



Town of  
*Washington*

**TOWN OF WASHINGTON  
PLANNING BOARD**

10 Reservoir Drive • P.O. Box 667  
Millbrook, NY 12545 • (845)

677-3419 EXT 116 •

[planningboard@washingtonny.org](mailto:planningboard@washingtonny.org)

## PROPERTY PLANNING BOARD APPLICATION

***Submit Application and four copies,  
together with all required additional  
documentation and fees, to:***

Planning Board Secretary  
Town of Washington  
10 Reservoir Drive  
Millbrook, NY 12545  
T: (845) 677-3419, Ext. 116  
F: (845) 677-2085

***With electronic copy (including all  
maps and forms) to:***

Planning Board Secretary  
[planningboard@washingtonny.org](mailto:planningboard@washingtonny.org)

Applicant Name: Churchill Building Company

**REAL PROPERTY INFORMATION:** Complete a box for each lot which is involved. Copy and attach more sheets if more than 3 parcels.

Dutchess County Tax Map Number (1234-00-123456-0000)	69106-00-073803-0000
Name of Property Owner	1215 Shunpike LLC
Property Street Address	1193-1203 Shunpike
Number of Acres	29.3
Zoning District from Zoning Map	RR-10
Describe the Current Use of the Property	vacant, undergoing cosmetic upgrades
Is this property located near or in a buffer area next to a wetland, waterbody or watercourse?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <sup>200' from road</sup> May require a Town Wetlands Permit or be ruled by the Aquifer Protection Requirements
Is this property within 500 feet of the boundary of the Village of Millbrook?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Dutchess County Tax Map Number (1234-00-123456-0000)	
Name of Property Owner	
Property Street Address	
Number of Acres	
Zoning District from Zoning Map	
Describe the Current Use of the Property	
Is this property located near or in a buffer area next to a wetland, waterbody or watercourse?	<input type="checkbox"/> YES <input type="checkbox"/> NO May require a Town Wetlands Permit or be ruled by the Aquifer Protection Requirements
Is this property within 500 feet of the boundary of the Village of Millbrook?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Dutchess County Tax Map Number (1234-00-123456-0000)	
Name of Property Owner	
Property Street Address	
Number of Acres	
Zoning District from Zoning Map	
Describe the Current Use of the Property	
Is this property located near or in a buffer area next to a wetland, waterbody or watercourse?	<input type="checkbox"/> YES <input type="checkbox"/> NO May require a Town Wetlands Permit or be ruled by the Aquifer Protection Requirements
Is this property within 500 feet of the boundary of the Village of Millbrook?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Applicant Name: Churchill Building Company LLC

I. The following must be answered for **ALL APPLICATIONS**:

A. APPROVAL REQUESTED FOR (check all that apply):

Special Use Permit _____	Preliminary Subdivision Plan _____
Sketch Plan _____	Lot Line Revision _____
Site Plan <u>      /      </u> _____	Final Subdivision Plan _____

B. All applications must include all of the following documents. (Please mark with a check to indicate that each is enclosed)

- A copy of the current deed of each property.
- Any easements affecting all parcels involved in the proposed activity. *granted by ZBA 4/21/26*
- A recent survey.  
If the project involves any construction, locate all water or wetlands [streams, creeks, ponds, or marshes] on the property on the survey.
- A recent aerial photo at a scale of 1:200 or less with the relevant tax parcels delineated. (This can usually be found using Dutchess Parcel Access as long as all current structures are shown).
- Owner's Endorsement – (You will find this attached to the end of this application.) Note ALL owners must sign, including both spouses.
- Consent to Inspection – (can be found on Planning Board page under "Planning Board Documents and Forms").
- Section 803 Ethics Statement. (You will find this attached to the end of this application.)
- Environmental Assessment Form (EAF) for SEQRA review.  
Complete Short Form EAF under SEQRA, which can be found at [https://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/seafpartone.pdf](https://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf).  
This Short Form EAF may also be filled out using the EAF Mapper Tool which creates the form as you go. See <https://gisservices.dec.ny.gov/eafmapper>. After initial review, the Planning Board may require a long form EAF.

