



1869

CITY OF WATERTOWN SITE PLAN APPLICATION PROCESS

A. SITE PLAN APPROVAL SUBMITTAL REQUIREMENTS*

1. **3 complete, collated sets of the site plan application package** that includes the following documents:
 - a. Cover letter that explains the proposal and includes a project description.
 - b. Completed Site Plan Application Form.
 - c. Full size copies of all required plans (24"x36"), including 1 stamped & signed original.
 - d. Engineering Report.
2. **12 complete, collated sets of the site plan application package** that includes the following documents:
 - a. Cover letter that explains the proposal and includes a project description.
 - b. Completed Site Plan Application Form.
 - c. Reduced size copies of all required plans (11"x17") if they are legible. (otherwise submit full size sets)
3. **An electronic (pdf) copy** of the entire site plan application package to include the following:
 - a. A single, combined pdf containing the cover letter, the site plan application form, the Engineering Report, the plan sheets and drawings.
 - b. The pdf may be submitted via email to planning@watertown-ny.gov or on a CD.

Note: When Jefferson County Planning Board (239-M) Review is necessary, one additional full size set as described in # 1 above is required.

*Planning Board Recommendation and City Council Approval are required for Site Plans.

B. Address submittals to:

Justin Wood, P.E.
City Engineer
Room 305, City Hall
245 Washington Street
Watertown, NY 13601

- C. **Site Plan Major:** A **\$250.00** application fee must accompany the submittal. Site Plan Major is defined as a site plan approval application which involves the disturbance of 1 acre or more of ground/soil disturbance and/or construction.
- D. **Site Plan Minor:** A **\$150.00** application fee must accompany the submittal. Site Plan Minor is defined as neither a Site Plan Waiver, nor a Site Plan Major.
- E. **Site Plan Waiver:** A **\$50.00** application fee must accompany the submittal.

- F. The applicable application fee must accompany each resubmission. You will be notified by the Engineering Department if an application requires a resubmission. Make checks payable to the City of Watertown.
- G. All Site Plan submittals must be received by the City Engineer at least 14 calendar days prior to the next Planning Board Meeting; 21 calendar days if Jefferson County Planning Board action is necessary. Failure to meet the submittal deadline will result in **not** making the agenda for the upcoming Planning Board Meeting. **THERE ARE NO EXCEPTIONS.** The City Planning Board meets on the first Tuesday of each month at 3:00 P.M. in the City Council Chambers on the 3rd Floor of City Hall.
- H. 2017 Meeting Schedules:

CITY OF WATERTOWN PLANNING BOARD 2017 (1 ST TUES. MONTH @ 3:00 PM)		CITY OF WATERTOWN CITY COUNCIL 2017 (1 ST & 3 RD MONDAY @ 7 PM)		JEFFERSON COUNTY PLANNING BOARD 2017 (LAST TUES. MONTH)	
MEETING DATE	DEADLINE	MEETING DATE		MEETING DATE	DEADLINE
Jan. 3	Dec. 20	Jan. 3*, 17*		Jan. 31	Jan. 17
Feb. 7	Jan. 24	Feb. 6, 21*		Feb. 28	Feb. 14
March 7	Feb. 21	March 6, 20		March 28	March 14
April 4	March 21	Apr. 3, 17		April 25	April 11
May 2	April 18	May 1, 15		May 30	May 16
June 6	May 23	Jun. 5, 19		June 27	June 13
July 5*	June 20	July 3, 17		July 25	July 11
Aug. 1	July 18	Aug. 7, 21		Aug. 29	Aug. 15
Sept. 5	Aug. 22	Sept. 5*, 18		Sept. 26	Sept. 12
Oct. 3	Sept. 19	Oct. 2, 16		Oct. 31	Oct. 17
Nov. 7	Oct. 24	Nov. 6, 20		Nov. 28	Nov. 14
Dec. 5	Nov. 21	Dec. 4, 18		Dec. 26	Dec. 12

* = Meeting Date changed due to Holiday



1869

CITY OF WATERTOWN SITE PLAN APPLICATION

** Provide responses for all sections. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Failure to submit required information by the submittal deadline will result in **not** making the agenda for the upcoming Planning Board meeting.

