

Submittal requirements for a SITE PLAN or an AMENDED SITE PLAN

Legal requirements for Site Plan or Amended Site Plan approval is located in the Town of Clay Zoning Code, Section 230-26 D. A preliminary conference with the Commissioner of Planning and Development would be helpful in determining the need for a Site Plan or Amended Site Plan approval, and in determining the need for other approvals that may be required.

INSTRUCTIONS:

File the required documents listed below with the Planning Department, by the deadline date as shown on the Planning Board Calendar, which is provided in this packet.

√ Check list: (documents required)

- ONE (1) Original application** for the Site Plan or Amended Site Plan.
- ONE (1) Original** (if the applicant is not the owner) of the **attached form** stating that the owner(s) **“agrees to join in”** the application. Also include the name(s) of all adjacent owners.
- ONE (1) COPY** of the **current deed** with legal description
- TWELVE (12) COPIES of the Site Plan or Amended Site Plan** drawn to scale indicating major landmarks and roads leading to major highways, which should include:
 - A Title Sheet listing all of the pages that comprise the Site Plan or Amended Site Plan.
 - The zoning classification of the site and all adjacent properties.
 - All existing easements and/or restrictions of record including rights-of-way, fully dimensioned;
 - All existing/proposed buildings, structures, landscaping, plantings, mature trees, screening devices, exterior lighting, driveways, parking areas, curbing, loading areas, and circulation patterns.
 - All watercourses, marshes, rock outcroppings, wooded acres, wetlands, (DEC and Corps of Engineers), flood plains (based on F.E.M.A maps), and other significant natural or manmade features.
 - Where applicant proposes to disturb one (1) acre or greater, a SWPPP is required, as the Town of Clay is a MS4 (Municipal Separate Stormwater Sewer Systems) community.
 - Proposed land uses, building, and structures, driveways, parking lots, curbing, loading spaces and driving lanes including on and off site circulation patterns.
 - Any proposed sign locations (signs require a separate application).
 - Proposed utilities, fire hydrants, fire suppression connections, and fire service access per Chapter 5 Fire Service Features of the Fire Code of New York State.

Submittal requirements (cont.)

- Proposed grading. Existing and proposed grading in one (1) foot contour intervals.
- Detailed drainage plans showing on site storage, floodways and proposed easements including erosion and sediment control plans.
- Any other information or details as may be reasonably required by the Commissioner of Planning and Development or by the Planning Board.
- Dumpster details (see enclosed example)

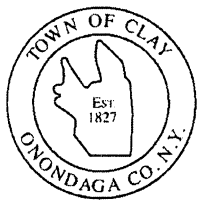
- TWELVE (12) COPIES** of the **survey** of the property, dated within six (6) months of submission, showing existing features, including contours, buildings, structures, major trees, streets, utility easements, right-of-way, land use and sign locations (signs require a separate application).
- TWELVE (12) COPIES** of the **statement showing the construction sequence** and time schedule for completion of each phase for buildings, parking spaces, landscaped areas, and other significant areas.
- TWELVE (12) COPIES** of the **statement setting forth a description of the proposed uses** including hours of operations, number of employees, expected volume of business, and type and volume of traffic expected to be generated (large projects may require a traffic safety study).
- TWELVE (12) COPIES** of the **Environmental Assessment Form (EAF)** (Separate download) For all commercial project, all Industrial Projects, all Residential projects over 10 acres the Full EAF is required. For Residential projects under 10 acres the short EAF is required.
- TWELVE (12) COPIES** of the **preliminary architectural drawings** for structures delineated to be constructed, including floor plans, exterior elevations, sections and dimension.
- TWELVE (12) COPIES** of the **preliminary engineering plans**, including street improvements, public utility systems and hydrant locations. These will be distributed to the Town Engineer, Planning Board Members, the County and any fire department that needs to review the Site Plan or Amended Site Plan and accompanying documents.
- TWO (2) COPIES** of the **SWPPP** when required (Stormwater Pollution Prevention Plan) consistent with the requirements of § 230-20 D. of the Town of Clay Code.

FEES: Payment must accompany the filing of this application for Site Plan and Amended Site Plan approval. Deposits may be required for work items that are to become Town property.