C. The following documents may be required, if applicable. (Please mark with a check to indicate which, if any, are enclosed)

- Agricultural Data Statement. (This can be found on Planning Board page under "Planning Board Documents and Forms").  
This document is required if any portion of the project is located on property within an agricultural district containing a farm operation, or on property with boundaries within five hundred (500) feet of a farm operation located within an agricultural district.  
If this is applicable, what Agricultural District is the property in? \_\_\_\_\_
- Wetland Permit Application. (This can be found on Planning Board page under "Planning Board Documents and Forms").  
**Please review Zoning Code Section 396 to determine if a permit is required in your specific instance.**

Applicant Name: Churchill Building Company

A Wetlands Application may be required if the proposed activity is:

- within 50 feet of the boundary of a wetland that is at least ¼ acre in size but less than 1 acre; or
- within 100 feet of a boundary of a wetland that is at least 1 acre in size; or
- Within 100 feet from the high water mark of a perennial watercourse or waterbody; or
- within 50 feet from the high water mark of the identified channel for an intermittent watercourse.

D. Detailed description of proposed activity:

pre-existing screen porch (340 sq ft) was demo-ed, plan to re-build and expand to 484 sq ft, along with a 336 sq ft covered porch now on west side of house. House is pre-existing non-conforming so any additions fall within the 100' setback from the road. ZBA approved variance ~~was~~ 7/21/20

E. Are there agricultural and/or forestry exemptions affecting the property?

Yes  No

If yes, please list in detail:

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

F. Total acreage involved in the application. 29.3

G. Total contiguous acreage controlled by the applicant/owner. 30.6

(This includes lands owned by family members of the applicant and any corporations, partnerships, limited liability companies, or other entities in which the applicant has an interest.)

List each contiguous property:

Dutchess County Tax Map Number (1234-00-123456-0000)	<u>6966-00-103810-0000</u>
Name of Property Owner	<u>1215 Shunpike LLC</u>
Property Street Address	<u>1193-1203 Shunpike</u>
Number of Acres	<u>1.3</u>

Dutchess County Tax Map Number (1234-00-123456-0000)	
Name of Property Owner	
Property Street Address	
Number of Acres	

Applicant Name: Chunnill Building Company LLC

H. Total number of existing structures (including houses, detached garages, sheds, barns or any other building structure). 2

I. Types of existing structures (list):  
house, detached garage

J. Total square footage of all new construction. 480 sq ft.

K. Estimated value of new construction or addition. 100,000

L. Type of construction or activity proposed (check all that apply):

New construction:

Residential \_\_\_\_\_

Commercial \_\_\_\_\_

Institutional \_\_\_\_\_

Home occupation \_\_\_\_\_

Expansion:

Residential  \_\_\_\_\_

Commercial \_\_\_\_\_

Institutional \_\_\_\_\_

Change in use \_\_\_\_\_

Other: \_\_\_\_\_

M. If any of the following professionals are involved in the proposed project or activity, please identify and provide contact information:

<p><b>Professional Engineer</b></p> <p>Name: <u>Rennia Engineering</u></p> <p>Address: <u>6 Dover Village Plaza</u> <u>PO Box 400, Dover Plains NY</u></p> <p>Email Address: <u>rich@renniadesign.com</u></p> <p>Telephone Number: <u>845-877-0555</u></p>	<p><b>Licensed Land Surveyer</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Email Address: _____</p> <p>Telephone Number: _____</p>
<p><b>Attorney</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Email Address: _____</p> <p>Telephone Number: _____</p>	<p><b>Other Type of Professional:</b> _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>Email Address: _____</p> <p>Telephone Number: _____</p>

Applicant Name: Churchill Building Company, LLC

N. Does this application require approvals from any other organization or entity (for example, i.e: NYS DOT, Dutchess County Board of Health, Dutchess County Department of Transportation, the Village of Millbrook)?

Yes  No  If yes, please identify the organization and whether an application has been made to them.

Building Dept.  
ZBA - approved

II. For **SUBDIVISION AND LOT LINE ADJUSTMENT** applications, please also answer the following:

A. **LOTS**

Number of lots proposed: \_\_\_\_\_  
Size of the smallest lot proposed: \_\_\_\_\_  
Size of the largest lot proposed: \_\_\_\_\_

B. **DRIVEWAYS**

Number of private driveways proposed: \_\_\_\_\_  
Number of common driveways proposed: \_\_\_\_\_  
Maximum number of lots served by a common driveway: \_\_\_\_\_

C. Preliminary Plat includes \_\_\_\_\_ acres and tentatively includes \_\_\_\_\_ future lots. The amount of area shown on this Preliminary Plat proposed to be dedicated for future public use (exclusive of roads) is \_\_\_\_\_ (define your measure in acres or square feet).

