



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: Michael A. Lumbis, Planning and Community Development Director

PRIMARY REVIEWER: Geoffrey Urda, Senior Planner

SUBJECT: Subdivision Final Plat Approval – 1611 Columbia Street

DATE: November 26, 2025

Request: Subdivision Final Plat Approval for a two-lot subdivision of **1611 Columbia Street**, Parcel Number 5-13-203.000

Applicant: Patsy Storino, P.L.S.

Proposed Use: One-Unit Dwelling (Receiving Parcel)

Property Owner: Vicki M. Phillips

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 5:20 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 0.32-acre lot at 1611 Columbia Street, Parcel Number 5-13-203.000, into two parcels, a 0.072-acre northern section that the applicant proposes to convey to the adjacent property at 215 Monroe Avenue, Parcel Number 5-13-220.000, and a 0.248-acre southern section that would retain the 1611 Columbia Street address.

Required Descriptions: The applicant has provided suggested descriptions of the northern section (Parcel C) and a combined description of the resultant parcel following the proposed subsequent assemblage of Parcel C with 215 Monroe Avenue. The applicant has not submitted a suggested description of the southern section (Parcel A), that would retain the 1611 Columbia Street address. The applicant shall provide this description.

Required Drawings: The applicant has submitted a Subdivision Final Plat drawing for the Planning Commission approval and signature by the Clerk of the Planning Commission.

Assemblages: The applicant has stated their intent to combine the 0.072-acre subdivided section to the adjacent property at 215 Monroe Avenue, Parcel Number 5-13-220.000.

Area and Yard Regulations: The subject parcel and receiving parcel are both zoned Residential. Both eventual resultant parcels after the proposed assemblage would conform to all lot dimensional requirements of the Residential District.

There is an existing detached garage on 1611 Columbia Street that is set back approximately four feet from the western side property line that is shared with 1605 Columbia Street. This garage enjoys legal nonconforming (“grandfathered”) status. However, the proposed Subdivision will neither create any new nonconformities nor worsen this existing nonconformity.

All other structures on both parcels currently and will continue to conform to all setback regulations of the Residential District.

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.

Engineering Comments: The Engineering Department has no comments or concerns regarding this proposal.

Miscellaneous: The applicant has provided a Request for Real Property Tax Law 932 Split form 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 provide a suggested description of Parcel A, which represents the remaining lands of 1611 Columbia Street and which would retain this address.
2. The applicant shall assemble the 0.072-acre northern section (Parcel C) with Parcel Number 5-13-220.000 located at 215 Monroe Street (Parcel B) into a single parcel, by way of a new metes and bounds description that is filed with the Jefferson County Clerk.

cc: Patsy A. Storino, PLS, 17972 North Adams Heights, Adams, NY 13605
Vicki M. Phillips, 1611 Columbia Street, Watertown, NY 13601
Craig Frederick, 215 Monroe Avenue, Watertown, NY 13601
Thomas Compo, P.E., City Engineer
Dana Aikins, Code Enforcement Supervisor
Kimberli Johnston, City Assessor

PAT A. STORINO
PROFESSIONAL LAND SURVEYOR
storinosurveying@twcny.rr.com

November 17, 2025

WATERTOWN, N.Y. 13601
TELEPHONE (315) 408-6555

17972 NORTH ADAMS HEIGHTS
ADAMS, N.Y. 13605
TELEPHONE (315) 232-4068

Michael A. Lumbis, Planning and Community Development Director
City of Watertown
245 Washington Street, Room 305
Watertown, NY 13601

Re: Phillips/Frederick Subdivision/Assemblage
1611 Columbia Street--215 Monroe Avenue


To Whom it may concern:

Vicki M. Phillips is the owner of 1611 Columbia Street known as Tax Parcel No. 513203. This parcel is 0.32 acres in size. She intends to subdivide therefrom a 0.072 acre vacant landlocked parcel of land in the rear of her property. This parcel of land is designated as Parcel C on the attached survey plat. If approved by the Planning Commission, it will leave a residual of 0.248 acres of land for 1611 Columbia Street. Parcel C will then be conveyed to Parcel B known as 215 Monroe Avenue currently owned by Craig Frederick Tax Parcel 513220 and assembled thereto. As part of the submittal, attached are my survey plat showing the subject parcels, my suggested descriptions for Parcel C and Parcels B & C combined, the application, 932 split, Short Environmental Assessment Form and Tax Maps for your review.