PROPERTY LOCATION

Proposed Project Name: _____

Tax Parcel Number: _____

Property Address: _____

Existing Zoning Classification: _____

OWNER OF PROPERTY

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

APPLICANT

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

ENGINEER/ARCHITECT/SURVEYOR

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

OPTIONAL MATERIALS:

- PROVIDE AN ELECTRONIC (.DWG) COPY OF THE SITE PLAN WITH AS-BUILT REVISIONS. This will assist the City in keeping our GIS mapping up-to-date.**

REQUIRED MATERIALS:

** The following drawings with the listed information **ARE REQUIRED, NOT OPTIONAL**. If the required information is not included and/or addressed, the Site Plan Application will **not** be processed.

- COMPLETED ENVIRONMENTAL ASSESSMENT FORM** (Contact us if you need help choosing between the Short EAF and the Full EAF). The Complete EAF is available online at: <http://www.dec.ny.gov/permits/6191.html>
- ELECTRONIC COPY OF ENTIRE SUBMISSION (PDF)** A single, combined PDF of the entire application, including cover letter, plans, reports, and all submitted material.
- BOUNDARY and TOPOGRAPHIC SURVEY**
(Depict existing features as of the date of the Site Plan Application. This Survey and Map must be performed and created by a Professional Land Surveyor licensed and currently registered to practice in the State of New York. This Survey and Map must be stamped and signed with an original seal and signature on at least one copy, the rest may be copies thereof.)
 - All elevations are North American Vertical Datum of 1988 (NAVD88).
 - 1' contours are shown and labeled with appropriate spot elevations.
 - All existing features on and within 50 feet of the subject property are shown and labeled.
 - All existing utilities on and within 50 feet of the subject property are shown and labeled.
 - All existing easements and/or right-of-ways are shown and labeled.
 - Existing property lines (bearings and distances), margins, acreage, zoning, existing land use, reputed owner, adjacent reputed owners and tax parcel numbers are shown and labeled.
 - The north arrow and graphic scale are shown.

DEMOLITION PLAN (If Applicable)

- All existing features on and within 50 feet of the subject property are shown and labeled.
- All items to be removed are labeled in darker text.

SITE PLAN

- Include a reference to the coordinate system used(NYS NAD83-CF preferred).
- All proposed above ground features are depicted and clearly labeled.
- All proposed features are clearly labeled “proposed”.
- All proposed easements and right-of-ways are shown and labeled.
- Land use, zoning, and tax parcel number are shown.
- The Plan is adequately dimensioned including radii.
- The line work and text for all proposed features is shown darker than existing features.
- All vehicular and pedestrian traffic circulation is shown including a delivery or refuse vehicle entering and exiting the property.
- Proposed parking and loading spaces including ADA accessible spaces are shown and labeled.
- Sidewalks within the City Right-of-Way meet Public-Right-of-Way (PROWAG) standards.
- Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, “No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property”.
- Proposed snow storage areas are shown on the plans.
- The north arrow and graphic scale are shown.

GRADING PLAN

- All proposed below ground features including elevations and inverts are shown and labeled.
- All proposed above ground features are shown and labeled.

- The line work and text for all proposed features is shown darker than existing features.
- All proposed easements and right-of-ways are shown and labeled.
- 1' existing contours are shown dashed and labeled with appropriate spot elevations.
- 1' proposed contours are shown and labeled with appropriate spot elevations.
- All elevations are North American Vertical Datum of 1988 (NAVD88).
- Sediment and Erosion control are shown and labeled on the grading plan unless separate drawings have been provided as part of a Stormwater Pollution Prevention Plan (SWPPP).

UTILITY PLAN

- All proposed above and below ground features are shown and labeled.
- All existing above and below ground utilities including sanitary, storm water, water, electric, gas, telephone, cable, fiber optic, etc. are shown and labeled.
- All proposed easements and right-of-ways are shown and labeled.
- The Plan is adequately dimensioned including radii.
- The line work and text for all proposed features is shown darker than existing features.
- The following note has been added to the drawings stating, "All water main and service work must be coordinated with the City of Watertown Water Department. The Water Department requirements supersede all other plans and specifications provided."

LANDSCAPING PLAN

- All proposed above ground features are shown and labeled.
- All proposed trees, shrubs, and other plantings are shown and labeled.
- All proposed landscaping and text are shown darker than existing features.
- All proposed landscaping is clearly depicted, labeled and keyed to a plant schedule that includes the scientific name, common name, size, quantity, etc.