Site Plan Fees: 3 acres or less \$900.00 Over 3 acres \$1,500.00
 Amended Site Plan \$600.00 SWPPP: \$1,200.00

An electronic copy (**pdf format**) of the approved/signed plan (flash drive or email) must be submitted.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED



Town of Clay

Case # _____
Tax Map # _____

Application for: Site Plan Review Amended Site Plan

PROJECT NAME _____

PROJECT LOCATION _____

PROJECT DESCRIPTION _____

NAME OF APPLICANT _____

Mailing Address _____

Email _____ Phone _____

PROPERTY OWNER (if not applicant) _____

Mailing Address _____ Phone _____

PERSON/FIRM REPRESENTING APPLICANT _____

(architect, engineer, attorney, etc.)

Mailing Address _____

Email _____ Phone _____

LAND USE:

Current Use of Land _____

Zoning District _____ Total Acres _____

Is any portion of the land located in:

- _____ Regulated Wetlands
- _____ Flood Plain
- _____ Town Local Waterfront Revitalization Area

Nature of Proposal:

- _____ New Project Site
- _____ Modification of Existing Building
- _____ Change of Use of Existing Building/Site

Dated: _____, 20____

(Signature)

(Entity Name)

By: _____
(Officer) (Title)

Official Use Only

Planning Board Action:

Date filed w/ Planning Department	_____	,20
Date of Preliminary Public Hearing	_____	,20
Date of Final Public Hearing	_____	,20
Attorney's Certification Rec'd	_____	,20
Engineer's Certification Rec'd	_____	,20
Date of Decision	_____	,20

Application: Approved Approved w/ conditions
 Denied

Commissioner of Planning & Development

TOWN OF CLAY

DISCLOSURE AFFIDAVIT

This affidavit is a part of and must be completed and attached to every application, petition, request submitted for a *site plan, 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.:

I. _____, being duly sworn, deposes and says that (s)he is:

(applicant, petitioner, corporation officer, property owner, etc.)

II. That deponent has read and is familiar with the provisions of the General Municipal Law, Section 809 which states:

A. Every application, petition or request submitted for a site plan, 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.

B. 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:

- 1) is the applicant, or
- 2) is an officer, director, partner or employee of the applicant, or
- 3) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
- 4) 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.

C. 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.

D. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

III. That no Town of Clay 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 Clay 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____.

Date: _____, 20____.

(Individual Signature) (Print Name)

(Individual Signature) (Print Name)

(Entity Name)

(Entity Name)

By (Officer) (Title)

By (Officer) (Title)

(Mailing address of applicant)

(Mailing address of applicant)

(Telephone Number) (Fax Number)

(Telephone Number) (Fax Number)

ACKNOWLEDGEMENTS

STATE OF NEW YORK)
) SS:
COUNTY OF ONONDAGA)

On this _____ day of _____ in the year 20____, before me, the undersigned, a notary public in and for said state, personally appeared _____, _____, and _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within Petition and acknowledged to me that he/she/they executed the same in her capacity, and that by his/her/their signature(s) on the Petition, the individual or the persons upon behalf of which the individual acted executed the instrument.

Notary Public

Owner agreement to join in with a Site Plan request:

Date _____

(I / We) _____ being owner
of premises known as:

(ADDRESS) _____

TAX MAP NUMBER(S) _____ . - _____ - _____
_____ . - _____ - _____
_____ . - _____ - _____

Agree to and join in the application of:

(APPLICANT NAME)

For a Site Plan **(TO / FOR)**

SIGNATURE: - _____

PRINTED NAME _____

TOWN OF CLAY

FIRE-FLOW REQUIREMENTS FOR BUILDINGS

Based on the 2020 Edition of the International Fire Code

One of the basic essentials needed to control and extinguish a structure fire is an adequate water supply. Designing the water supply for new buildings is an important part of the initial planning for new development projects whether the new building is a 1500 square foot house or a 200,000 square foot retail store.

The International Fire Code for New York State requires that an approved water supply capable of supplying the required fire flow for fire protection to be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction. There are three exceptions to this requirement if the area of development lacks fixed fire protection water supplies.

The Town of Clay has approved the Appendix B of the 2020 edition of the International Fire Code as the method for determining the required fire flow. These standards are based on fire flow calculations originally developed by the Insurance Services Office (ISO). The Fire Code standard is a modified version of the ISO calculation method and it utilizes a table of fire flows to simplify the calculation procedure. This guide is intended for developers of new projects to help explain how to calculate the required fire flows for new buildings and for additions to existing buildings.

