

Village of Pulaski  
4917 North Jefferson Street  
Pulaski, NY 13142  
315-298-2622 Fax 315-298-5274

## Site Plan Application Packet

Please read all requirements carefully before submitting application. Incomplete applications may delay the approval process. Site plan reviews take 30-60 days to complete. Should you have any questions or concerns, Zoning Officer Richard Brodeur can be reached at the Village Office on Tuesdays and Thursdays at regular business hours.

### § 160-44. Site plan and approval.

- A. The Planning Board, at a regular public meeting of the Board, shall review and approve, or approve with modifications, all permitted uses listed as requiring site plan approval before a building permit is issued.
- B. It will be the duty of the Zoning Enforcement Officer to perform a preliminary site plan for like/similar uses replacing like/similar uses. The Zoning Enforcement Officer will then present the site plan to the Planning Board at its regular meeting for its review and determination as to whether a more detailed site plan is required. The Zoning Enforcement Officer will forward a 239 Review Form to the County Planning Board.

**[Added 4-12-1999 by L.L. No. 1-1999] § 160-45. Submission of site plan and supporting data.**

A. An application for a site plan shall be accompanied by three sets of preliminary plans. The plans shall include a scaled drawing, preferably by an architect or surveyor, setting out the location of structures, driveways, parking lots and other permanent fixtures. Any proposed structural changes should also be set forth on the plans so indicated. The plans should also set forth the specific use to which the premises shall be applied. The plans shall include the following information:

**[Amended 4-12-1999 by L.L. No. 1-1999 Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).**

- (1) Survey of the property, showing existing features of the property, including contours, large trees, buildings, structures, streets, utility easements, right-of-way, land use, zoning and ownership of surrounding property.
- (2) Site plan showing proposed lots, blocks, building locations and land use areas.
- (3) Traffic circulation, parking and loading spaces, and pedestrian walks.
- (4) Landscaping plans, including site grading, landscape design and open areas.
- (5) Preliminary architectural drawings for buildings being constructed, including exterior dimensions of proposed building.
- (6) Preliminary engineering plans, including street improvements, storm drainage system, public utility extensions, water supply and sanitary sewer facilities.
- (7) Engineering feasibility studies of any anticipated problems which might arise due to the proposed development, as required by the Planning Board.
- (8) Construction sequence and time schedule for completion of each phase for buildings, parking spaces and landscaped areas.
- (9) A description of the proposed uses, including hours of operation, number of employees, expected volume of business, and type and volume of traffic expected to be generated.
- (10) A completed short or long form environmental assessment form as provided in Part 617 of the State Environmental Quality Review Regulations, Part 617 of Title Six of the official Compilation of Codes, Rules and Regulations of the State of New York.

(11) Scale, North arrow and date.

B. The Planning Board shall have the power to waive any of the requirements of this section.

Please note- If engineered or surveyed site plans are not available, please use graph paper to draw an accurate site plan map to the required scale of 1" = 20'. Inaccurate, incomplete or unclear plan/map may delay the process.

## § 160-46. Guidelines for site plan approval.

A. The Planning Board shall review the site plan and support data before approval or approval with stated conditions is given, and take into consideration the following:

- (1) Location, arrangement, size, design and general site compatibility of buildings, lighting and signs.
- (2) Adequacy and arrangement of vehicular traffic access and circulation, including intersections, road width, pavement surfaces, dividers and traffic controls.
- (3) Location, arrangement, appearance and sufficiency of off-street parking and loading.
- (4) Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- (5) Adequacy of storm water and drainage facilities.
- (6) Adequacy of water supply and sewage disposal facilities.
- (7) Adequacy, type and arrangement of trees, shrubs, and other landscaping constituting a visual and/or noise buffer between the applicants and adjoining lands, including the maximum retention of existing vegetation.
- (8) Adequacy of fire lanes and other emergency zones and the provision of fire hydrants.
- (9) Special attention to the adequacy and impact of structures, roadways and landscaping in area with susceptibility to ponding, flooding and/or erosion.
- (10) Cumulative impact upon the area.
- (11) Noise pollution.

- B. Should changes or additional facilities be required by the Board, final approval of the site plan shall be conditional upon the satisfactory compliance by the owner to the changes or addition.
- C. Any owner wishing to make changes in an approved site plan shall submit a revised site plan to the Planning Board for review and approval.

