

VILLAGE OF FORT EDWARD SITE PLAN REVIEW APPLICATION

Under the Village of Fort Edward Site Plan Review Law and the Village Law of the State of New York, the following roughly outlines the site plan review process.

Phase I. Sketch Plan Review

The Sketch Plan Review phase provides an applicant the opportunity to come before the Planning board with a somewhat informal depiction of his or her proposed project to determine the requirements of the Town's Site Plan Review Law, the State Environmental Quality Review Act (SEQRA), wetland issues, and other applicable jurisdictional requirements. **A favorable determination by the Planning board at this phase does not constitute an approval of the site plan.** At this stage, the applicant is simply given the opportunity to determine whether or not he or she should proceed with formal surveying requirements and obtaining other approvals.

Phase II. Site Plan Review

In the Site Plan Review phase, the Planning Board will review the application under the Village of Fort Edward Site Plan Review Law and SEQRA and issue a decision under both concerning the application. This phase may consist of numerous meetings while the applicant addresses questions from the Planning Board or its consultants, and as public comments are received. During this phase, the application may also be referred to the Washington County Planning Board, if required.

SITE PLAN REVIEW APPLICATION
GENERAL INFORMATION

APPLICANT/OWNER INFORMATION (If Applicant is NOT Owner, Submit Authorization)

Applicant Name Rasheed Bhatti
Applicant Address 932 State Route 9
Queensbury , New York 12804
Phone Number 518-796-2999 **Fax Number** 518-792-8072

Owner Name (if not applicant) Rasheed Bhatti
Owner Address 932 State Route 9
Queensbury, New York 12804
Phone Number 518-796-2999 **Fax Number** 518-792-8072

APPLICANT'S REPRESENTATIVE (Submit Authorization)

Name Gregory J. Teresi, Esq.
Address Bartlett, Pontiff, Stewart & Rhodes, P.C.
One Washington Street , P.O. Box 2168
Glens Falls, New York 12801
Phone Number 518-832-6435 **Fax Number** 518-824-1035

PROPERTY INFORMATION

Project Location 211-215 Broadway, Fort Edward, New York
Tax Map # 163.17-2-14
Current Lot Size 6.65 Acres

Portion of Lot Currently Developed (sq. ft)	<u>88100</u>
Percentage of Lot Currently Developed <i>(Portion of Lot Currently Developed/Lot Size)</i>	<u>35%</u>
Portion of Lot to be Developed (sq. ft)	<u>88100 (88100)</u>
Total Percent of Lot to be Developed After Project <i>(Portion of Lot Developed + Portion of Lot to be Developed/Lot Size)</i>	<u>35%</u>

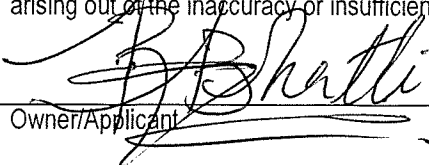
Description of Proposed Use of Property

On 1/15/2019, this board approved a remodel of the existing Restaurant/Bar into 6 hotel rooms, maintain 2 hotel rooms on the second floor, for a grand total of 8 rooms. Based on space restriction, applicant would now like approval to construct only 4 hotel rooms on the first floor as opposed to 6 and add 2 more hotel rooms on the second floor, for a total of 4 hotel rooms on the second floor. The applicant was previously approved for a total of 8 hotel rooms and is asking for approval for 8 rooms but in a different configuration. **Additionally, the applicant would like permission to renovate a portion of the third floor to add 596 sq ft which would be used for a bathroom for employees of the hotel as well as office and storage space.**

SIGNATURES

The undersigned, being the owner of the property that is the subject of the foregoing application including all maps, plats, reports and other documentation supporting same, does hereby state that he/she/it has reviewed the foregoing application including all maps, reports and other documentation supporting same, and that the information provided thereon is true and accurate. The undersigned specifically understands that the Village of Fort Edward Planning Board will rely on the truth and sufficiency of the information provided and the undersigned agrees to indemnify, defend and hold the Village of Fort Edward Planning Board and the Village of Fort Edward, its agents, employees and representatives harmless from any and all claims, suits, demands, losses, judgments or orders arising out of the inaccuracy or insufficiency of any of the information supplied by the undersigned or its agents.

*



Owner/Applicant

9 / 1 / 21

Date

If the Owner is not the applicant, then the following must be executed by the owner:

The undersigned is the lawful owner of the property which is the subject of the foregoing application and consents to the application and any and all conditions that might be imposed by the Village of Fort Edward Planning Board concerning said site plan review. This application may be treated as if the owner himself/herself/itself submitted same. The applicant as noted on this application has my permission to agree to any reasonable conditions and to otherwise take such actions as are necessary to obtain the approval for the proposal requested herein.

Owner/Applicant

Date

If the applicant or owner has an agent, the following must be executed:

The undersigned, being the applicant/owner of the property which is the subject of the foregoing application, does hereby authorize the following person and/or firm, to represent me with regard to the foregoing application at all meetings before the Village of Fort Edward Planning Board and further promise to the Village of Fort Edward Planning Board that said person and/or firm has the authority to make statements and representations on my behalf to the Planning Board and to agree to conditions of said Planning Board.