Vicki M. Phillips and Craig Frederick intend to appear at the upcoming meeting scheduled for Tuesday December 2, 2025 @ 5:15 P.M.

If you have any questions or concerns about this submittal please feel free to contact me at (315)408-6555. Thank you for your time and consideration. on this matter.

Respectfully submitted,


Patsy A. Storino, L.S. #49013
Licensed Land Surveyor



City of Watertown
SUBDIVISION APPLICATION FORM

City of Watertown, Planning and Community Development Dept.
245 Washington Street, Room 305, Watertown, NY 13601
Phone: 315-785-7741 Email: planning@watertown-ny.gov

Received:

PROPERTY INFORMATION:

PROPERTY ADDRESS: 1611 COLUMBIA STREET
TAX PARCEL NUMBER: 513203 ZONING DISTRICT: RESIDENTIAL
NUMBER OF LOTS TO DIVIDE PROPERTY INTO: 2 IS THERE A PROPOSED SUBSEQUENT ASSEMBLAGE? (Y) N)

APPLICANT INFORMATION:

APPLICANT NAME: VICKI M. PHILLIPS
APPLICANT MAILING ADDRESS: 1611 COLUMBIA STREET
WATERTOWN, N.Y. 13601
PHONE NUMBER: 315-783-8145 E-MAIL: -

PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME: _____
PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): _____

PHONE NUMBER: _____ E-MAIL: _____

CHECKLIST (please include all of the following in addition to this application form):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Cover Letter* | <input checked="" type="checkbox"/> Proposed Final Subdivision Plat Drawing* |
| <input checked="" type="checkbox"/> Suggested Descriptions* | <input checked="" type="checkbox"/> Tax Map with subject parcel highlighted |
| <input checked="" type="checkbox"/> \$150 application fee | <input checked="" type="checkbox"/> State Environmental Quality Review (SEQR) form |
| <input checked="" type="checkbox"/> Real Property Law 932 Split Form* | <input checked="" type="checkbox"/> Electronic Copy of Entire Submission (PDF Preferred) |

*See appendices for further information

Applicant Signature: [Signature] Date: 11/17/2025
Property Owner Signature (if different) VICKI M. PHILLIPS Date: _____

7/31/2020



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

1611 Columbia St. A/o 513103

Lot to be subdivided from above (0.072 Acre Parcel) is to
be assembled with 215 Monroe Ave Parcel (513220)

Owner(s) Name

Signature

Date

Vicki M. Phillips By [Signature]

11/17/2025

PAT A. STORINO
PROFESSIONAL LAND SURVEYOR
storinosurveying@twcny.rr.com

November 14, 2025

17972 NORTH ADAMS HEIGHTS
ADAMS, N.Y. 13605

TELEPHONE (315) 232-4068

WATERTOWN, N.Y. 13601

TELEPHONE (315) 408-6555

SURVEY BILL---PARCEL C

Job No. 11-23A

ALL THAT TRACT OR PARCEL OF LAND situate north of Columbia Street, west of Monroe Avenue, and east of Pearl Street North, in the City of Watertown, County of Jefferson, State of New York and being part of Tax Parcel No. 513203 as designated on the City of Watertown Assessment Maps and being further described as follows:

BEGINNING at a $\frac{1}{2}$ inch iron pipe set at the intersection of the southwest corner of a 0.287 acre parcel of land (0.286 acres per survey) described in a deed to Craig Frederick dated August 5, 2024 (ID No. 2024-12897), and the northwest corner of a 0.215 acre parcel of land described in a deed to Lionel Hector Trustee under the Kris W. Allen Irrevocable Trust dated January 17, 2024 (ID No. 2024-2932);

THENCE from said point of beginning, North 57 degrees 41 minutes 23 seconds West a distance of 31.47 feet to a $\frac{1}{2}$ inch iron pipe set;

THENCE North 31 degrees 59 minutes East a distance of 49.81 feet to a $\frac{1}{2}$ inch iron pipe found which marks the southeast corner of a 0.27 acre parcel of land described in a deed to Hank J. Turner dated November 21, 2019 (ID No. 2019-19505);

