted on the checklist. Those items "not applicable" should be so noted on the checklist.

This checklist is a part of the application, and must be submitted as a part of the application.

	Applicant	Town
1) A title box, including the site location (address), the name and address of the applicant, the person responsible for preparation of the drawing(s). Such drawings shall be by a NYS licensed engineer, landscape architect or land surveyor with a wet signature and seal .		
2) The drawings shall be at a scale of 1"=50' or less, with a minimum size of 11"x17", also an arrow indicating direction north.		
3) Original date and last revision date.		
4) The boundaries of the property plotted to scale, with the scale indicated, and showing bearings and distances.		
5) Existing watercourses, flood zones and wetlands.		
6) Grading and drainage plans showing existing and proposed contours and where water will drain.		
7) Location, design, type of construction, proposed use and exterior dimensions of all existing and proposed buildings.		
8) Location, design, type of construction and dimensions of all parking and truck loading areas, showing access and egress.		
9) Provisions for pedestrian access.		
10) Location of outdoor storage, if any.		
11) Location, design and construction of all existing or proposed site improvements including drains, culverts, retaining walls and fences, shown on the topographic survey.		
12) Description of the method of sewage disposal and location, design and construction materials of such facilities.		
13) Description of method of securing public water and location, design and construction materials of such facilities.		
14) Location of fire and other emergency zones, including the location of fire hydrants.		
15) Location, design and construction materials of all energy distribution facilities, including electrical, gas or solar energy.		

CHECKLIST FOR SITE PLAN APPROVAL

16) Location, sizes, design and type of construction of all proposed signs.		
17) Location and design of outdoor lighting facilities.		
18) Identification of the location and amount of building area proposed for commercial, industrial or multiple residential development.		
19) The general landscaping plan and planting schedule, including all trees over 5" in trunk diameter at 5' in height.		
20) Identification of any necessary federal, state or county permits and the application and approval status of such permits.		
21) An estimate of the projected construction schedule.		
22) The zoning category of the parcel and all surrounding parcels and indicating any variances or proposed zone changes required.		
23) The required number of on-site parking and loading spaces and the number provided (including required handicapped parking).		
24) Location and dimensions of all easements or encumbrances on the property.		
25) An estimate of the maximum number of employees to be on site at any one time.		
26) The location, size, and nature of any outdoor storage (where permitted).		
27) The location of any fencing on site, including the size, height and type of fencing material.		
28) Sight distances for all ingress or egress locations.		
29) Where the project will exceed 1 acre in area, or is a smaller site that is part of a greater plan of development that will exceed 1 acre, also submit an Storm Water Prevention Pollution Plan that is in compliance with the New York State Standards and Specifications for Erosion and Sediment Control and the New York State Stormwater Management Design Manual, and Chapter 203 Stormwater and Erosion and Sediment Control of the Town of Salina Code.		

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

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

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

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

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?			<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?			<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
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: _____ _____ _____			<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban				
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? 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)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____ Date: _____		
Signature: _____		

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

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

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

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

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT



NOTICE

Permit Needed for Construction Activities

If your construction operation will disturb or expose one or more acres of soil, the stormwater runoff from your site must be covered by a State Pollutant Discharge Elimination System (SPDES) Permit for Stormwater Discharges from Construction Activity (GP-02-01) issued by the New York State Department of Environmental Conservation (NYSDEC). Under the SPDES permit regulations, soil disturbance includes clearing vegetation, grubbing, filling, grading, excavation, demolition and any current or proposed construction activity. You are responsible for obtaining coverage under the SPDES Permit prior to commencing construction activities, and maintaining Erosion and Sediment Control measures until the site has been stabilized.

To obtain coverage under this General Permit, you need to prepare a Stormwater Pollution Prevention Plan (SWPPP) in conformance with NYSDEC technical standards and SPDES Stormwater Permit requirements. After a SWPPP is developed, you must complete a Notice of Intent (NOI), available at <http://www.dec.state.ny.us/website/dow/mainpage.htm>, and mail it to NYSDEC Central Office in Albany. You may also obtain a copy of the NOI at the NYSDEC Regional Offices. If you can certify on the NOI that your stormwater management practices will conform to NYSDEC technical standards, then coverage under the permit may occur in as little as 5 business days. Projects that do not conform to the Department's technical

standards, are located within the Onondaga Lake Watershed, or discharge to designated impaired waterbodies must be submitted to the Department for review and you must wait 60 business days before commencing construction. An instruction manual for preparing the NOI and SWPPP is available on the DEC website.

Failure to obtain the Permit and implement a SWPPP can result in legal actions, including Stop Work Orders and/or monetary penalties of up to \$37,500 per day.