Designated Agent _____

Agent's firm _____

Address _____

Phone _____ Fax _____

Owner/Applicant

Date

STEP 1

**SKETCH PLAN SUBMISSION
REQUIREMENTS CHECKLIST**

All information below must be provided for the Planning Board to review your application.

1. By the **first day of the month** before the next Planning Board meeting, the applicant must submit EIGHT (8) copies of a sketch plan. The sketch plan must comply with the requirements of the Village of Fort Edward Site Plan Review Law.
2. Sketch Requirements:
 - a. A statement and rough sketch map based on a tax map or other survey map showing the locations and dimensions of principal and accessory structures, parking areas, access signs, existing and proposed vegetation and other proposed features, anticipated changes in the existing topography and natural features.
 - b. Site Location map showing the parcel that is the subject of the application for site plan review and surrounding properties, subdivisions, public and private roads, streets, right-of-way, easements and other pertinent features, e.g.: Washington County highway map.
 - c. A topographic or contour map to show site topography from a United States Geological Survey (USGS) sheet or map.
 - d. A copy of the current and, if applicable, proposed deed for the property.
3. Applicant to attend Planning Board meeting to discuss the project.

STEP 2

SITE PLAN REVIEW

All information below must be provided for the Planning Board to review your application.

1. By the **first day of the month** before the next Planning Board meeting, the applicant must submit EIGHT (8) copies of this package including any maps and additional submissions, EIGHT (8) copies of the Short or Long Environmental Assessment Form (as determined at the sketch review), EIGHT (8) copies of the agricultural data sheet (if required), EIGHT (8) copies of the site plan (discussed later in this application), and a check for **\$50.00** for the site plan review application processing fee.
2. Site Plan Requirements

All of the following information MUST be supplied unless the applicant requests, and the Planning Board agrees, to waive any of the following:

- A. Site Map. Eight copies of the plat are to be filed with the Village Clerk. The size of the sheets shall be 11 inches by 17 inches or larger, including a margin for binding of two inches, outside of the border, along the left side and a margin of one inch outside of the border along the remaining sides. It is the preference that such plans be 11 inches by 17 inches, provided that if the applicant or the Planning Board determine that the project cannot be adequately reviewed due to the size of such plans, such larger plans as the applicant

or the Planning Board may request or require shall be submitted. This shall be drawn at a scale of one-inch to equal fifty (50) feet or larger and shall show existing topography at contour intervals of not more than five (5) feet. This map shall show the site area and any pertinent natural features that may affect the proposed use such as watercourses, wetlands, wooded areas, areas subject to flooding, flood zones etc.

The plat shall show:

- (i.) The title of the site plan, including name and address of applicant and person responsible for preparing such drawing.
 - (ii.) North arrow, scale and date.
 - (iii.) Boundaries of property plotted to scale.
 - (iv.) Location, size and existing use of buildings and other structures on premises.
 - (v.) Location and ownership identification of all adjacent lands including across roadways and waterways.
 - (vi.) Location, name and width of existing adjacent roads.
 - (vii.) Location, width and identification of all existing and proposed rights-of-way, easements, setbacks, reservations and areas dedicated to public use on site or on an adjoining the property.
 - (viii.) Location of steep slopes, wetlands, flood and erosion-prone areas, watercourses and natural drainage patterns.
 - (ix.) Location of significant trees, shrubs and/or edge of wooded areas.
 - (x.) Location of all structures, significant environmental features and utilities within 100 feet of the property line.
- B. Development Plan Map. This is a detailed plan for the proposed development, drawn to scale of one-inch to equal fifty (50) feet or larger and may be on one or more sheets. The site development plan illustrates the location of all existing or proposed site improvements including drains, culverts, retaining walls and fences; provides a description or shows the location of proposed buffer areas; the design of lighting facilities and signs; all automobile parking and all parking for commercial vehicles while loading and unloading; and the location and width of all driveways, exits and entrances.

In addition, the site development plan shall set forth the following:

- (i.) Grading and drainage plan, showing existing and proposed contours and watercourses if a change in topography is proposed.
- (ii.) Locations, type of construction and exterior dimensions of all buildings and other structures.
- (iii.) Identification of the amount of gross floor area (GFA) proposed for retail sales and services, offices and other commercial or industrial facilities.
- (iv.) Location, type of construction and area of all parking and truck loading areas, showing access and egress points to the site.
- (v.) Provision for pedestrian access and circulation, including public and private sidewalks, if applicable.

