



**TOWN OF SHELTER ISLAND**  
**38 North Ferry Road**  
**P.O. Box 1549**  
**Shelter Island, New York 11964**

**SHELBY MUNDY**  
TOWN CLERK  
REGISTRAR OF VITAL STATISTICS  
FREEDOM OF INFORMATION OFFICER  
RECORDS ACCESS OFFICER NOTARY PUBLIC

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PLEASE COMPLETE THE APPLICATION BY TYPING OR CLEARLY PRINTING INFORMATION AS INDICATED.  
**PROVIDE (10) COPIES OF ALL DOCUMENTS** UNLESS OTHERWISE INDICATED.

DATE OF APPLICATION: \_\_\_\_\_

NEW USE

ESTABLISHED USE

PROPERTY OWNER: \_\_\_\_\_

OWNER'S MAILING ADDRESS: \_\_\_\_\_

APPLICANT (IF NOT THE OWNER): \_\_\_\_\_

APPLICANT'S MAILING ADDRESS: \_\_\_\_\_

SUBJECT PROPERTY ADDRESS: \_\_\_\_\_

SUFFOLK COUNTY TAX MAP #: 700 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DESCRIBE PROPOSED CONSTRUCTION/RENOVATION:

\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY:      OWNER ( )      AGENT ( )      ARCHITECT ( )      CONTRACTOR ( )

OWNER'S NAME: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

DOES THE PROPERTY REQUIRE ANY OTHER JURISDICTIONAL REVIEW? Yes ( ) No ( )  
IF YES, LIST BELOW AND DATES RECEIVED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SITE AREA: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

CURRENT EXISTING LAND USE/CONDITIONS OF SITE (VACANT OR IMPROVED, TYPE OF BUILDINGS, ETC.)

\_\_\_\_\_  
\_\_\_\_\_

CHARACTER OS SURROUNDING LANDS (WOODS, WETLANDS, DEVELOPED RESIDENTIAL, ETC.)

\_\_\_\_\_  
\_\_\_\_\_

LIST ANY PROPERTY ENCUMBERANCES (RIGHTS OF WAY, EASEMENTS, COVENANTS & RESTRICTIONS)

\_\_\_\_\_  
\_\_\_\_\_

**\*\* CHECKLIST - PLEASE READ CAREFULLY \*\***

**A PRE-SUBMISSION CONFERENCE IS REQUIRED ON ALL SITE PLANS. SUBMIT (10)COPIES OF THE PROPOSED SITE PLAN FOR REVIEW AT THE THE CONFERENCE.**

- 1. A COMPLETE SITE PLAN APPLICATION FORM.**
- 2. A SITE PLAN REVIEW FEE.**
- 3. SEQRA EAF FORM - PART 1.**
- 4. A SITE PLAN - REFER TO SECTION 109 APPENDIX SPECIFIC REQUIREMENTS (attached).**

OWNER'S SIGNATURE: \_\_\_\_\_

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

APPLICANT'S SIGNATURE: \_\_\_\_\_

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

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### 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 government 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, are adjoining or 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. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<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? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<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"/>	
	<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 project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<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. 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: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<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    Agricultural/grasslands    Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban    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 plan?	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? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
49. 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 CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		

## SITE PLAN REVIEW

### *109 Attachment 1*

#### **APPENDIX Site Plan Contents**

Required Submissions. The submitted site plan is to include those elements listed below or any further information that is appropriate to the evaluation of proposed project.

1. Legal Data.
  - a) The name and address of the owner of record.
  - b) The name and address of the person, firm or organization preparing the map, sealed with the applicable New York State license seal and signature.
  - c) The date, North arrow and written and graphic scale.
  - d) The property description, prepared by a licensed surveyor or civil engineer. The site plan may reference a land surveyor's map or base reference map. All distances shall be in feet and hundredths of a foot. All angles shall be given to the nearest 10 seconds or closer. The error of closure shall not exceed one in 10,000.
  - e) The locations, names and existing widths of adjacent streets and curblines.
  - f) The location and owners of all adjoining lands and those lands directly across the street, as shown on the most recent tax records.
  - g) The location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to the public use within or adjoining the property.
  - h) A complete outline of existing easements, deed restrictions or covenants applying to the property.
  - i) Existing zoning.
2. Natural features.
  - a) Existing contours with intervals of two feet or less referencing 1988 NAVD datum or other datum satisfactory to the Town Board. In addition, spot elevations will be required where contour elevations are less than two feet on the site.
  - b) The approximate boundaries of any areas subject to flooding or stormwater overflows.
  - c) The location of existing features enumerated above, including the mapping of all existing trees that are greater than 12 inches in diameter at three feet in height, and any other significant existing natural features.
  - d) The location of any existing cultural features enumerated above and any other significant cultural features.
3. Existing structures and utilities.
  - a) Outlines of all structures and location of all uses not requiring structures.
  - b) Paved areas, including parking areas, sidewalks and vehicular access between the site and public streets.
  - c) Locations, dimensions, grades and flow direction of any existing culverts or water lines, as well as other underground and aboveground utilities within and adjacent to the property.
  - d) Other existing development, including fences, landscaping and screening.

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- e) The location and use of all buildings and structures within 200 feet of the boundary of the subject property.
  - f) The location and distance of the closest fire hydrant or fire cistern.
4. Proposed development.
- a) The location of proposed buildings or structural improvements, indicating setbacks from all property lines and horizontal distances from existing structures.
  - b) The location and design of all uses not requiring structures, such as off-street parking and loading areas and pedestrian circulation. Parking calculations shall be shown.
  - c) The location, direction, power and time of use for any proposed outdoor lighting or public address systems.
  - d) The location and plans for any outdoor signs, which must be in accordance with applicable sign regulations.
  - e) Grading and drainage plans shall be based on retention of a two-inch rainstorm over a twenty-four-hour period; drainage calculations, contours and spot grade elevations to be shown.
  - f) Proposed landscaping, buffering and street tree plans, including material, size, quantity and location. A list of plantings shall also be shown.
  - g) The location of water and sewer mains, electrical service and Cablevision installations, locations of water valves and hydrants and/or any alternate means of water supply and sewage disposal and treatment.
  - h) An indication that all storage areas for materials, vehicles, supplies, products or equipment shall be located in either a side or rear yard in compliance with this chapter and that such areas are adequately fenced or screened.
  - i) If the site plan only indicates a first stage, a supplementary plan indicating ultimate development.
  - j) The location of any fire hydrant, cistern, well or other fire protection device.
  - k) Any other information deemed by the Town Board to be necessary to determine conformity of the site plan with the spirit and intent of this chapter or Chapter 133, Zoning.