



**Town of Salina**  
**Department of Planning & Development**  
201 School Road  
Liverpool, New York 13088

(315) 461-0492 ♦ FAX (315) 467-4785

*Bernard D. English, Director*

## **Applicant's Guide for Minor Subdivision Review**

The following checklist is provided to applicants to the Town of Salina Planning Board for subdivision review and approval. This is intended to give an overview of the procedures and requirements of the Planning Board review process. This is an outline of the process and the applicant is advised that the minimum requirements set forth are often exceeded by the Planning Board in the review process.

The Subdivision review process is authorized by §§ 276,278, of the Town Law and the Town of Salina Subdivision Regulation. The applicant, in order to obtain approval, must submit to the Planning Board, along with his/her application, the following as a minimum.

1. The required fee as established by the Town Board must be submitted at the time of application. (*See attached fee schedule*).
2. Completed Checklist for Subdivision Approval (*see attached form*).
3. 14 copies of drawings (4 full size and 10 half size (11"x17") consisting of survey of the property, made by a NYS licensed surveyor, dated within one year of the date of the application, or an affidavit stating there are no changes to the existing survey. The maps shall include all dimensions, courses, distances, averages and location of all structures, driveways or other significant features of the subdivision. The maps shall also include proposed finished grades and elevations, the existing elevations and the grades of all adjacent parcels.
4. An Environmental Assessment Form (completely filled out and signed).
5. Applications are submitted to the Director of Planning and Development, who will review such application for completeness. Incomplete applications will not be accepted and referred to the Planning Board for review.
6. The entire application shall also be submitted in an electronic copy in either PDF or Tiff format.

Town of Salina 201 School Road, Liverpool, NY 13088  <b>PLANNING BOARD APPLICATION</b>	Case# _____ Fee \$ _____ Receipt # _____ Ck# _____ Case# _____ Fee \$ _____ Receipt # _____ Ck# _____ Date Received _____ Meeting Date: _____
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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 MINOR SUBDIVISION 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.***

14 copies of the proposed plan **(folded to a maximum of 9"x14")** and containing as a minimum the following:

<b>SKETCH PLAN SUBMISSION (Optional)</b>	<b>YES</b>	<b>NO</b>
<b>A. ZONING:</b> 1. Use permitted in district		
2. Lot sizes sufficient		
3. Lot widths sufficient		
4. Access to public highway		
5. Existing R.O.W. less than 50 feet		
6. Previous variances granted		
7. Previous subdivision approvals granted		
8. County Planning Board referral required		
9. County or State Highway approval required		
<b>B. ENVIRONMENTAL:</b> 1. SEQR Classification:		
Type I		
Unlisted		
Type II		
Exempt or excluded		
2. Site affected by Wetlands		
3. Site affected by Flood Plain		
4. Site on map of archaeologically significant areas		
5. Site affected by other features of environmental significance.		

<b>C. SKETCH PLAN</b>	<b>Applicant</b>	<b>Town</b>
1. Scale not less than 1"= 200', on one sheet		
2. Name and address of applicant, proposed subdivision and intent.		
3. Site address and project location map.		
4. Title, scale, North arrow, date and name of land Surveyor.		
5. Lot and street layout shown.		
6. Drainage pattern shown.		
7. All utilities available and streets either proposed, mapped or built.		
8. Preliminary soil conservation plans.		
9. Environmental sensitive area identified.		
10. Description of existing and intended site use.		
11. Copy of the deed for the property.		
12. All existing restrictions on the use of land, (easements, covenants or zoning lines.		
13. Name of owner and all adjoining property owners.		
14. Tax Map sheet, block and lot numbers, if available.		
15. Environmental Assessment Form.		
<b>D. PRELIMINARY SUBMISSION</b>		
1. Name of proposal, subdivider, and professional advisors, including license numbers and seals.		
2. Statement of subdivider's intent.		
3. Map of property, prepared by a professional engineer or surveyor licensed in NYS. Drawn to scale not less than 1"=50'.		
4. Scale, North arrow, title block, and location map.		
5. The subdivision boundaries, including existing lot lines within and adjacent to the subdivision.		

