



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601
PHONE: 315-785-7741 – FAX: 315-782-9014

TO: Planning Commission Members

FROM: Geoffrey T. Urda, Senior Planner

PRIMARY REVIEWER: Joseph Albinus, Planner

SUBJECT: Subdivision Final Plat Approval – 1068 Arsenal Street

DATE: July 31, 2025

Request: Subdivision Final Plat Approval for a two-lot subdivision of **1068 Arsenal Street**, Parcel Number 8-47-106.200

Applicant: Brian Evans of Brew Team NY, LLC

Proposed Use: Restaurant with Drive Through, Accessory

Property Owner: 1068 Arsenal Street RE, LLC

Overview: This proposal is being submitted for Planning Commission review under Chapter A322 (Subdivision Regulations) of the City Code. The Planning Commission has the option of not requiring a preliminary plat submission. Since this is a minor subdivision, Staff is processing this application as a final plat. A public hearing is required, and a notice has been published for it to be held at 6:05 p.m. during the Planning Commission meeting. After the public hearing and completion of Part 2 of the Short Environmental Assessment Form, the Planning Commission will be free to make a decision on the proposal.

The applicant proposes to divide the 1.10-acre lot at 1068 Arsenal Street, Parcel Number 8-47-106.200, into two parcels, a 0.964-acre eastern section that would retain the 1068 Arsenal Street address that the applicant proposes to acquire and place a coffee shop on, and a 0.138-acre western section that would be conveyed to Prime LLC, to assemble with the neighboring parcel at 1084 Arsenal Street

Required Descriptions: The applicant has provided suggested descriptions for the eastern section ("Lot R2"), and the western section ("To be Conveyed to Prime, LLC"). The applicant also submitted a suggested description ("Lot R1") that describes the resultant parcel that would ensue following the assemblage of the western section with 1084 Arsenal Street. The applicant will ultimately need this combined description to file a new deed with the Jefferson County Clerk.

Required Drawings: The applicant has submitted an "Amended Subdivision Map" depicting the parcel proposed to be subdivided. The applicant will need to submit a Subdivision Final Plat drawing for the Planning Commission approval and signature by the Clerk of the Planning Commission.

This drawing shall contain property lines of the subject parcel, bearings and distances and a clear delineation of the portion of the land to be subdivided. The Subdivision Final Plat drawing must also use heavier line weights on the north and west sides of the 0.138-western section that match the line weights around the rest of the subject parcel. The drawing shall also label this section with a title that matches its title in the suggested description discussed above, "To be Conveyed to Prime, LLC." This can be a condition of Subdivision Approval, however, and need not delay a vote on the application.

Zoning: The subject parcel, which will contain a Seven Brew Coffee Shop, is zoned Commercial. The proposed Subdivision would temporarily create a nonconforming lot, as the western section would be 20 feet in width when the minimum lot width in a Commercial District is 50 feet. Upon assembling this lot with 1084 Arsenal Street, Parcel Number 8-47-106.100, the resultant parcel would be in conformance.

A Restaurant with a Drive Through, Accessory use is allowed in a Commercial (C) District with Site Plan Review. The applicant has concurrently applied for Site Plan Approval, for which Staff has prepared a memorandum under separate cover. All relevant Zoning concerns stemming from the proposed redevelopment are discussed in that report.

Assemblages: The applicant has communicated an intent to combine the 0.138-acre subdivided section with the neighboring lot at 1084 Arsenal Street, Parcel Number 8-47-106.100. The applicant must carry out this assemblage as proposed to avoid leaving a nonconforming lot, and it should be a condition of approval.

SEQR: Prior to approval, the Planning Commission must consider Part 2 of the Short Environmental Assessment Form (EAF) and make a determination of significance relative to SEQRA prior to voting on the Subdivision. The Planning Commission shall note that any Negative Declaration or other determination pursuant to SEQRA must consider the "whole action" of the Subdivision and Site Plan involved in this request.

Engineering Comments: The Engineering Department has no comments or concerns specifically regarding the Subdivision. Engineering Staff's review of the proposed redevelopment is contained within the Site Plan/Special Use Permit memorandum prepared under separate cover.