#### § 160-47. Performance bond as condition of site plan approval.

The Planning Board may require as a condition of site plan approval that the owner file a performance bond in such amount as they determine to be in the public interest, to ensure that the proposed development will be built in compliance with the accepted plans.

#### § 160-48. Reimbursement costs.

Costs incurred by the Planning Board for consultation fees or other extraordinary expenses in connection with the review of a proposed site plan shall be charged to the applicant, not to exceed \$1,000.

#### § 160-49. Off-street parking space requirements.

For every building hereafter erected, altered or changed in use, there shall be provided off-street parking spaces at least as set forth below. A required driveway shall be at least 20 feet clear in width, except for one- and two-family dwellings, which must be at least 10 feet clear in width. Except for one- and two-family dwellings, all off-street parking spaces are to be arranged so that all backing movements take place within the parking area and not in a public street.

##### A. Residential uses.

- (1) One- and two-family dwellings and conversions: two parking spaces for every dwelling unit.
- (2) Multiple-family dwellings: two parking spaces for every dwelling unit.
- (3) Professional residence-office: three parking spaces, plus one additional parking space for every 200 square feet of office area.

B. Hotel, motel, tourist home, boardinghouse: four parking spaces, plus one for every guest room.

C. Dormitory, fraternity, sorority, nursing home, hospital: three parking spaces, plus one space for every two beds.

- D. Places of public assembly: one parking space for every four seats; or one parking space for every 100 square feet of floor area.
- E. Business, professional and medical offices: three parking spaces, plus one space for every 200 square feet of office area.
- F. Commercial and business; in groups of over 20,000 square feet of business floor area (excepting commercial marina, boat launch, fisherman's access, automobile or trailer sales area): one parking space for every 100 square feet of business floor area.
- G. Commercial and business; individual establishments on separate lots (excepting commercial marina, boat launch, fisherman's access and automobile or trailer sales): one parking space for every motor vehicle used directly in the business, plus one parking space for every 200 square feet of business area.
- H. Restaurant, eating and drinking establishments: one parking space for every four seats or one parking space for every 100 square feet of floor area.
- .Industrial, wholesale, warehouse, storage, freight and trucking uses: one parking space for every motor vehicle used directly in the business, plus additional parking as required by the Board.
- I. Unspecified uses; commercial marina, boat launch, fisherman's access, automobile or trailer sales area: as required by the Board based upon use intensity, turnover, customers, employees and vehicles used, including recreational parking space.

#### § 160-50. Off-street loading space requirements.

- A. Every building occupied for the purpose of business or industry shall provide adequate space for loading and unloading of vehicles off the street. Such space shall have access to a public alley or, if there is no alley, to a street. Off-street loading and unloading space shall be in addition to and not considered as meeting a part of the requirement for off-street parking space. Off-street loading and unloading space shall not be used or designed, intended, or constructed to be used in a manner to obstruct or interfere with the free use of any street, alley or adjoining property.
- B. Businesses operating in the area known as the "Jefferson Street Historical District" may load and unload from Jefferson Street as long as all other local laws, rules and regulations are complied with.

#### § 160-51. Special parking and loading space requirements.

- A. The Planning Board under its powers of site plan review and approval may modify requirements for parking and loading spaces and:
  - (1) Require additional spaces if it finds 'the requirements insufficient.

- (2)Require fewer spaces if it finds the requirements excessive.
- (3)Permit spaces for separate uses to be combined in one parking lot.
- (4)Require additional and/or separate spaces for recreational parking spaces.

B. The Board shall take into account existing parking spaces in the vicinity of the proposed development.

### § 160-52. Parking in front yards.

[Amended 4-12-1999 by L.L. No. 1-19991

No vehicles will be parked in the front yard of a lot of record except on demarcated driveways which may consist of gravel, concrete, blacktop, tarvia, crushed stone or other similar materials. No persons shall allow a car to be parked in the front yard unless it is on said driveway and in no circumstance shall said vehicle be parked in the public areas. In residential areas no more than 50% of the front yard may be used for a driveway.

### § 160-53. Minimum road frontage in residential areas.

Each lot of record in residential areas shall have a minimum road frontage of 50 feet.