- (vi.) Location and intended use of outdoor storage, if any.
 - (vii.) Location and construction materials of all existing or proposed site improvements including drains, culverts, berms, retaining walls, fences, patios, paved areas and decks.
 - (viii.) Description of the method of sewage disposal and the location of such facilities.
 - (ix.) Location of waste storage containers, including proposed solid waste and hazardous waste collection, storage and staging areas.
 - (x.) Description of the method of securing water, location of such facilities and approximate quantity of water required.
 - (xi.) Location of fire lanes and other emergency zones, including the location of fire hydrants, if required.
 - (xii.) Location, design and construction materials of all energy generation and distribution facilities, including electrical, gas, hydro, solar and wind energy.
 - (xiii.) Location, size, design and type of all proposed temporary and permanent signs.
 - (xiv.) Location and development of all proposed buffer areas, including indication of existing and proposed vegetative cover.
 - (xv.) Location and design of existing and proposed outdoor lighting, including height, type, bulb type/style and hours of operation.
 - (xvi.) Proposed planting plan including screening and buffer areas with the planting and general landscaping schedule.
 - (xvii.) Record of applications and approval status of all necessary permits from federal, state, county and local offices and agencies.
 - (xviii.) Estimated project construction schedule.
 - (xix.) Other elements integral to the proposed development as may be specified by the Planning Board at the sketch plan conference, such as contour intervals or licensed survey, etc.
 - (xx.) Elevations or cross-sections of proposed buildings.
- C. Elevations and/or cross-sections, illustrating front, rear and side profiles drawn to the scale of one eighth inch equals one-foot, may be required by the Planning Board. The elevations and/or cross sections shall clearly delineate dimensions of all buildings, building materials and other permanent structures included in the proposal, including the dimensions and height of lighting facilities and signs.
- D. The Planning Board shall require, as appropriate, engineering plans prepared by a licensed professional to illustrate and describe such development aspects as: road improvements, drainage systems, grading plan, public or private utility systems, sewer and water facilities and such other supporting data as may be necessary.
- E. The Planning Board shall have the authority to require such additional information as it may deem reasonably necessary to adequately and properly review the site plan application.

- F. SEQRA Compliance. In addition to the above list, the applicant shall prepare and file with the site plan application, the New York State Environmental Assessment Form (EAF) to allow the Planning Board to determine the applicability of the State Environmental Quality Review Act. (SEQRA). The Planning Board shall determine compliance and comply with SEQRA prior to site plan approval.
- G. Verification of Ownership. If the person filing the site plan application is the owner of the property on which the land use activity is proposed, a notarized statement to that effect shall be filed, giving the name(s) of the owner(s) of the property.
- H. *Designated Agent. For non-owner applicants, a notarized written permission of the owner(s) that references the proposed land use shall be filed with the Planning Board.*

The Planning Board may engage its own consultants in the review of a site plan application and ask the applicant(s) to pay its reasonable and actual costs of doing so. Such costs shall not exceed three thousand five hundred (\$3,500.00) dollars without notification to the applicant.

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

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

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

Part 1 - Project and Sponsor Information				
Spring Motor Inn				
Name of Action or Project: Proposed Hotel Units at 215 Broadway , Fort Edward				
Project Location (describe, and attach a location map): 211-215 Broadway, Fort Edward, NY 12828				
Brief Description of Proposed Action: On 1/15/2019, this board approved a remodel of the existing Restaurant/Bar into 6 hotel rooms, maintain 2 hotel rooms on the second floor, for a grand total of 8 rooms. Based on space restriction, applicant would now like approval to construct only 4 hotel rooms on the first floor as opposed to 6 and add 2 more hotel rooms on the second floor, for a total of 4 hotel rooms on the second floor. The applicant was previously approved for a total of 8 hotel rooms and is asking for approval for 8 hotel rooms but in a different configuration.				
Name of Applicant or Sponsor: Rasheed Bhatti		Telephone: 518-796-2999 E-Mail: rasheedbhatti1@yahoo.com		
Address: 932 State Route 9				
City/PO: Queensbury		State: NY	Zip Code: 12804	
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
			x	
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
			x	
3.a. Total acreage of the site of the proposed action?		6.65	acres	
b. Total acreage to be physically disturbed?		.1	acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		6.65	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 checked="" 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				

		NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?			x	
	b. Consistent with the adopted comprehensive plan?		x	
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO	YES	
			x	
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	
			x	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO	YES	
			x	
b. Are public transportation service(s) available at or near the site of the proposed action?			x	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			x	
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	
			x	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES] If No, describe method for providing potable water: _____		NO	YES	
			x	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____		NO	YES	
			x	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		NO	YES	
			x	
b. Is the proposed action located in an archeological sensitive area?			x	
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	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____				
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input checked="" 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	
			x	
16. Is the project site located in the 100 year flood plain?		NO	YES	
			x	
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. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____		NO	YES	
			x	

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
	x	
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
	x	
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
	x	
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?	x	
2. Will the proposed action result in a change in the use or intensity of use of land?	x	
3. Will the proposed action impair the character or quality of the existing community?	x	
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	x	
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?	x	
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?	x	
7. Will the proposed action impact existing: a. public / private water supplies?	x	
b. public / private wastewater treatment utilities?	x	
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	x	
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	x	

	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?	x	
11. Will the proposed action create a hazard to environmental resources or human health?	x	

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)