Miscellaneous: The applicant submitted a Request for Real Property Tax Law 932 Split Form. However, the property owner did not sign and date the form. The applicant shall submit a signed copy of this form prior to signature by the Clerk of the Planning Board in order to prevent the issuance of a tax certificate on a parcel that no longer exists.

After approval, the applicant must submit one (1) reproducible Mylar print and one (1) paper copy of the final plat for signature by the clerk of the Planning Commission. The paper copy will be returned and must be filed in the County Clerk's Office within 62 days of signing.

Summary: The following should be included as a contingency with the motion for approval:

1. The applicant shall submit a signed Request for Real Property Tax Law 932 Split Form.
2. The applicant shall submit a Subdivision Final Plat Drawing for signature by the Clerk of the Planning Commission. This drawing must also use heavier line weights on the north and west sides of the 0.138-western sections that match the line weights around the rest of the subject parcel, as well as a specific label for this section that matches its title in its suggested description, "To be Conveyed to Prime, LLC."

3. The applicant shall assemble the 0.138-acre western section with the adjacent parcel at 1084 Arsenal Street into a single parcel, by way of a new metes and bounds description that is filed with the Jefferson County Clerk.

cc: Thomas Compo, P.E., City Engineer
Dana Aikins, Code Enforcement Supervisor
Brian Evans, Director of Entitlements, Brew Team, NY, LLC, 3108 Vestal Parkway East, Vestal, NY
13850
1068 Arsenal St RE, LLC, 1080 Pittsford Victor Rd Ste 300, Pittsford NY, 14534



Brew Team NY, LLC | 7 Brew Franchisee | 3108 Vestal Pkwy E, Vestal, NY 13850

07/15/25

Via: portal

City of Watertown New York
245 Washington St
Watertown, NY 13601
Attn: Geoffrey Urda

RE: Project Narrative - Proposed 7 Brew Coffee
1068 Arsenal St - Subdivision

As part of the redevelopment of the existing parcel located at 1686 Arsenal Street for a 7 Brew coffee shop, the existing lot is proposed to be subdivided with the western 20' of the lot added to the adjoining parcel located at 1084 Arsenal Street.

If you have questions or concerns about these items, please contact me at brian.evans@7brewteam.com or 502-528-1798.

Best,

Brian Evans
Director of Entitlements





Brew Team NY, LLC | 7 Brew Franchisee | 3108 Vestal Pkwy E, Vestal, NY 13850

07/15/25

Via: portal

City of Watertown New York
245 Washington St
Watertown, NY 13601
Attn: Geoffrey Urda

RE: **Proposed 7 Brew Coffee**
 1068 Arsenal St – Subdivision Description of Subdivided Parcels

The subdivided parcels are recommended as follows:

Lot No 2R shall be the eastern 140' portion of the subdivided parcel 8-47-106.200.
20 Foot Strip shall be the western 20' portion of the subdivided parcel 8-47.106.200.

If you have questions or concerns about these items, please contact me at brian.evans@7brewteam.com
or 502-528-1798.

Best,

Brian Evans
Director of Entitlements





Brew Team NY, LLC | 7 Brew Franchisee | 3108 Vestal Pkwy E, Vestal, NY 13850

07/15/25

Via: portal

City of Watertown New York
245 Washington St
Watertown, NY 13601
Attn: Geoffrey Urda

RE: Proposed 7 Brew Coffee
 1068 Arsenal St – Subdivision Description of Assemblage

20 Foot Strip shall be added to parcel 8-47-106.100 to create Lot No 1R .

If you have questions or concerns about these items, please contact me at brian.evans@7brewteam.com or 502-528-1798.

Best,

Brian Evans
Director of Entitlements





Ausfeld & Waldruff Land Surveyors LLP

323 Clinton Street, Schenectady, New York 12305

Phone: (518) 346-1595 Fax: (518) 770-1655

www.awslip.com

LEGAL DESCRIPTION

Lot 2R
Containing 0.96 acres

All that piece or parcel of land situate in the City of Watertown, County of Jefferson and the State of New York, bounded and described as follows:

Beginning at a point located along the northerly line of Arsenal Street, said point being the intersection formed by said northerly line of Arsenal Street with the division line between the lands now or formerly of St. Lawrence Valley Educational Television Council (Instr. 2010-10551) on the east and the lands now or formerly of 1068 Arsenal St. RE LLC (Instr. 2021-15872) on the west; thence from said point of beginning and along northerly line of Arsenal Street, North $87^{\circ}53'21''$ West, 140.00 feet to a point; thence through said lands of said 1068 Arsenal St. RE LLC, North $02^{\circ}14'22''$ East, 300.00 feet to a point; thence along the lands now or formerly of Prime, LLC (Instr. 2003-2927), South $87^{\circ}53'21''$ East, 140.00 feet to a point; thence along the aforesaid lands of St. Lawrence Valley Educational Television Council, South $02^{\circ}14'22''$ West, 300.00 feet to the point or place of beginning.

Containing in all 0.96 acres of land being more or less.

July 15, 2025

Vincent P. Ausfeld P.L.S.



Ausfeld & Waldruff Land Surveyors LLP

323 Clinton Street, Schenectady, New York 12305

Phone: (518) 346-1595 Fax: (518) 770-1655

www.awslsp.com

LEGAL DESCRIPTION

To be Conveyed to Prime LLC

All that piece or parcel of land situate in the City of Watertown, County of Jefferson and the State of New York, bounded and described as follows:

Commencing at a point located along the northerly line of Arsenal Street, said point being the intersection formed by said northerly line of Arsenal Street with the division line between the lands now or formerly of St. Lawrence Valley Educational Television Council (Instr. 2010-10551) on the east and the lands now or formerly of 1068 Arsenal St. RE LLC (Instr. 2021-15872) on the west; thence from said point of commencement and along northerly line of Arsenal Street, North $87^{\circ}53'21''$ West, 140.00 feet to the point of beginning; thence from said point of beginning and along the aforesaid Arsenal Street, North $87^{\circ}53'21''$ West, 20.00 feet to a point; thence along the aforesaid lands of 1068 Arsenal St Re LLC, the following two courses: 1) North $02^{\circ}14'22''$ East 300.00 feet to a point and 2) South $87^{\circ}53'21''$ East, 20.00 feet to a point; thence through the aforesaid lands of 1068 Arsenal St RE LLC, South $02^{\circ}14'22''$ West, 300.00 feet to the point or place of beginning.

Containing in all 6,000 square feet acres of land being more or less.

July 15, 2025

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LEGAL DESCRIPTION

Lot 1R
Containing 1.97 acres

All that piece or parcel of land situate in the City of Watertown, County of Jefferson and the State of New York, bounded and described as follows:

Commencing at a point located along the northerly line of Arsenal Street, said point being the intersection formed by said northerly line of Arsenal Street with the division line between the lands now or formerly of St. Lawrence Valley Educational Television Council (Instr. 2010-10551) on the east and the lands now or formerly of 1068 Arsenal St. RE LLC (Instr. 2021-15872) on the west; thence from said point of commencement and along northerly line of Arsenal Street, North 87°53'21" West, 140.00 feet to the point of beginning; thence from said point of beginning and along the aforesaid Arsenal Street, North 87°53'21" West, 188.57 feet to a point; thence along the lands of Arbel LLC (Instrument 2017-13963), North 04°58'20" East, 401.20 feet to a point; thence along the lands now or formerly of WGTS Housing Arsenal Assoc. LLC (Instrument 2008-11939), South 87°45'40" East, 309.44 feet to a point; thence along the aforesaid lands of St. Lawrence Valley Educational Television Council, South 02°14'22" West, 100.00 feet of a point; thence along the aforesaid lands of 1068 Arsenal St Re LLC, North 87°53'21" West, 140.00 feet to a point; thence through the aforesaid lands of 1068 Arsenal St Re LLC, South 02°14'22" West, 300.00 feet to the point or place of beginning.

Containing in all 1.97 acres of land being more or less.

July 15, 2025

Vincent P. Ausfeld P.L.S.