D. IF LOT LINE ADJUSTMENT – Does applicant seek a waiver of the public hearing?  
No \_\_\_\_\_ Yes \_\_\_\_\_

E. If SUBDIVISION - Does subdivider intend to request any waivers or variances from the Subdivision Regulations upon submission of Final Plat for approval? No \_\_\_\_\_ Yes \_\_\_\_\_

F. IF SUBDIVISION - Does subdivider intend to submit a single subdivision plat for filing with the County Clerk for all property in the Preliminary Plat? No \_\_\_\_\_ Yes \_\_\_\_\_  
If no, state the number of sections to be filed. \_\_\_\_\_

III. FEES AND ESCROW

A. Application Fee and Escrow Deposit

An Application Fee and an initial Escrow Deposit for the amounts listed in the chart on the next page for your type of application must be included with this application.

Applicant Name: Churchill Building Company LLC

Fees are payable to the "Town of Washington" and are due at the time the application is submitted.

Fee Type	Amount	Amount Due	Date Paid
<b>ESCROW FEE (DUE FOR ALL APPLICATIONS)</b>			
Initial Escrow Deposit:	\$1,500.00		
Additional Escrow will be determined at the first Planning Board meeting. This additional escrow can vary from \$2,000 to \$10,000 and will be determined by the complexity of the matter and the amount of legal and/or planning consultant advice required			
<b>LOT LINE CHANGE APPLICATION FEE</b>			
Up to 5.99 acres	\$600.00		
6.0 - 15.99 acres	\$900.00		
16.00 acres or greater	\$1,200.00		
<b>SITE PLAN APPLICATION FEE</b>			
	\$600.00		
<b>SPECIAL USE PERMIT FEE</b>			
	\$600.00		
<b>WETLANDS PERMIT FEE</b>			
	\$600.00		
<b>SUBDIVISION:</b>			
<b>Preliminary Approval - Minor: Up to 4 Lots</b>			
Application Fee:	\$750.00		
Fee Per New Lot	\$250.00 per lot		
Final Approval	\$750.00*		
Final Approval Up to 4 lots	\$200.00 per lot*		
Recreation Fee Per New Lot	\$4,000.00 per lot		
<b>Preliminary Approval - Major: 5 or more lots</b>			
Application Fee	\$850.00		
Fee Per New Lot	\$250.00		
Final Approval	\$850.00*		
Fee Per New Lot	\$200.00 per lot*		
Recreation Fee Per Lot	\$4,000.00		

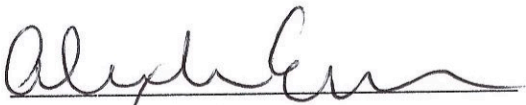
\* To be paid whether or not the Planning Board waives the requirements for Final Approval.

Applicant Name: Churchill Building Company LLC

The applicant will periodically be advised as to the need to replenish the escrow account. Any unexpended escrow deposit will be returned to the applicant at the completion of review of the application.

Please note here the total amount of the check you are including for the Application Fee and Escrow Deposit. \$ 2,100.00

Dated: 5/5/20

  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner (if different)



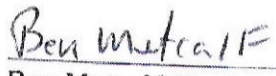
**Letter of Agency/Authorization to Sign**

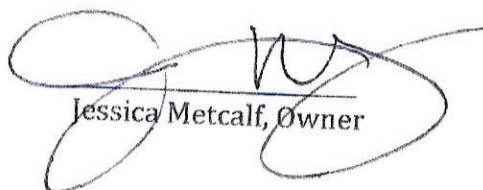
February 20<sup>th</sup>, 2026

To Whom It May Concern:

We, Ben and Jessica Metcalf, appoint Churchill Building Company, LLC to act as our agent and authorize them to sign on our behalf regarding any documentation for the Town of Washington associated with construction work to be performed at 1193 Shunpike Road, Millbrook, NY 12545.