THENCE North 31 degrees 58 minutes 46 seconds East along the east line of Turner, a distance of 50.00 feet to a $\frac{1}{2}$ inch iron pipe found which marks the southwest corner of a 0.357 acre parcel of land described in a deed to Todd J. & Kimberley A. Murrock dated September 24, 1997 (Liber 1587, Page 182);

THENCE South 58 degrees 00 minutes East along the south line of Murrock, a distance of 31.20 feet to a $\frac{1}{2}$ inch iron pipe found that marks the northwest corner of the above referenced Frederick parcel of land;

THENCE South 31 degrees 49 minutes 37 seconds West along the west line of the above referenced Frederick parcel of land, a distance of 99.98 feet to the point of beginning.

CONTAINING 0.072 acres of land more or less.

SUBJECT TO all rights or restrictions of record that an Abstract of Title may disclose.

AS SURVEYED BY Patsy A. Storino, Licensed Land Surveyor, on April 28, 2011 and October 16, 2025 and being designated as Parcel C on a plat (File No. 11-023) titled, "Subdivision Final Plat of the Phillips/Frederick Subdivision/Assemblage," dated May 12, 2011 and last revised on November 11, 2025.

BEING A PORTION of the land described in a deed from Helen R. Guardino-Trimmm, et al to Vicki M. Phillips dated July 11, 2022 and recorded in the Jefferson County Clerk's Office on July 25, 2022 as Instrument No. 2022-13093.

The above described parcel of land is to be assembled with the Frederick parcel of land known as 215 Monroe Avenue and designated as Tax Parcel No. 513220.



PATSY A. STORINO, L.S. #49013

Licensed Land Surveyor

PAT A. STORINO
PROFESSIONAL LAND SURVEYOR
storinosurveying@twcny.rr.com

November 14, 2025

WATERTOWN, N.Y. 13601

TELEPHONE (315) 408-6555

17972 NORTH ADAMS HEIGHTS
ADAMS, N.Y. 13605

TELEPHONE (315) 232-4068

SURVEY BILL---PARCELS B & C COMBINED

Job No. 11-23A

ALL THAT TRACT OR PARCEL OF LAND known as 215 Monroe Avenue and vicinity and situate on the westerly side thereof, in the City of Watertown, County of Jefferson, State of New York and being designated as Tax Parcel No. 513220 on the City of Watertown Assessment Maps and being further described as follows:

BEGINNING at a $\frac{1}{2}$ inch iron pipe set in the westerly street margin of Monroe Avenue at the intersection of the southeast corner of a 0.287 acre parcel of land (0.286 acres per survey) described in a deed to Craig Frederick dated August 5, 2024 (ID No. 2024-12897), and the northeast corner of a parcel of land described in a deed to Stephen T. & Janet M. Raines dated September 25, 2006 (ID No. 2006-16187);

THENCE from said point of beginning, North 58 degrees 00 minutes West along the north line of Raines and also the north line of a 0.215 acre parcel of land described in a deed to Lionel Hector Trustee under the Kris W. Allen Irrevocable Trust dated January 17, 2024 (ID No. 2024-3932), a distance of 124.53 feet to a $\frac{1}{2}$ inch iron pipe set that marks the northwest corner of the 0.215 acre Allen Trust parcel of land;

THENCE North 57 degrees 41 minutes 23 seconds West a distance of 31.47 feet to a $\frac{1}{2}$ inch iron set;

THENCE North 31 degrees 59 minutes East a distance of 49.81 feet to a $\frac{1}{2}$ inch iron pipe found which marks the southeast corner of a 0.27 acre parcel of land described in a deed to Hank J. Turner dated November 21, 2019 (ID No. 2019-19505);

THENCE North 31 degrees 58 minutes 46 seconds East along the east line of Turner, a distance of 50.00 feet to a $\frac{1}{2}$ inch iron pipe found which marks the southwest corner of a 0.357 acre parcel of land described in a deed to Todd J. & Kimberley A. Murrock dated September 24, 1997 (Liber 1587, Page 182);

THENCE South 58 degrees 00 minutes East along the south line of Murrock, a total distance of 156.00 feet to a $\frac{1}{2}$ inch iron pipe found in the aforementioned westerly street margin of Monroe Avenue and passing on line at 31.20 feet a $\frac{1}{2}$ inch iron pipe found that marks the northwest corner of the Frederick parcel of land; said iron pipe at the street margin of Monroe Avenue also marks the intersection of the northeast corner of said Frederick parcel of land and the southeast corner of the Murrock parcel of land;

THENCE South 31 degrees 59 minutes West along the westerly street margin of Monroe Avenue, a distance of 100.00 feet to the point of beginning.