LEGEND:

- CB CATCH BASIN
HYD HYDRANT
LP LIGHT POLE
SM SANITARY MANHOLE
STM STORM MANHOLE
EM ELECTRIC MANHOLE
WV WATER VALVE
TEL TELEPHONE PEDESTAL
UTILITY POLE
G GAS LINE
S SANITARY LINE
ST STORM LINE
W WATER LINE
T TELEPHONE LINE
E ELECTRIC LINE
OW OVERHEAD WIRES
LA LANDSCAPED AREA
RD ROOF DRAIN
+357.62 SPOT ELEVATION
SB SOIL BORING
MW MONITORING WELL
GM GAS MARKER POST
EM ELECTRIC METER
GM GAS METER

LANDS N/F OF
ARBEL LLC
INSTR. 2017-13963
ECTION 8.00 BLOCK 47 LOT 101.2

LANDS N/F OF
PRIME, LLC
INSTR. 2003-2927
SECTION 8.00 BLOCK 47 LOT 106.1

LANDS N/F OF
WGTS HOUSING ARSENAL ASSOC. LLC
INSTR. 2008-11939
SECTION 8.00 BLOCK 20 LOT 101.10

LANDS N/F OF
PRIME, LLC
INSTR. 2003-2927
SECTION 8.00 BLOCK 47 LOT 106.1

PROPOSED LOT NO. 1R
AREA: 85,716 SQ. FT.
1.97 ACRES

PROPOSED LOT NO. 2R
AREA: 42,000 SQ. FT.
0.96 ACRES

6,000 SQ. FT. TO BE CONVEYED
TO PRIME LLC

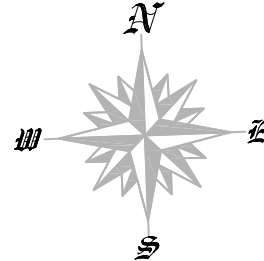
LOT LINE TO BE
ELIMINATED

NEW LOT LINE

LANDS N/F OF
ST. LAWRENCE VALLEY
EDUCATIONAL TELEVISION COUNCIL
INSTR. 2010-10551
SECTION 8.00 BLOCK 47 LOT 101.002

20 0 20
SCALE IN FEET
1"=20'

NEW YORK STATE ROUTE 3 ARSENAL STREET



SITE LOCATION PLAN: 1"=2000'

GENERAL NOTES:

HORIZONTAL DATUM IS NEW YORK STATE PLANE CENTRAL ZONE, ESTABLISHED FROM GPS OBSERVATIONS AT THE TIME OF SURVEY

VERTICAL DATUM IS NAVD88, ESTABLISHED FROM GPS OBSERVATIONS AT THE TIME OF SURVEY

UNAUTHORIZED ALTERATION OR ADDITION TO A SURVEY MAP BEARING A LICENSED LAND SURVEYOR'S SEAL IS A VIOLATION OF SECTION 7209, SUBDIVISION 2 OF THE NEW YORK STATE EDUCATION LAW.

ONLY COPIES FROM THE ORIGINAL OF THIS SURVEY MARKED WITH AN ORIGINAL OF THE LAND SURVEYOR'S INKED SEAL OR HIS EMBOSSED SEAL SHALL BE CONSIDERED TO BE VALID TRUE COPIES.

SURVEYED FROM RECORD DESCRIPTION AND AS IN POSSESSION.

SUBJECT TO COVENANTS, EASEMENTS, RESTRICTIONS, CONDITIONS AND AGREEMENTS OF RECORD.

SURVEY SUBJECT TO ANY RIGHT, TITLE OR INTEREST THE PUBLIC MAY HAVE FOR HIGHWAY USE.

SURVEY SHOWN IS SUBJECT TO ANY SUBSURFACE CONDITIONS THAT MAY EXIST, IF ANY.

UNDERGROUND FACILITIES AND STRUCTURES SHOWN HEREON WERE TAKEN FROM DATA OBTAINED FROM PREVIOUS MAPS AND RECORD DRAWINGS. ALL ABOVE GROUND STRUCTURES AND SURFACE FEATURES SHOWN HEREON ARE THE RESULT OF A FIELD SURVEY UNLESS OTHERWISE NOTED. THERE MAY BE OTHER UNDERGROUND UTILITIES, THE EXISTENCE OF WHICH ARE NOT KNOWN OR CERTIFIED BY THE UNDERSIGNED. THE SIZE AND LOCATION OF ALL UNDERGROUND UTILITIES AND STRUCTURES MUST BE VERIFIED BY THE APPROPRIATE AUTHORITIES. THE UNDERGROUND FACILITIES PROTECTIVE ORGANIZATION MUST BE NOTIFIED PRIOR TO CONDUCTING

UNDERGROUND UTILITIES AND SOIL BORING LOCATIONS SHOWN ON SITE, ARE BASED UPON A MARK OUT PERFORMED BY SUI FROM MARCY NY.