Thank you,

  
Ben Metcalf, Owner

  
Jessica Metcalf, Owner

332 MAIN STREET | PO BOX 1749 | LAKEVILLE, CT 06039 | t: 860.596.4063 | f: 860.596.4091

www.churchillbuildingcompany.com  
HIC: 0637704 | NHC: 0013621 | CSFA-106040

Applicant Name: Churchill Building Company LLC



Town of  
*Washington*

**TOWN OF WASHINGTON  
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NY 12545 • (845) 677-3419 EXT 116 •  
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**AFFIDAVIT TO BE COMPLETED BY AGENT OF OWNER**

State of New York }  
County of Dutchess } ss:

Alexandra Emerson, Churchill Building Company being duly sworn, deposes and says:

1. That he/she is the agent named in the foregoing application for Bent Jessica Metcalf site plan approval and that he/she has been duly authorized by the owner in fee to make such application and that the foregoing statements contained therein are true to the best of his/her knowledge and belief.
2. That he/she resides at 920 Smithfield Road, Millerton in the County of Dutchess and the State of New York.
3. That he/she is the Agent of the within property as described in the foregoing application for Planning Board approval and that the statements contained therein are true to the best of his/her knowledge and belief.
4. That he/she understands that the Town of Washington Planning Board intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.

Alexandra Emerson  
Agent/Owner

\_\_\_\_\_  
Agent/Owner

[Signature] 5/8/20  
Notary Public



Applicant Name: Churchill Building Company LLC



Town of  
*Washington*

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[planningboard@washingtontny.org](mailto:planningboard@washingtontny.org)

**DISCLOSURE OF BUSINESS INTEREST**

State of New York }  
County of Dutchess } ss:

Alexandra Emerson, Churchill Building Company being duly sworn, deposes and says:

1. Pursuant to §803 of the General Municipal Law the following municipal officer(s) or employee(s), and any of their family members, outside employers, business associates, clients or campaign contributors, have, or will later acquire, an ownership position, employment position, or other contractual interest in the proposed project: (Insert name, home address and municipal position held. Attach additional pages as necessary.)

N/A

2. That the interest of said municipal officer(s) or employee(s) is: (Detail the nature and extent of the interest. Attach additional pages as necessary.)

N/A

3. That he/she understands that the Town of Washington intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.

Alexandra Emerson  
Agent/Owner

\_\_\_\_\_  
Agent/Owner

[Signature] 51826  
Notary Public

SHELBY MACCHI  
Notary Public, State of New York  
No. 01MA0035997  
Qualified in Dutchess County  
My Commission Expires April 10, 2021





Washington

TOWN OF WASHINGTON  
BUILDING DEPARTMENT  
10 Reservoir Dr, PO Box 667  
Millbrook, NY 12545  
845-677-3419

**PLEASE NOTE:** If ownership is held by a corporation, LLC, jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement. If the owner or owners are making the application, this endorsement is not required.

**OWNER'S ENDORSEMENT**

Connecticut  
STATE OF ~~NEW YORK~~  
COUNTY OF Litchfield ss: East Canaan

Benjamin Metcalf, being duly sworn, deposes and says:

- I am: (check one)
- 1. the sole owner in fee (One individual on the tax roll)
  - 2. a part owner in fee (Two or more individuals on the tax roll)
  - 3. an officer of the corporation which is the owner in fee of the premises described in the foregoing application.
  - 4. designated party authorized to act pursuant to a trust or legal document. (Trustees listed on tax roll)
  - 5. member/owner(s) of Limited Liability Corporation (LLC).

(If you checked #3, #4 or #5, please provide proof of legatee (ie: Corporate Resolution, Surrogate Letter, Executor of the Will, Certified Letter of Testamentary, Letter of Administration, Attorney-Opinion Letter, Letter or Probate, Power of Attorney, etc.)

I reside at 103 S. Main St  
City Sharon State CT Zip 06069

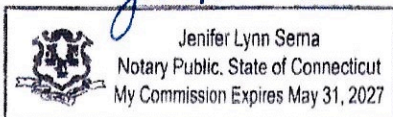
I have authorized (name) \_\_\_\_\_  
(Company) Churchill Building Co LLC  
to make the foregoing application to the Town of Washington for approval as described herein for the property located at 1193-1203 Shunpike  
property ID # 6900 - 00 - 073803 - 0000.