If your construction operation is already in progress and it is not covered by an appropriate NYSDEC Permit, contact the NYSDEC Regional Office as soon as possible for assistance. Erosion and Sediment Control measures should be installed without delay and any additional soil disturbance or construction work should cease until you have obtained NYSDEC Permit coverage. After you have completed the SWPPP and can comply with the requirements, then submit your NOI to Albany.

This requirement does not replace any local municipal planning or zoning requirements. Developers and Contractors are encouraged to contact local Code Enforcement Officers as well.

For further information or requests for assistance contact the Region 7 NYSDEC Division of Water at (315) 426-7504.

Stormwater Pollution Prevention Plan and Permit Coverage Outline

If your project will disturb or expose more than 1 acre of soil, and you are constructing something other than single-family residences such as a town house, apartment, roadway, stockpile or fill area, institutional, commercial, retail or industrial building...

Or, if you are constructing single-family residences and disturbing greater than 5 acres (including home lots):

- 1) Develop a *Full* Stormwater Pollution Prevention Plan (SWPPP) with post-construction stormwater controls (Water Quality and Water Quantity components)
If the SWPPP conforms with the New York State Stormwater Management Design Manual:
- 2) Submit a Notice of Intent (NOI) to the DEC in Albany
- 3) Begin construction after a five-business-day authorization period
If the SWPPP deviates from the Design Manual:
- 2) Have the SWPPP certified by a licensed professional
- 3) Submit an NOI to the DEC in Albany
- 4) Submit SWPPP to DEC Regional office for review and begin construction after a sixty-business-day DEC review period

If your construction project is single-family residential and will disturb or expose between 1 and 5 acres of soil:

- 1) Develop a *Basic* Stormwater Pollution Prevention Plan (SWPPP) in accordance with the New York Standards and Specifications for Erosion and Sediment Control
- 2) Submit a NOI to the DEC in Albany
- 3) Begin construction after a five-business-day authorization period

However... if your site is in the Onondaga Lake Watershed, or directly discharging to an impaired 303(d) waterbody* (even if the soil disturbance is less than 5 acres):

- 1) Develop a *Full* SWPPP with post-construction stormwater controls
- 2) Have the SWPPP certified by a licensed professional
- 3) Submit an NOI to the DEC in Albany
- 4) Submit SWPPP to DEC Regional office for review and begin construction after a sixty-business-day DEC review period

* check the NYSDEC website for listings and definitions

When all construction has been completed and the site has been fully stabilized and vegetated:

- File a Notice of Termination (NOT) with the NYSDEC

Town of Salina
DISCLOSURE AFFIDAVIT

This affidavit is a part of and must be completed and attached to every application, petition, request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit.

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:

1. _____, being duly sworn, deposes and says that (s)he is:

(applicant, petitioner, corporation officer, property owner, etc.)

2. That deponent has read and is familiar with the provisions of the General Municipal Law, Section 809 which states:

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions or any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

2. For the purpose of this action an officer or employee shall be deemed to have an interest in the applicant when (s)he, his/her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

- a) is the applicant, or
- b) is an officer, director, partner or employee of the applicant, or
- c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
- d) is a party to an agreement with such an applicant, express or implied, whereby (s)he may receive any payment or other benefit, whether or not for services rendered, or contingent upon the favorable approval of such application, petition or request.

3. Ownership of less than five percent (5%) of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

4. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

5. That no Town of Salina officer, employee or a relative of either, as defined in Section 809 General Municipal Law has any interest in this application.

-OR-

If a Town of Salina officer, employee or relative of either as defined in Section 809 General Municipal law has any interest in this application, the full particulars are provided on an attached sheet.

_____ Date: _____, 20____.
(Individual Signature)

(Corporate Name)

By (Officer)

(Mailing address of applicant)

_____ (Telephone Number) _____ (Facsimile Number)

(Individual Acknowledgement)

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:

On this _____ day of _____, 20____, before me personally came and appeared _____, to me known and known to me to be the person described in and who executed the foregoing application for Site Plan Review and Approval, and he duly acknowledged to me that he executed the same.

Notary Public

(Corporate Acknowledgement)

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:

On this _____ day of _____, 20____, before me personally came and appeared _____, to me known, who being by me duly sworn did depose and say that he resides at _____, that (s)he is the _____ of _____, the corporation described in and which executed the foregoing application for Site Plan Review and Approval; Subdivision Plat and Approval; Variance or Interpretation that he knows the seal of said corporation; that one of the seals affixed to said instrument is such seal; that it was so affixed by order of the directors of said corporation and that he signed his name thereto by like order.