CONTAINING 0.358 acres of land more or less.

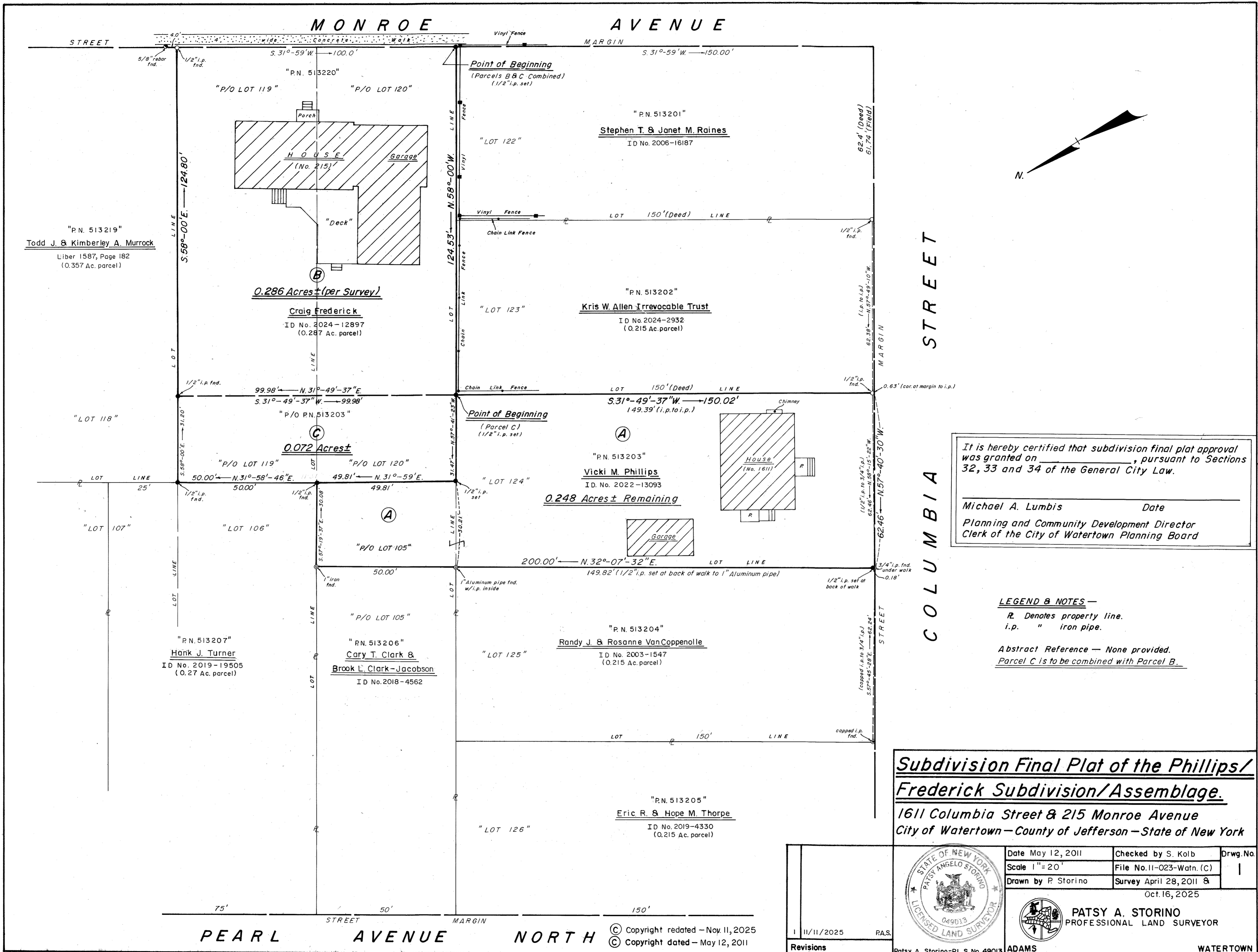
SUBJECT TO all rights or restrictions of record that an Abstract of Title may disclose.