[Signature]  
Signature  
1215 Shunpike LLC

If owner is a corporation, please indicate name of corporation and title of the corporate officer whose signature appears above. Sworn to before me this

15<sup>th</sup> day of May, 2026  
Notary Public Jenifer Serna  
Jenifer Serna

Notary Stamp:



**THE FOLLOWING SIGNATURE BLOCKS ARE FOR YOUR INFORMATION ONLY AND MUST BE PLACED ON THE FINAL MAP FOR APPROVAL. (SIGNATURES ARE NOT REQUIRED HERE.)**

1. For **Site Plan Approval**, place the following owner endorsement signature block on the plan:

TOWN OF WASHINGTON PLANNING BOARD  
OWNER / APPLICANT SIGNATURES

The undersigned applicant(s) for the property and the undersigned owner(s) of the property shown herein certify that they are familiar with this map and its notes and its contents as stated hereon including all conditions of approval. The applicant and the owner understand their obligations to the Town to keep the premises as per plan approval by the planning board until a new or revised plan for development or use of the site is approved by the Planning Board. The applicant and the owner understand their obligation to the Town not to occupy the premises before a Certificate of Occupancy is issued by the Town for the occupancy as approved herein.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

2. For **Site Plan**, place the following signature block on the proposed plan:

TOWN OF WASHINGTON PLANNING BOARD  
PLAN APPROVAL

The plan of development for the property as depicted hereon was approved by a majority of the members of the Town of Washington Planning Board at a meeting held on \_\_\_\_\_, and the conditions of Site Plan Approval have been satisfied or arrangements have been made to ensure the completion of any outstanding or incomplete conditions.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date



Washington

TOWN OF WASHINGTON  
BUILDING, PLANNING & ZONING  
10 Reservoir Dr, PO Box 667  
Millbrook, NY 12545  
845-677-3419

### Consent to Inspection

The undersigned, does hereby state:

Benjamin Metcalf and \_\_\_\_\_  
Owner Name Owner Name

That the undersigned is/are the owner(s) of the premises in Town of Washington, located at  
1193-1203 Shunpike  
which is shown and designated on the Dutchess County Tax Map as:

10966 - 00 - 073503 - 0000

That the undersigned (has) (have) filed, or cause to be filed, an application with the Town of Washington for the following:

- Assessment Review
- Municipal Search
- Zoning Board of Appeals Application
- Building Permit
- Planning Board Application

That the undersigned do(es) hereby give consent to representatives of the Town of Washington, including but not limited to the Building Inspector, Zoning Administrator, or Assessor of the Town of Washington to enter upon the above described property, including any and all buildings located thereon, to conduct such inspections as they may deem necessary with respect to the aforesaid application, including inspections to determine that said premises comply with all of the laws, ordinances, rules, and regulations of the Town of Washington. The time and date of the inspection will be scheduled in advance with the property owner or their representative. **Failure to schedule an inspection will delay your project.**

That the undersigned, in consenting to such inspections, does so with the knowledge and understanding that any information obtained will be used in conjunction with the application, and may delay your application if violations of the laws, ordinances, rules or regulations of the Town of Washington have been identified, and that your assessment may be increased based upon information found in the site inspection.

Contact person for inspection: Ally Emerson, Churchill Building Company

Phone Number to schedule inspection: 845-901-1537

Ben Metcalf  
Signature

Benjamin Metcalf  
Print Name

Dated: 5/1/2026

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Dated: \_\_\_\_\_



Town of Washington

TOWN OF WASHINGTON  
PLANNING BOARD  
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[planningboard@washingtonny.org](mailto:planningboard@washingtonny.org)

AGRICULTURAL DATA STATEMENT

Pursuant to New York State Town Law 283-a and NYS Agriculture and Markets Law 305-b, this Data Statement will be used to evaluate the potential impacts of a proposed development on farm operations in agricultural districts.

Name of Applicant(s): Churchill Building Company, LLC  
Address: 926 Smithfield Rd, Millerton NY 12546  
Telephone: 845-901-1537 Email Address: ally@cbc.build

Description of Project: 336 sq ft covered porch addition & re-build existing 340 sq ft sun porch but expand to 484 sq ft.