Notary Public

**TOWN OF SALINA
PLANNING AND DEVELOPMENT
FEE SCHEDULE**

BUILDING PERMIT FEES		Base Fee	Plus	Variable
Building Permits:	Residential (per dwelling unit)	\$ 25.00	\$ 7.00	Per \$1000 value
	Commercial (per tenant space)	\$ 50.00	\$ 7.00	Per \$1000 value
	Multiple Dwelling (per dwelling unit)	\$ 50.00	\$ 7.00	Per \$1000 value
	Industrial (per tenant space)	\$ 50.00	\$ 7.00	Per \$1000 value
Where work started before permit is obtained	<i>Double fee noted above</i>			
Renewal of building permit	25% of original fee: Minimum Fee	\$ 25.00		
Plan Reviews:	<i>(Where no building permit is issued)</i>			
	50% of fee noted above: Minimum Fee	\$ 25.00		
Refund	Where no work is begun on a permit 50% of fee			
Certificate of Occupancy	Permanent	\$ 25.00		
	Temporary (maximum 30 days)	\$ 25.00		
Certificate of Compliance	Where building permit is in effect	\$0.00		
	Where no building permit is in effect			
	1- or 2-family dwelling (per unit)	\$ 50.00		
	All other occupancies/uses (per unit)	\$ 100.00		
Signs	Sign Permits: (Base fee per sign)	\$ 50.00	\$ 1.00	per 1 sq ft
Fences (per Chapter 115)	1- and 2-family uses	\$ 25.00		
	all other uses/occupancies	\$ 100.00		
Microfilming Fee	Where plans are not submitted in electronic format (per page)	\$ 5.00		

**TOWN OF SALINA
PLANNING AND DEVELOPMENT
FEE SCHEDULE**

FIRE INSPECTION / OPERATING PERMIT FEES		Base Fee		
Fire Safety/Property Maintenance Inspections	(Inspections required by Title 19, NYCRR)			
	Commercial / Industrial			
	Assembly (occupancy 99 or less, operating permit waived)			
	Buildings not exceeding 5000 square feet	\$ 75.00		
	Buildings 5,001- 20,000 square feet	\$ 100.00		
	Buildings 20,001-50,000 square feet	\$ 125.00		
	Buildings over 50,000 square feet	\$ 150.00		
	Multiple Family (3 Dwelling Units and up)			
	1-3 Buildings (includes 1 reinspection)	\$ 75.00		
	4-6 Buildings (includes 1 reinspection)	\$ 100.00		
	7-10 Buildings (includes 1 reinspection)	\$ 150.00		
	11 or more buildings refer to above fee schedule			
	Reinspection over the 1 included	\$ 25.00	Each	
Operating (Fire Code) Permits				
	Assembly (Fire Inspection Fee noted above)	\$ 75.00		
	Hazardous materials (storage, handling, use)	\$ 100.00		
	Hazardous processes	\$ 75.00		
	Pyrotechnic devices (per event)	\$ 75.00		
	Hazardous use or occupancy	\$ 75.00		
	Other (per event)	\$ 75.00		
	Fireworks (per event)	\$ 75.00		
	Witness existing system test (alarm/sprinkler)	\$ 25.00		

**TOWN OF SALINA
PLANNING AND DEVELOPMENT
FEE SCHEDULE**

ZONING / PLANNING FEES			
Variances	(Application fee not refundable)		
	Residential (1- and 2-family uses)		
	Sheds, pools, fences	\$ 75.00	
	All other uses	\$ 125.00	
	Multiple dwellings and other non residential uses	\$ 400.00	
	All use variances	\$ 500.00	
Interpretations	Variance ordinance	\$ 100.00	
Zoning Compliance Letters		\$ 75.00	
Site Plan/Special Permit Review			
	Application for initial site plan review only	\$ 500.00	
	Application for special permit only	\$ 500.00	
	Application for combined site plan and special permit	\$ 900.00	
	Application for site plan or special permit for existing site 20,000 sq. ft. or less	\$ 250.00	
	Application for combined site plan and special permit for existing site 20,000 sq.ft. or less	\$ 400.00	
	Engineering and legal deposit (separate check)		
	Minor (revision to existing without stormwater pollution prevention plan)	\$ 2,500.00	
	Major (New or Major site work to existing) site plan	\$ 5,000.00	
	Existing site 20,000 sq.ft. or less	\$ 500.00	
Subdivisions			
	Lot Line Adjustment	\$ 75.00	
	Re-subdivision - Residential (Over 3 lots with not streets or utilities)	\$ 500.00	
	Engineering & legal fee (Separate check) [PER LOT]	\$ 1,000.00	
	Minor Residential Subdivision		
	4 lots or less with no new streets/utilities	\$ 500.00	
	Engineering & legal fee (Separate check) [PER LOT]	\$ 1,000.00	
	Major Residential Subdivision (More than 4 lots or with new streets/utilities)	\$ 500.00	
	Engineering & legal (BASE)	\$ 5,000.00	\$ 75.00 per lot created
	Non-residential Subdivision	\$ 500.00	
	Engineering & legal (BASE)	\$ 5,000.00	\$ 500.00 per lot created