### § 160-54. Landscaping requirements and acoustical barriers.

- A. Where any land use in nonresidential districts abuts land in any residential district, a buffer area at least 15 feet in width shall be maintained by the owner of nonresidential property as a landscape area, in side and rear yards which adjoin those other districts. *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- B. Where any permitted nonresidential land use, multiple-family development, mobile home park or campsite in a residential district abuts any land use in a residential district, a buffer area at least 15 feet in width shall be maintained as a landscape area in front, side and rear yards which adjoin these uses.
- C. In a commercial district, each use shall have a buffer area at least 15 feet in width in any required front yard and at least five feet in width in any required rear and side yards which shall be maintained as a landscaped area. Planting in such buffer areas shall be such that vision in the ingress and egress drive is not obstructed.
- D. Landscaping shall be installed and maintained in a healthy growing condition in front, side and rear yards, and shall take the form of shade trees, deciduous shrubs, evergreens, well-kept grassed areas and ground cover.

### § 160-55. Performance standards.

All uses shall meet New York State air and water pollution standards.

### § 160-56. Uses not permitted.

[Amended 4-12-1999 by L.L. No. 1-1999]

- A. In all districts the following uses are not permitted: machinery wrecking yards and unenclosed manufacturing or processing of goods and materials. *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- B. Junk, junkyards and outdoor storage. No junk, as defined by this chapter, shall be located so as to be visible from public roads or neighboring residential dwellings. In all districts the following uses are not permitted: junkyards; outdoor storage of junk; dumps; and manufacturing processes of fuels or explosives. The storage of toxic waste, along with any and all radioactive material, is also strictly prohibited.

### § 160-66. Permitted signs.

[Amended 4-12-1999 by L.L. No. 1-1999; 4-12-2004 by L.L. No. 1-2004; 9-11-2006 by L.L. No. 1-2006]

The following signs are permitted without a permit:

- A. One home professional office and home occupation sign not exceeding two feet by two feet.
- B. One "for rent" and/or "for sale" sign not exceeding two feet by two feet in residential areas and two of said signs not exceeding two feet by three feet in other areas.
- C. In business zones, one fixed projecting sign or flat sign and one freestanding sign with a total area of no more than 100 square feet.
- D. Directional or informational signs not exceeding six square feet.
- E. Signs necessary for public safety or welfare.
- F. Signs identifying a construction project including the specialists concerned not exceeding three feet by three feet for a house and four feet by four feet for other buildings.

### § 160-67. Signs in Industrial Districts.

[Amended 4-12-1999 by L.L. No. 1-1999; 9-11-2006 by L.L. No. 1-2006]

The following additional signs are permitted in Industrial Districts:

- A. All signs permitted under § 160-66.

- B. Two business signs with the total area of each sign not to exceed four feet by four feet.

§ 160-68. Freestanding signs.

[Amended 4-12-1999 by L.L. No. 1-1999]

- A. No freestanding sign shall be within five feet of any street line, or 10 feet of any other lot line.
- B. (Reserved) *Editor's Note: Former Subsection B, regarding freestanding signs that require a special permit, was repealed 9-11-2006 by L.L. No. 1-2006*
- C. There shall be no more than one freestanding sign on a lot of record.
- D. No sign in any district may extend in height more than 25 feet from base to uppermost extremity.

[Amended 4-12-1999 by L.L. No. 1-1999]

§ 160-69. Traffic hazard, safety and obstruction.

- A. Every sign shall be designed and located in such a manner as to:
  - (1) Not impair public safety.
  - (2) Not restrict clear vision between a sidewalk and street.
  - (3) Not be confused with any traffic sign or signal.
  - (4) Not prevent free access to any door, window or fire escape.
  - (5) Withstand a wind pressure load of 30 pounds per square foot.
- B. Sign elevation shall be limited to 25 feet from base to uppermost extremity. [Amended 4-12-1999 by L.L. No. 1-1999]

§ 160-70. Illuminated and flashing signs.

- A. Signs may be illuminated by a steady shielded light provided that such lighting does not illuminate adjacent property, except that no illuminated sign shall be allowed in a residential district for any type use.
- B. Flashing, oscillating, and revolving signs are not permitted unless necessary for the public safety or welfare.
- C. Only one illuminated sign shall be allowed on a lot of record.



§ 160-7 L (Reserved)

*Editor's Note: Former § 160-71, Signs by special permit, was repealed 9-11-2006 by L.L. No. 1-2006.*

§ 160-72. Nonconforming signs.