Tax Map Numbers of all Parcels: \_\_\_\_\_  
Address of Project: 1193-1203 Shunpike, Millbrook NY

APPROVAL REQUESTED FOR (check all that apply):

Special Use Permit \_\_\_\_\_ Preliminary Subdivision Plan \_\_\_\_\_  
Sketch Plan \_\_\_\_\_ Lot Line Revision \_\_\_\_\_  
Site Plan  Final Subdivision Plan \_\_\_\_\_

Is the project site located within an Agricultural District? Yes \_\_\_\_\_ No   
If yes, Agricultural District Number? \_\_\_\_\_

Is any portion of the project site currently actively farmed? Yes \_\_\_\_\_ No   
Name of person farming the site: \_\_\_\_\_  
Does this person \_\_\_\_\_ RENT or \_\_\_\_\_ OWN the land?

List all farm operations within 500 feet of any boundary of the project site:

Name: <u>Comenca Bank + Trust</u> Address: <u>1159 Shunpike</u>	Name: <u>Peter Corbin + Lillian Rene Corbin</u> Address: <u>81-85 Fraleigh Hill Rd</u>
Is parcel actively farmed? _____	Is parcel actively farmed? _____

Name: _____ Address: _____ _____ Is parcel actively farmed? _____	Name: _____ Address: _____ _____ Is parcel actively farmed? _____
Name: _____ Address: _____ _____ Is parcel actively farmed? _____	Name: _____ Address: _____ _____ Is parcel actively farmed? _____

Attach additional sheets if necessary.

Attach a copy of the tax map or other map showing the site of the proposed project relative to the location of farm operations identified above by marking an X on each farm parcel.

Dated: 5/16/20

*Alfred Gunn*  
Signature of Applicant

*Chynell  
Business  
Company*

\_\_\_\_\_  
Signature of Owner (if different)

# 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.

Part 1 – Project and Sponsor Information				
Name of Action or Project: <span style="font-size: 1.2em;">1193-1203 Shunpike additions</span>				
Project Location (describe, and attach a location map): <span style="font-size: 1.2em;">1193-1203 Shunpike, parcel 69100-00-073802-0000</span>				
Brief Description of Proposed Action: <span style="font-size: 1.2em;">330 sq. ft covered porch <del>and</del> new addition, rebuild <del>the</del> pre-existing sun porch, 340 sq. ft. and expand to be 484 sq. ft with rooftop terrace. Total sq 820 sq. ft, 340 sq. ft. pre-existing nonconforming</span>				
Name of Applicant or Sponsor: <span style="font-size: 1.2em;">Churchill Building Company LLC</span>		Telephone: <span style="font-size: 1.2em;">845-901-1537</span>		
Address: <span style="font-size: 1.2em;">920 Smithfield Rd</span>		E-Mail: <span style="font-size: 1.2em;">ally@cbc.build</span>		
City/PO: <span style="font-size: 1.2em;">Milton</span>		State: <span style="font-size: 1.2em;">NY</span>	Zip Code: <span style="font-size: 1.2em;">12546</span>	
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 checked="" 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: <span style="font-size: 1.2em;">Building Permit</span>			NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		<span style="font-size: 1.2em;">29.34</span> acres		
b. Total acreage to be physically disturbed?		<span style="font-size: 1.2em;">21</span> acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		<span style="font-size: 1.2em;">30.6</span> acres + parcel <span style="font-size: 1.2em;">103810</span>		
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 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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		<input type="checkbox"/>	<input checked="" 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: _____		<input checked="" 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?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		<input checked="" 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: _____ _____		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____		<input checked="" 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?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		<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: _____ _____ _____		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		<input checked="" 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:

Shoreline    Forest    Agricultural/grasslands    Early mid-successional  
 Wetland    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? *Big turtle*

NO	YES
<input type="checkbox"/>	<input checked="" type="checkbox"/>

16. Is the project site located in the 100-year flood plan?

NO	YES
<input checked="" 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?

NO	YES
<input checked="" type="checkbox"/>	<input type="checkbox"/>

b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?  
If Yes, briefly describe:

NO	YES
<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>

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

Applicant/sponsor/name: Alexandra Emerson, Churchill Building Date: \_\_\_\_\_  
Signature: *Alexandra Emerson* Title: Business Manager