

TOWN OF COVENTRY PLANNING BOARD  
MEETINGS FIRST WEDNESDAY OF THE MONTH  
6:00 PM  
COVENTRY TOWN HALL  
SITE PLAN CHECK LIST

- Title of drawing, including name and address of applicant and person responsible for the preparation, identification of New York State licensed checklist, landscape checklist or engineer where appropriate of such drawings.
- North arrow, scale at 1"=200' or upon scale as specified by the Town of Coventry Planning Board.
- Boundaries of the property plotted to scale.
- Existing buildings and dimensions.
- Grading and drainage plan, showing existing and proposed contours, rock outcrops, depth to bedrock, soil characteristics, water courses.
- Access to any streets or nearest intersection, and location of driveways of adjacent properties.
- Location, design, type of construction proposed use, and exterior dimensions of all buildings.
- Location of outdoor storage , if any.
- Location of well on site.
- Description of the method of sewage disposal and location, design, and construction materials of such facilities.
- Existing and proposed utilities and structures within 200' into properties adjoining the site: water, wells, sanitary sewer, septic system, leach fields, and lighting.  
NOTE: If a private sewage system is proposed, plans for the system shall be stamped approved by Chenango County prior to issuance of building permit.
- Location, design, and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls, fences and roads.  
NOTE: All new subdivision/development roads must be constructed per Donovan Plan.
- All new or existing roads must be approved through proper governing bodies i.e. State, County, Town.
- Identification of the location and the amount of building area proposed for retail sales or similar commercial activity.
- Proposed parking, circulation layout, display areas. Show locations and dimensions , loading/stacking facilities and access points for motor vehicles and pedestrians.

- Location, design types of construction of all parking and truck loading areas, showing ingress and egress.

Provisions for pedestrian access.

- Description of the method of securing public water and location, design and construction materials of such facilities.
- Location of fire and other emergency zones, including the location of fire hydrants.
- Location, design and construction materials of all energy distribution facilities, including electrical, gas, and renewable energy.
- Location , size and design and type of construction of all proposed signs over 10 square feet.
- Location and design of outdoor lighting facilities.
- Location and proposed development of all buffer areas, including existing vegetative cover.
- General landscaping plan and planting schedule.
- An estimated project construction schedule.
- Record of application for and status of all necessary permits from other governmental bodies.
- Identification of any permits from other governmental bodies required for the project's execution.
- Location and elevation of the 100 -year flood and flood-way within the boundaries of the site plan area.
- Names of adjacent property owners, tax map numbers and map.
- Is this property listed on the State or National Register of Historic Places.
- Other elements integral to the proposed development as may be considered necessary in the particular case by the Planning Board.
- Signed and approved Town Road Use Agreement where applicable.
- Completed "APPLICATION FOR SITE PLAN REVIEW" form.

Please submit completed forms to  
COVENTRY TOWN HALL  
at least 2 weeks prior to the next months Planning Board Meeting

TOWN OF COVENTRY N.Y. PLANNING BOARD  
APPLICATION FOR SITE PLAN REVIEW

Make check payable to "Town of Coventry"

1-2 Family Dwelling \$50.00      Land Use Change/Business \$100.00

Date of application \_\_\_\_\_

Name of proposed development \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant address \_\_\_\_\_

\_\_\_\_\_

Property address (if different from applicant) \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Owner (if different) If more than one, provide information for each

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Location of site (911 address) \_\_\_\_\_

Tax Map Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Local, State and Federal Permits needed (list type and appropriate department)

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Proposed use (uses) of the site \_\_\_\_\_

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Total site area (square feet or acres) \_\_\_\_\_

Anticipated construction time \_\_\_\_\_

Will development be staged? \_\_\_\_\_

Current land use of site (agriculture, commercial, undeveloped etc) \_\_\_\_\_

Character of surrounding lands (suburban, agriculture, wetlands etc) \_\_\_\_\_

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Anticipated increase of residents, shoppers, employees etc (as applicable) \_\_\_\_\_

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Application received by \_\_\_\_\_ Date \_\_\_\_\_

## Coventry Site Plan 239 Review

Any activity or project within 500 feet of the items identified below requires a 239 review that is conducted by the Chenango County Planning Department. This review takes place 30 days prior to a project being presented to the Coventry Planning Board, provided the submitted package is determined by the county to be complete.