PROPERTY SURVEYED IN JULY, 2021 AND UPDATED IN JULY 2022.

TAX PARCEL NUMBER:

CITY OF WATERTOWN, JEFFERSON COUNTY,
NEW YORK SEC. 8.00 - BLK. 47 - PARCEL 106.100 & 106.200

MAP REFERENCES:

- "SUBDIVISION PLAT PREPARED FOR PRIME, LLC." PREPARED BY LAFAYE, WHITE & MCGIVERN, DATED MAY 12, 2021, AND FILED JULY 28, 2021 AS MAP NO. 7850.
- ARSENAL STREET, S.H. 52-4, MAP 212, PARCEL 228 FURNISHED BY THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION.

DEED REFERENCES:

- RITE AID OF NEW YORK, INC. TO PRIME, LLC, DATED FEBRUARY 25, 2003 AND RECORDED IN THE JEFFERSON COUNTY CLERKS OFFICE IN DEED INSTR. 2003-2927.
- PRIME, L.L.C. TO 1068 ARSENAL ST RE LLC, DATED SEPTEMBER 10, 2021 AND RECORDED IN THE JEFFERSON COUNTY CLERKS OFFICE IN INSTRUMENT 2021-00015872.

ARSENAL STREET

AMENDED SUBDIVISION MAP
OF THE LANDS OF
1068 ARSENAL ST RE LLC & PRIME LLC

CITY OF WATERTOWN JEFFERSON COUNTY, N.Y.
SCALE: 1"=20' JULY 14, 2025
DRAWN BY: KCW PROJECT NO: 25-3960



Ausfeld & Waldruft Land Surveyors LLP
323 CLINTON STREET, SCHENECTADY NY
Phone: (518) 346-1595 Fax: 518-770-1655



VINCENT P. AUSFELD P.L.S.
LICENSE #049897
www.awslsp.com



Prepared by
City of Watertown GIS
For
City of Watertown
Assessment Department

For Tax Purposes Only
Not to be Used for Conveyance

NAD 83 STATE PLANE
CENTRAL ZONE, US FEET

Parcel	Date
8-47-106.000	07/28/2021

Property Line

Historic Property Line

Building Outline

Railroad

City Boundary

School District Boundary

Parcel ID

Assessment ID

(124,000)

Indicates

informally

combined parcels)

1 inch = 100 feet*

0 100 200 400 Feet

* when printed on 24" x 36" paper

North Arrow

Tax Map

City Of Watertown

Jefferson County, NY

Printed Date: 6/3/2024

Section 08 Block 47

Request for Real Property Tax Law 932 Split



I am (we are) the owner(s) of, or will be the owner(s) of one or more parcels of property listed below that is the subject of a subdivision request. I hereby request that following the final approval and completion of the subdivision, that all newly designated parcels be assessed and taxed in accordance with Real Property Tax Law 932, allowing for the changes to any current or subsequent tax rolls required to implement those changes in said subdivision.

Property Address

Parcel Id

Owner(s) Name

Signature

Date

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information				
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 government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			☐	☐
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:				
☐ Urban	☐ Rural (non-agriculture)	☐ Industrial	☐ Commercial	☐ Residential (suburban)
☐ Forest	☐ Agriculture	☐ Aquatic	Other(Specify):	
Parkland				

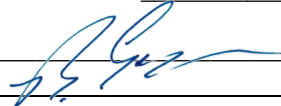
5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☐	☐	
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?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	☐	☐	
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?	NO	YES	
	☐	☐	
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?	☐	☐	
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?	NO	YES	
	☐	☐	
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: _____ _____ _____			

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?	NO ☐	YES ☐
16. Is the project site located in the 100-year flood plan?	NO ☐	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO ☐	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:	☐	☐

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 ☐

49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO ☐	YES ☐

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

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?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
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?		
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?		
7. Will the proposed action impact existing:		
a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

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)