Any nonconforming sign existing at the time of enactment or amendment of this chapter may be continued although such use does not conform with this chapter, except as hereinafter provided. Nonconforming signs may not be enlarged, extended or relocated or altered in any way, except to make them conform to the provisions of this chapter. This provision shall not restrict the routine maintenance of nonconforming signs involving replacement of electrical parts and repainting.

§ 160-74. Fences.

No fence located along any property line shall be greater than six feet in height, without prior issuance of a special permit. No fence over three feet in height will be permitted on a street line, nor within one foot of the street line. All fences shall be constructed so that all posts and braces shall be within the property boundaries of the owner of the fenced property with post and braces on property owner's side.

**All Village of Pulaski Codes that apply to the business must be adhered to.**

**If this is not a like or similar use/occupancy for the building, then the building will have to meet all applicable New York State Fire Prevention and Building Codes for a change of occupancy as required. All buildings will be required to comply with the Property Maintenance Code of New York State regardless of age or occupancy.**

Village of Pulaski  
4917 North Jefferson Street  
Pulaski, NY 13142  
315-509-4301/440-8375 Fax#315-298-5274  
[codeofficer@villagepulaski.com](mailto:codeofficer@villagepulaski.com)  
Code Enforcement Department

**Application for Zoning Permit**

Date \_\_\_\_\_  
Property owner's name, address, and phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's name, address, and phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Property owner's signature:* \_\_\_\_\_  
Is applicant? Owner \_\_\_\_\_ Lessee \_\_\_ Agent of owner \_\_\_\_\_ Architect \_\_\_\_\_ Engineer \_\_\_  
Builder/contractor \_\_\_\_\_ Other \_\_\_\_\_

Address Of proposed Project site: \_\_\_\_\_  
Tax map description: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Description of proposed work/project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property lot dimensions in square feet or acres: \_\_\_\_\_  
Building[s] dimensions: \_\_\_\_\_  
Distances to lot boundaries: Front \_\_\_\_\_ Back \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_  
Square foot / percent of lot coverage: \_\_\_\_\_ Maximum building height \_\_\_\_\_  
Number of accessory structure building[s] \_\_\_\_\_ Parking spaces: \_\_\_\_\_

**Do Not Write Below. This Line**

Current use and occupancy: \_\_\_\_\_  
Proposed use and occupancy: \_\_\_\_\_  
Proposed use allowed under existing zoning code: \_\_\_\_\_  
Use allowed requires a site plan review by Planning Board: \_\_\_\_\_  
Use allowed requires a special permit from the Planning Board: \_\_\_\_\_  
Denied requires a variance from the Zoning Board of Appeals: \_\_\_\_\_

\_\_\_\_\_  
Zoning Officer

Village Pulaski  
APPLICATION TO BOARD OF APPEALS OR PLANNING BOARD



Date of Application: \_\_\_\_\_

**Application for:**

- \_\_\_\_\_ Interpretation of Zoning Ordinance or Map
- \_\_\_\_\_ Special Permit under section \_\_\_\_\_ of Ordinance
- \_\_\_\_\_ Area Variance
- \_\_\_\_\_ Use Variance
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Amended Site Plan

**Request relates to the following provisions of Zoning Ordinance:**

\_\_\_\_\_ Map \_\_\_\_\_ Text: Article: \_\_\_\_\_ Section: \_\_\_\_\_ Subsection: \_\_\_\_\_

1. **Owners Name, Address:**

\_\_\_\_\_  
**Address of Proposed Site:**

\_\_\_\_\_  
**Tax Map Description: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_**

**Zoning Classification:**  
\_\_\_\_\_

2. **Purpose of Request:**

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

3. **Justification of Request:**

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

4. **Previous Appeals (Dates and Purpose of Requests):**

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

5. *Applicants should submit with this application supporting materials, including three sets of plans showing elevation, landscaping, traffic circulation, and other materials as required by the Zoning Ordinance.*

**Signature of Applicant/Owner:**  
\_\_\_\_\_

# 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"/>	
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"/>
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 CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		

**Name of Business**

**Hours of Operation**

**Number of employees**

**Number and Location of parking spaces**

**Number and type of signs**

**Show Location, dimensions, mounting, and lighting of all signs on the site plan and/or on additional pages, draw to scale**

**Please note- If engineered or surveyed site plans are not submitted, use graph paper to draw site plan to a required scale of 1"-20'**

**Use additional pages as needed**