Included at the end of this guide are the text and a table from Appendix B of the International Fire Code, 2020 Edition. Also included is a copy of the **New Development Fire Flow Form**. This form must be completed for new developments and submitted with the site plan or preliminary subdivision application. To complete the form:

1. The developer must fill out Part 1.
2. The developer then has his design professional fill out Part 2.

Note: Substitute the following: Commissioner of Planning & Development in place of the Fire Chief where it appears in Appendix B of the International Fire Code.

DETERMINING REQUIRED FIRE FLOW FOR NEW DEVELOPMENTS

Follow these steps to determine required flows:

1. Determine the use of the buildings -- all buildings will be either:

- One- and two-family dwellings
- Buildings other than one and two-family dwellings.

A. For buildings that are one and two-family dwellings:

- For all dwellings with a **fire area** up to 3,600 square feet, the required fire flow is 1,000 gallons per minute.
- For all dwellings with a **fire area** larger than 3,600 square feet, use Table B105.1 to determine the required flow (look under the column heading Type VB). Find the number in the column
- For all dwellings with a **fire area** larger than 3,600 square feet, use Table B105.1 to determine the required flow (look under the column heading Type VB). Find the number in the column corresponding to the fire area. The fire flow is the number under the Fire Flow heading corresponding to the fire area. For example: a 4,500 square foot home would have a required fire flow of 1,750 gallons per minute.

B. For buildings other than one or two family dwellings:

1. Determine the **fire area** and **type of construction** for each building. If you don't know the construction type, consult your architect.
2. Use Table B105.1 (2) to determine the fire flow. Some examples:
 - A 25,000 square foot Type V-B building has a fire flow requirement of 4,250-gallons/ minute.
 - A 10,000 square foot Type IIIB building has a fire flow requirement of 2,250 gallons/minute.
 - A 100,000 square foot Type IIB building has a fire flow requirement of 6,750 gallons/minute.

2. *The required fire flow for a building can be reduced by two methods:*

A. Installing an approved fire sprinkler system:

- For one- and two-family dwellings, the required fire flow is reduced by 50% in sprinkled buildings.
- For buildings other than one- and two-family dwellings, the fire flow can be reduced up to 75%, **but the resulting fire flow cannot be reduced below 1,500 gallons per minute.** For example: a 50,000 square foot Type IIIB building has a fire flow of 4,750 gallons per minute. If equipped with a fire sprinkler system, the fire flow can be reduced by up to 75% to 1,188 gallons per minute. But, the minimum fire flow in this case is 1,500 GPM because this is the minimum allowed by the code.

B. Dividing the building into separate **fire areas**, by the installation of firewalls without openings, constructed in accordance with the New York State Building Code.

- The fire flow for each **fire area** within the building is then calculated according to Table B105.1(2) For example, if a 50,000 square foot Type IIIB building is separated into two 25,000 square foot **fire areas** by a firewall, the fire flow for each area is 3,250 gallons per minute. Without the firewall, the 50,000 square foot **fire area** has a fire flow of 4,750 gallons per minute.

TOWN OF CLAY'S APPROVED METHOD OF DETERMINING FIRE FLOW

International Fire Code Appendix B

Fire Flow: The flow rate of water supply, measured at 20-psi residual pressure that is available for fire fighting.

Fire Wall: A fire-resistance-rated wall having protected openings, which restricts the spread of fire and extends continuously from the foundation to or through the roof, with sufficient structural stability under fire conditions to allow collapse of construction on either side without collapse of the wall.

Fire Area: The portion of the building being accounted for when applying table B105.1(2). This definition allows a fire area, for the purpose of defining fire flow, to be divided only by a firewall with no openings. Fire barriers and partitions could not be used to create separate fire areas.

Fire Flow Reduction: A 75% reduction in the fire flow is allowed were the building is equipped throughout with an approved automatic sprinkler system in accordance with chapter 9 of the FCNYS. The resulting fire flow shall not be less than 1500 gpm.