- boundary of any city, village or town; or
- boundary of any existing or proposed county or state park or any other recreation area ; or
- right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway; or
- existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines; or
- existing or proposed boundary of any county or state owned land on which a public building or institution is situated; or
- boundary of a farm operation located in an agricultural district (unless it is an area variance, then you do not need to submit it for review)



Per Coventry Site Plan Law under: SECTION 3.030- APPLICATION REQUIREMENTS the following is required for a Site Plan Review.

An application for site plan approval shall be made in writing to the chairman of the Planning Board at least one week prior to the scheduled meeting and shall be accompanied by information contained on the following checklist. When the sketch plan conference is held, the accompanying information shall be drawn from the following checklist as determined necessary by the Planning Board at said sketch plan conference.

Site plan checklist:

1. Title of drawing, including name and address of applicant, and person responsible for preparation, identification of New York State licensed architect, landscape architect, or Engineer where appropriate of such drawing;
2. North arrow, scale at 1" = 200' or some agreed upon scale as specified by the Town of Coventry Planning Board;
3. Boundaries of the property plotted to scale;
4. Existing buildings;
5. Grading and drainage plan, showing existing and proposed contours, rock outcrops, depth to bedrock, soil characteristics, and watercourses;
6. Location, design, type of construction, proposed use, and exterior dimensions of all buildings;
7. Location, design and type of construction of all parking and truck loading areas, showing access and egress;
8. Provision for pedestrian access;
9. Location of outdoor storage, if any;
10. Location, design, and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls, and fences;
11. Description of the method of sewage disposal and location, design and construction materials of such facilities;
12. Description of the method of securing public water, and location, design, and construction materials of such facilities;
13. Location of fire or other emergency zones, including the location of fire hydrants;
14. Location, design, and construction material of all energy distribution facilities, including electrical, gas, and solar energy;
15. Location, size and design, and type of construction of all proposed signs;
16. Location and proposed development of all buffer areas, including existing vegetation cover;
17. Location and design of outdoor lighting facilities;
18. Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
19. General landscaping plan and planting schedule;
20. An estimated project construction schedule;
21. Record of application for the status of all necessary permits from other governmental bodies;
22. Identification of any permits from other governmental bodies required for the project's execution; and
23. Other elements integral to the proposed development as may be considered necessary in the particular case by the Planning board.

**Section 3.040-Required Fee**

An application for the site plan review shall be accompanied by a fee of \$25.00 dollars.

Please make checks payable to "Town of Coventry"



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 I. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part I 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 I - 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?		NO	YES
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.			
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
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.  
 Urban      Rural (non-agriculture)      Industrial o Commercial      Residential (suburban) o Forest  
 Agriculture      Aquatic      Other (specifr): \_\_\_\_\_  
 Parkland

5. Is the proposed action, a. A permitted use under the site plan regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
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	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
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	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
12. a- Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
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	
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	

16. Is the project site located in the 100-year flood plain?	NO	YES
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="radio"/> NO <input type="radio"/> YES  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="radio"/> NO <input type="radio"/> YES	NO	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
_____		
_____		

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
_____		
_____		

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
_____		
_____		

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: \_\_\_\_\_ Date: \_\_\_\_\_

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



Project: \_\_\_\_\_

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

***Short Environmental Assessment Form***  
***Part 2 - Impact Assessment***

**Part 2 is to be completed by the Lead Agency.**

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:	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
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"/>

Project: \_\_\_\_\_

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

### ***Short Environmental Assessment Form Part 3 Determination of Significance***

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.

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.