<b>D. PRELIMINARY SUBMISSION</b>	<b>Applicant</b>	<b>Town</b>
6. All contiguous land and the names of the owners.		
7. Existing and proposed roads, sidewalks, utilities, structures, drainage systems and drainageways.		
8. Watercourses, marshes, regulated wetlands, floodplains, floodways, wooded areas, public facilities, and other significant physical features.		
9. Proposed dimensioned pattern of lots.		
10. Proposed alterations of existing topography, with contour lines at two (2) foot intervals.		
11. Integration to the NYS Plane Coordinate System.		
12. Environmental Assessment Form (Long or Short)		
13. Date of original drawings and all revisions.		
14. All existing or proposed monuments, iron pipes and benchmarks labeled.		
15. All existing or proposed sanitary sewers (sewage disposal systems) storm drains, gas lines and water lines. Labeled to show size and materials of each.		
16. All existing and proposed structures.		
17. Location of existing wells and sewage disposal systems on adjacent parcels (where applicable).		
18. Entire tract maps if development in stages, including lands contiguous to the proposal and approximate acreage.		
19. Ground contours for the parcel and parcels adjacent to and within 200 feet of the tract at intervals of not more than ten (10) feet of elevation.		
20. Indicate features to be retained or those to be removed.		
21. Copy of tax map(s).		
22. Existing restrictions on the use of land, including easements, covenants and zoning requirements.		
23. Total acreage of the subdivision and the number of lots proposed.		

<b>D. PRELIMINARY SUBMISSION</b>	<b>Applicant</b>	<b>Town</b>
24. The building types, approx. sizes and cost.		
25. Appropriate signature blocks.		
26. Relationship to Comprehensive Plan.		
27. Location of suitable monuments to be placed at block corners or other necessary points.		
28. Copy of deed for the parcel(s) involved.		
29. Maps must be either 22"x 34" or 30" x 42" in size. Sheets should be the same size with an index showing the entire subdivision to an appropriate scale.		
<b>E. FINAL SUBMISSION</b>		
1. Three (3) original sets of mylars and three (3) sets of paper prints for signature by the Chairman of the Planning Board.		
2. Information specified under Preliminary Submission updated and accurate.		
3. Data to determine the location, bearing and length of road lines, lot lines, and boundary lines to allow for the reproduction of such lines on the ground.		
4. Statement that all on-site sanitation water supply facilities shall be designed to meet the specifications of the State Department of Health.		
5. Copy of any covenants or deed restrictions that are intended to cover all or part of the tract.		
6. Additional information which is deemed necessary by the Planning Board.		

**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.

<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? 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 <input type="checkbox"/>
			YES <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 <input type="checkbox"/>
			YES <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?	<b>NO</b>	<b>YES</b>	<b>N/A</b>	
	<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?	<b>NO</b>	<b>YES</b>		
	<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: _____	<b>NO</b>	<b>YES</b>		
	<input type="checkbox"/>	<input type="checkbox"/>		
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<b>NO</b>	<b>YES</b>		
	<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: _____	<b>NO</b>	<b>YES</b>		
	<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: _____	<b>NO</b>	<b>YES</b>		
	<input type="checkbox"/>	<input type="checkbox"/>		
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____	<b>NO</b>	<b>YES</b>		
	<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?	<b>NO</b>	<b>YES</b>		
	<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?	<b>NO</b>	<b>YES</b>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	
	If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <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?	<b>NO</b>	<b>YES</b>		
	<input type="checkbox"/>	<input type="checkbox"/>		
16. Is the project site located in the 100 year flood plain?	<b>NO</b>	<b>YES</b>		
	<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	<b>NO</b>	<b>YES</b>		
	<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: _____	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> NO <input type="checkbox"/> YES			



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	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"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
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**

**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

# New York State Department of Environmental Conservation

## Division of Water, Region 7

615 Erie Boulevard West, Syracuse, New York 13204-2400

Phone: (315) 426-7500 • FAX: (315) 426-7459

Website: [www.dec.state.ny.us](http://www.dec.state.ny.us)



Denise M. Sheehan  
Commissioner

## 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  
PLANNING AND DEVELOPMENT  
FEE SCHEDULE**

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

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

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