- For additional landscaping requirements where nonresidential districts and land uses abut land in any residential district, please refer to Section 310-59, Landscaping of the City's Zoning Ordinance.
- Site Plan complies with and meets acceptable guidelines set forth in Appendix A - Landscaping and Buffer Zone Guidelines (August 7, 2007).**
- PHOTOMETRIC PLAN** (If Applicable)
 - All proposed above ground features are shown.
 - Photometric spot elevations or labeled photometric contours of the property are clearly depicted. Light spillage across all property lines shall not exceed 0.5 foot-candles.
- CONSTRUCTION DETAILS and NOTES**
 - All details and notes necessary to adequately complete the project including, but not limited to, landscaping, curbing, catch basins, manholes, water line, pavement, sidewalks, trench, lighting, trash enclosure, etc. are provided.
 - Maintenance and protection and traffic plans and notes for all required work within City streets including driveways, water laterals, sanitary laterals, storm connections, etc. are provided.
 - The following note must be added to the drawings stating:
 "All work to be performed within the City of Watertown margin will require sign-off from a Professional Engineer, licensed and currently registered to practice in the State of New York, that the work was built according to the approved site plan and applicable City of Watertown standards. Compaction testing will be required for all work to be performed within the City of Watertown margin and must be submitted to the City of Watertown Codes Department."
- PRELIMINARY ARCHITECTURAL PLANS** (If Applicable)
 - Floor plan drawings, including finished floor elevations, for all buildings to be constructed are provided.
 - Exterior elevations including exterior materials and colors for all buildings to be constructed are provided.
 - Roof outline depicting shape, slope and direction is provided.

ENGINEERING REPORT

**** The engineering report at a minimum includes the following:**

- Project location
- Project description
- Existing and proposed sanitary sewer flows and summary
- Water flows and pressure
- Storm Water Pre and Post Construction calculations and summary
- Traffic impacts
- Lighting summary
- Landscaping summary

GENERAL INFORMATION

- ALL ITEMS ARE STAMPED AND SIGNED WITH AN ORIGINAL SIGNATURE BY A PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR SURVEYOR LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK.
- If required, submit a copy of the Stormwater Pollution Prevention Plan (SWPPP) to the City of Watertown Engineering Department for review to obtain an MS4 SWPPP Acceptance Form.

Post Construction SWPPP Requirements to Complete:

In accordance with City Code Section 260, provide the following:

- *Submit a detailed as-built topographic and boundary survey of the site with all stormwater practices.*
- *Perform and submit results of insitu infiltration testing, updated drainage area maps and hydraulic calculations in a comprehensive Engineering Report based on As-Built Conditions.*
- *Submit a detailed post construction Maintenance Plan for all Stormwater Management Practices (SMP's) and provide a Maintenance Agreement with irrevocable letter of credit for approval. Maintenance Agreement shall be filed at the County Clerk's Office as a deed restriction on the property.*

- **** If required, a copy of all submittals sent to the New York State Department of Environmental Conservation (NYSDEC) for the sanitary sewer extension permit will also be sent to the City of Watertown Engineering Department.

** If required, a copy of all submittals sent to the New York State Department of Health (NYSDOH) will also be sent to the City of Watertown Engineering Department.

** When NYSDEC or NYSDOH permitting is required, the property owner/applicant shall retain a licensed Professional Engineer to perform inspections of the proposed utility work and to certify the completed works were constructed in substantial conformance with the approved plans and specifications.

Signage will not be approved as part of this submission. It requires a sign permit from the City Code Enforcement Bureau. See Section 310-52.2 of the Zoning Ordinance.

Plans have been collated and properly folded.

If an applicant proposes a site plan with multiple buildings and any of those buildings front on a private drive, the City Council will name the private drive by resolution and the building(s) will be given an address number on that private drive by City staff. The applicant may propose a name for the private drive for the City Council's consideration.

Proposed Street Name: _____

For non-residential uses, the proposed Hours of Operation shall be indicated.

Signature Authorization form or letter signed by the owner is submitted allowing the applicant to apply on behalf of the owner if the applicant is not the property owner.

Explanation for any item not checked in the Site Plan Checklist.

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? 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	YES
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	YES
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, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
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? If Yes, identify: _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	NO	YES	
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 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	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
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: <input type="checkbox"/> NO <input type="checkbox"/> YES	NO	YES	

<p>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)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

Appendix A

Landscaping and Buffer Zone Guidelines

Adopted by the City of Watertown Planning Board
August 7, 2007

Introduction

A landscape plan is required as part of every site plan review application. These guidelines are the minimum plantings that the Planning Board expects to see on the landscape plan regarding number, type, size, and arrangement of trees and shrubs.