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

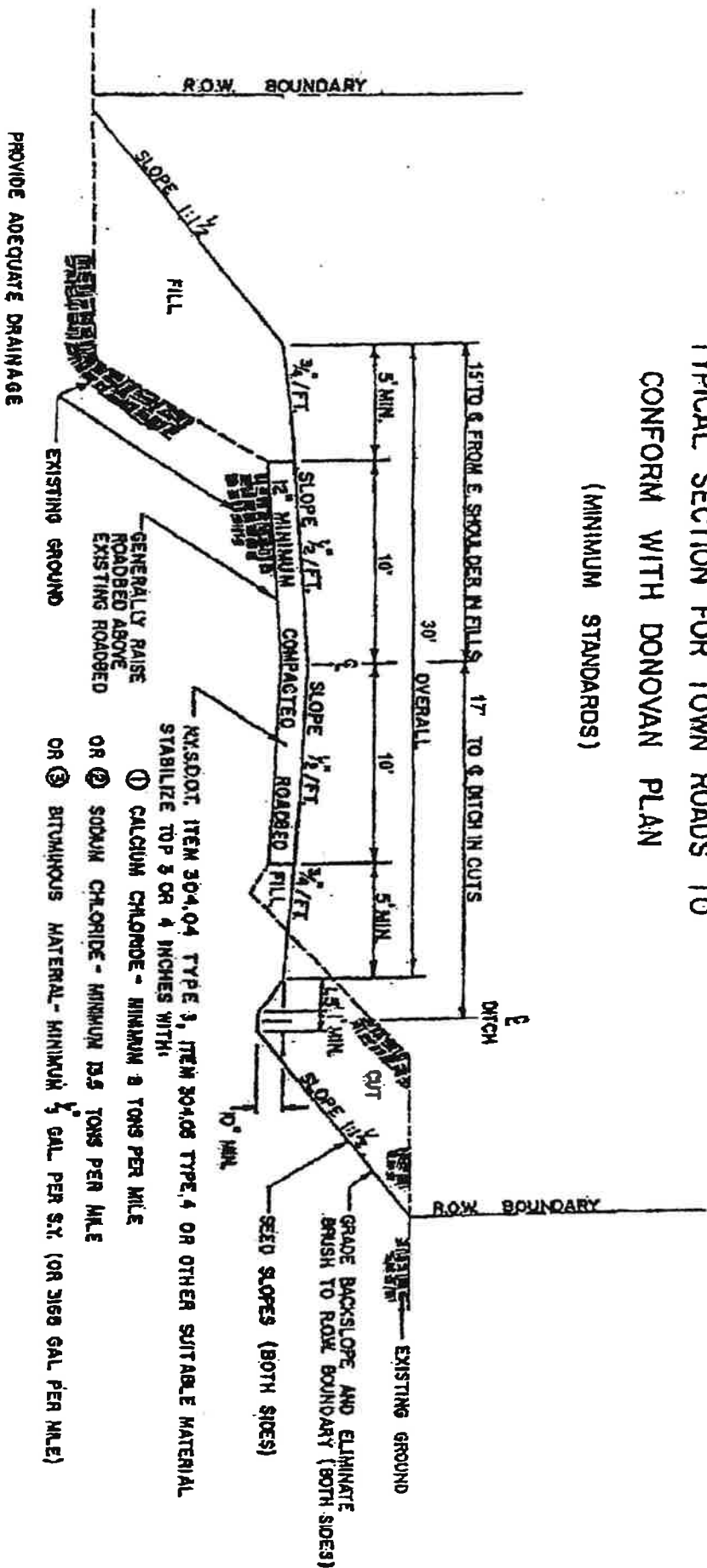
\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**

TYPICAL SECTION FOR TOWN ROADS TO  
CONFORM WITH DONOVAN PLAN

(MINIMUM STANDARDS)



PROVIDE ADEQUATE DRAINAGE

- OR ① CALCIUM CHLORIDE - MINIMUM 2 TONS PER MILE
- OR ② SODIUM CHLORIDE - MINIMUM 12.5 TONS PER MILE
- OR ③ BITUMINOUS MATERIAL - MINIMUM 1/2 GALL PER SQ. Y. (OR 266 GALL PER MILE)

KYS.DOT. ITEM 304.04 TYPE 3, ITEM 304.06 TYPE 4 OR OTHER SUITABLE MATERIAL STABILIZE TOP 3 OR 4 INCHES WITH:

GRADE BACKSLOPE AND ELIMINATE BRUSH TO ROW BOUNDARY (BOTH SIDES)  
SEED SLOPES (BOTH SIDES)  
EXISTING GROUND