**TABLE B105.1(2)
MINIMUM REQUIRED FIRE FLOW AND FLOW DURATION FOR BUILDINGS**

FIRE-FLOW CALCULATION AREA (square feet)					FIRE FLOW (gallons per minute) ^c	FLOW DURATION (hours)
Type IA and IB ^b	Type IIA and IIIA ^b	Type IV and V-A ^b	Type IIB and IIIB ^b	Type V-B ^b		
0-22,700	0-12,700	0-8,200	0-5,900	0-3,600	1,500	2
22,701-30,200	12,701-17,000	8,201-10,900	5,901-7,900	3,601-4,800	1,750	
30,201-38,700	17,001-21,800	10,901-12,900	7,901-9,800	4,801-6,200	2,000	
38,701-48,300	21,801-24,200	12,901-17,400	9,801-12,600	6,201-7,700	2,250	
48,301-59,000	24,201-33,200	17,401-21,300	12,601-15,400	7,701-9,400	2,500	
59,001-70,900	33,201-39,700	21,301-25,500	15,401-18,400	9,401-11,300	2,750	
70,901-83,700	39,701-47,100	25,501-30,100	18,401-21,800	11,301-13,400	3,000	3
83,701-97,700	47,101-54,900	30,101-35,200	21,801-25,900	13,401-15,600	3,250	
97,701-112,700	54,901-63,400	35,201-40,600	25,901-29,300	15,601-18,000	3,500	
112,701-128,700	63,401-72,400	40,601-46,400	29,301-33,500	18,001-20,600	3,750	
128,701-145,900	72,401-82,100	46,401-52,500	33,501-37,900	20,601-23,300	4,000	4
145,901-164,200	82,101-92,400	52,501-59,100	37,901-42,700	23,301-26,300	4,250	
164,201-183,400	92,401-103,100	59,101-66,000	42,701-47,700	26,301-29,300	4,500	
183,401-203,700	103,101-114,600	66,001-73,300	47,701-53,000	29,301-32,600	4,750	
203,701-225,200	114,601-126,700	73,301-81,100	53,001-58,600	32,601-36,000	5,000	
225,201-247,700	126,701-139,400	81,101-89,200	58,601-65,400	36,001-39,600	5,250	
247,701-271,200	139,401-152,600	89,201-97,700	65,401-70,600	39,601-43,400	5,500	
271,201-295,900	152,601-166,500	97,701-106,500	70,601-77,000	43,401-47,400	5,750	
295,901 -Greater	166,501-Greater	106,501-115,800	77,001-83,700	47,401-51,500	6,000	
—	—	115,801-125,500	83,701-90,600	51,501-55,700	6,250	
—	—	125,501-135,500	90,601-97,900	55,701-60,200	6,500	
—	—	135,501-145,800	97,901-106,800	60,201-64,800	6,750	
—	—	145,801-156,700	106,801-113,200	64,801-69,600	7,000	
—	—	156,701-167,900	113,201-121,300	69,601-74,600	7,250	
—	—	167,901-179,400	121,301-129,600	74,601-79,800	7,500	
—	—	179,401-191,400	129,601-138,300	79,801-85,100	7,750	
—	—	191,401 -Greater	138,301-Greater	85,101 -Greater	8,000	

For SI: 1 square foot = 0.0929 m², 1 gallon per minute = 3.785 L/m, 1 pound per square inch = 6.895 kPa.

a. Types of construction are based on the *International Building Code*.

b. Measured at 20 psi residual pressure.

NEW DEVELOPMENT FIRE-FLOW FORM

PROJECT INFORMATION (To Be Completed By Applicant)

Part 1

Property Owner _____

Property Address _____

Nearest Cross Street _____

Distance to Nearest Cross Street _____

Applicant _____ Telephone () _____

Address _____

City _____ State _____ Zip Code _____

Occupancy (Use of Building) _____ Sprinkler System: Yes No

Type of Construction _____

Square Footage _____ Number of Stories: _____

List the minimum fire flow required for this project
(Table B105.1 (2) _____)

Signature _____ Date _____ Applicant's

Part 2 (To Be Completed By Design Professional)

1. Circle the name of the water supplier: Town of Clay OCWA
2. List the approximate location, type and size of supply lines for this project, or attach a map with the same information:
3. List the g.p.m. at 20 p.s.i. residual pressure at the point that the development/project will be connected to the existing water system: _____.

Note: This is the available fire flow and must be equal to or greater than the required fire flow.