AS SURVEYED BY Patsy A. Storino, Licensed Land Surveyor, on April 28, 2011 and October 16, 2025 and being designated as Parcels B & C on a plat (File No. 11-023) titled, "Subdivision Final Plat of the Phillips/Frederick Subdivision/Assemblage," dated May 12, 2011 and last revised on November 11, 2025.

INTENDING TO describe and consolidate into one parcel of land the following two (2) conveyances:

- (1) a 0.287 acre parcel of land described in a deed from Joshua R. Wilcox and Abigail N S Wilcox to Craig Frederick dated August 5, 2024 and recorded in the Jefferson County Clerk's Office on September 3, 2024 as Instrument No. 2024-12897 and
- (2) 0.072 acre parcel of land described in a deed from Vicki M. Phillips to Craig Frederick dated _____, and recorded in the Jefferson County Clerk's Office on _____, as Instrument No. _____.


PATSY A. STORINO, L.S. #49013
Licensed Land Surveyor




It is hereby certified that subdivision final plat approval was granted on _____, pursuant to Sections 32, 33 and 34 of the General City Law.

Michael A. Lumbis _____ Date _____
Planning and Community Development Director
Clerk of the City of Watertown Planning Board

LEGEND & NOTES —
R Denotes property line.
i.p. " iron pipe.

Abstract Reference — None provided.
Parcel C is to be combined with Parcel B.

**Subdivision Final Plat of the Phillips/
Frederick Subdivision/Assemblage.**
1611 Columbia Street & 215 Monroe Avenue
City of Watertown — County of Jefferson — State of New York

	Date May 12, 2011	Checked by S. Kolb	Drwg. No.
	Scale 1" = 20'	File No. 11-023-Watn. (C)	1
	Drawn by P. Storino	Survey April 28, 2011 & Oct. 16, 2025	
	Patsy A. Storino - P.L.S. No. 49013		ADAMS

Revisions
1 11/11/2025 P.A.S.
Copyright redated — Nov. 11, 2025
Copyright dated — May 12, 2011

WATERTOWN

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: <i>PHILLIPS/FREDERICK SUBDIVISION/ASSEMBLAGE</i>			
Project Location (describe, and attach a location map): <i>1611 COLUMBIA ST. + 215 MONROE AVENUE</i>			
Brief Description of Proposed Action: <i>THE OWNER OF 1611 COLUMBIA ST. WISHES TO SUBDIVIDE A 0.072 AC. LANDLOCKED PARCEL (CON PLAT) AND CONVEY IT TO THE OWNER OF 215 MONROE AVE. - (CRAIG FREDERICK) (CON PLAT) THIS SUBDIVIDED PARCEL WILL THEN BE ASSEMBLED WITH PARCEL B.</i>			
Name of Applicant or Sponsor: <i>VICKI M. PHILLIPS</i>		Telephone: <i>315-783-8145</i> E-Mail: <i>-</i>	
Address: <i>1611 Columbia STREET</i>			
City/PO: <i>WATERTOWN</i>		State: <i>N.Y.</i>	Zip Code: <i>13601</i>
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 governmental Agency? If Yes, list agency(s) name and permit or approval:		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		<i>0.32</i> acres	
b. Total acreage to be physically disturbed?		<i>0.072</i> acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		<i>0.32</i> acres	
4. Check all land uses that occur on, adjoining and near the proposed action. <input checked="" 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?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	N/A <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?		NO <input type="checkbox"/>	YES <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: _____		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		<input type="checkbox"/>	<input checked="" 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 <input type="checkbox"/>	YES <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: _____		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?		<input checked="" 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?		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
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 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: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
16. Is the project site located in the 100 year flood plain?		NO <input checked="" type="checkbox"/>	YES <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? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO <input checked="" type="checkbox"/>	YES <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 <input checked="" type="checkbox"/>	YES <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 <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: <u>PATSY A. STORINO, P.E.S.</u> Date: <u>11/17/2025</u> Signature: <u><i>P.A. Storino</i></u>		

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)