4. Attach fire flow test data for the fire hydrants nearest to the development/project that must be used to determine available fire flow.
5. If new lines are needed (or if existing lines must be looped) to supply the required fire flows, or if more information is needed to state the available minimum gpm @ 20 psi residual pressure, please list what the applicant/developer must do or obtain: _____

Print Name of Design Professional _____

Signature of Design Professional

Date

Code Enforcement Site Plan Fire Protection Review and Comments

Project Description: _____ Revision Date _____

Project Address: _____ Tax Map # _____-_____-_____

Section 503 Fire Apparatus Roads (FCNYS)

Provided (Yes) (No)

- Required turning radius provided on access roads. **Access road dimensions: Unobstructed width of 20 feet and an unobstructed vertical clearance of 13ft 6in.**

Fire apparatus access roads shall meet the width requirements of §F503.

For the following districts outside turning radius apply:

<i>Moyer's Corners</i> Fire Department -	64.4 feet
<i>Clay</i> Fire Department -	43.87 feet
<i>North Syracuse</i> Fire Department -	50 feet

- Non-sprinkler buildings: Access road within 150 of all portions of the building. _____
- Sprinkle buildings: Access road within 300 feet of all portions of the building. _____

Note: **§F3206.6 Building access.** Where building access is required by Table F3206.2, fire apparatus access roads in accordance with §F503 shall be provided within 150 feet (45 720 mm) of all portions of the exterior walls of buildings used for high-piled storage. See §F503.1.1, Exceptions.

Section 504 Access to Building Openings and Roofs (FCNYS)

Provided (Yes) (No)

- Required access: Exterior doors and openings required by this code or the *Building Code of New York State* shall be accessible for fire department access. An approved access walkway leading from fire apparatus access roads to exterior openings shall be provided when required by the code enforcement official. _____

Section 507 Fire Protection Water Supplies (FCNYS)

Provided (Yes) (No)

- Fire hydrants shall be placed within 400 feet of all portions of the facility measured along an approved route around the exterior of the building. Buildings equipped throughout with an approved automatic sprinkler system installed in accordance with section 903.3.1.1, the distance requirement shall be 600 ft. _____

Note: *Required water supply: An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction. A building permit will not be issued until such time the required fire flow has been determined and documentation on the available water flow has been provided. See the Town of Clay's fire flow requirements for additional information. See attached*

Required onsite fire hydrants and access roads must be in place prior to the start of construction

Section 912 Fire Department Connection (FCNYS)

Location Shown (Yes) (No)

- Fire department connections shall be located on the street side of buildings, fully visible and recognizable from the street or nearest point of fire department vehicle access or as otherwise approved by the code enforcement official. _____

COMMENTS: _____

Fire Marshal _____ Date _____

Planning Board Date _____

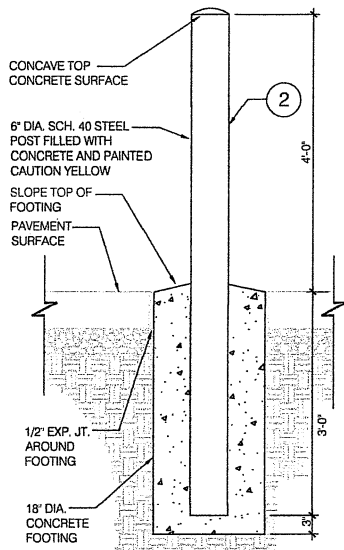
Planning Board Chair Engineer Planner Building Inspector File # _____

DUMPSTERS:

Dumpster Detail Sheet - Page 1

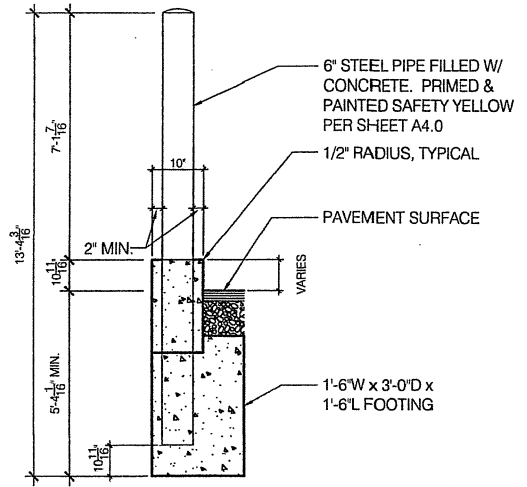
Dumpster Detail Sheet - Page 2

Dumpster Examples - Page 3

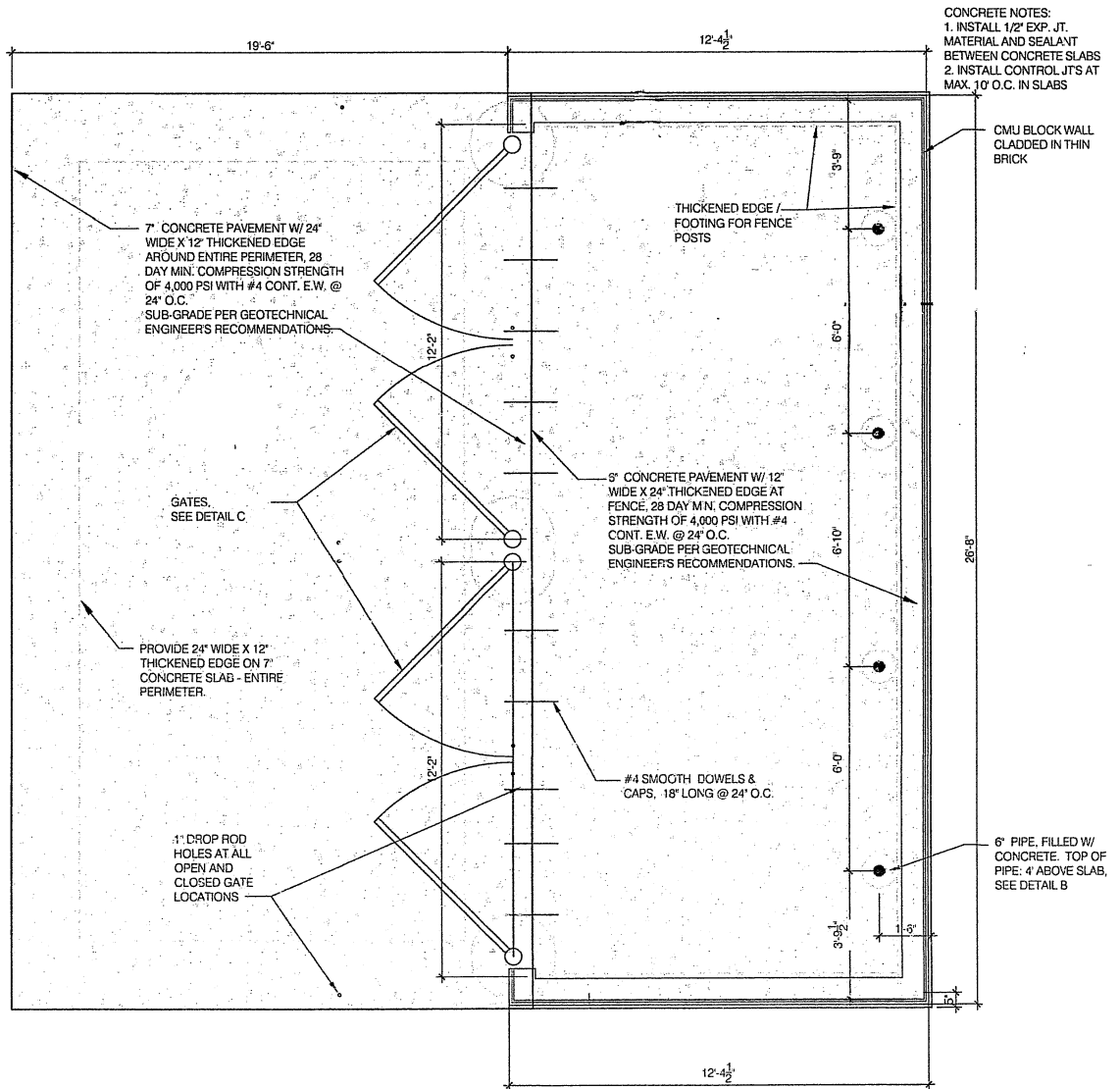


1 GUARDPOST BOLLARD DETAIL

BOLLARD DETAIL 1/4" = 1'-0" **2**



BOLLARD DETAIL 1/4" = 1'-0" **1**



Dumpster Detail Sheet - Page 2

DUMPSTER PLAN N.T.S.

Planning Board Submission Supplemental Information

Examples of Powder Coated Metal Gate with Louvers at Dumpster Enclosure