Landscaping is required to minimize negative impacts from development by creating visual and noise buffers between adjoining property uses and promoting harmonious streetscapes. The intent of these guidelines is also to replace trees lost due to development and to establish incentives for the preservation of existing trees.

These guidelines will also provide direction to the applicants where buffer zones are required under Section 310-59 of the City of Watertown Zoning Ordinance.

General Provisions

A tree schedule shall be included on each landscape plan. No one (1) species of tree may take up more than fifteen (15) percent of the total amount of the landscape plantings.

Where the location of existing overhead or underground utility lines conflicts with the required landscaping strip and tree planting, the Planning Board may approve an alternative plan to meet the intent of these guidelines.

It is recommended that trees from the list provided below be considered. Tree diameter shall be measured four feet from the base of the tree. The developer/owner should make every effort to preserve and protect existing significant trees over twelve (12) inches in diameter.

Tree removal or planting in the city right-of-way shall be in accordance with Chapter 287 of the Code of the City of Watertown.

Landscaping must be permanently maintained in a healthy growing condition at all times. The property owner is responsible for regular weeding, mowing of grass, irrigating, fertilizing, pruning, and other permanent maintenance of all plantings as needed.

Landscaped Strips Along Street Rights-of-Way

A landscaped strip should be provided adjacent to all public and private rights-of-ways and streets. It should be a minimum of fifteen (15) feet wide, exclusive of street right-of-way. Within the landscaped strip, one (1) large deciduous tree (2" caliper minimum) should be provided every forty (40) linear feet or one (1) small to medium deciduous tree (1.5" caliper minimum) should be provided every twenty (20) linear feet. Planting beds with shrubs, perennials, and/or annuals or grass areas are recommended in between the trees.

Where parking lots and driveways abut the landscaped strip along the street right-of-way, shrubs should be considered for screening in addition to the shade trees. The screening should be a plant species that grows to a minimum of three (3) feet high and extends along the entire street frontage of the parking lot, exclusive of driveways and visibility setbacks. A landscaped berm may also be utilized to screen the parking lots and driveways. The berm should be a minimum of 30 inches above the average grade of the street and parking lot curbs with a slope not to exceed 3:1. If a parking lot is located fifty (50) feet or more from the street right-of-way, no screening shrubs or berm will be required.

Street level landscaping shall not interfere with visibility of drivers entering or exiting, or driving by the property. All landscaping (trees, shrubs, and planted beds) shall be a distance of ten (10) feet from any driveway or street intersections.

Interior Parking Lot Landscaping

Interior parking lot trees and landscaping are recommended in addition to the required landscaped strip. Trees should be provided in each parking lot at a minimum average density of one (1) shade tree (two-inch diameter) for each fifteen (15) parking spaces, or any fraction thereof.

The interior parking lot trees and landscaping should be evenly distributed throughout the parking lot, although adjustments may be approved by the Planning Board where the shape or size of the parking lot, the location of existing trees, snow removal requirements, or other natural constraints prevent such distribution.

Landscaped islands within parking lot areas should be a minimum of nine (9') feet x eighteen (18') feet in dimension. Large planters are an acceptable alternative that can be utilized in conjunction within landscaped islands where the parking lot configuration, snow removal requirements, or other constraints prevent the installation of the permanent landscaped islands.

Exterior Parking Lot Landscaping

A landscaped strip should be provided around the perimeter of any parking lot exclusive of driveways. The landscaped strip should be a minimum of eight (8) wide, except where other provisions apply. Within the perimeter landscaped strip, one (1) large deciduous tree (2" caliper minimum) should be provided every forty (40) linear feet or one (1) small to medium deciduous tree (1.5" caliper minimum) should be provided every twenty (20) linear feet or one (1) large coniferous tree (6' minimum) should be provided every twenty (20) linear feet.

Buffer Zone Requirements Between Non-Residential and Residential Zoning Districts

Section 310-59 of the City of Watertown Zoning Ordinance requires buffer zones where non-residential land uses abut land in a residential district. The purpose of the buffer zones is to separate land uses and offer visual screening between uses that may not be compatible.

The required buffer areas within each listed zoning district shall contain, at a minimum, the following landscaping:

Limited Business and Health Services Districts. A landscaped strip shall be provided to separate the Limited Business or Health Service District from the Residential District. The landscaped strip shall be a minimum of fifteen (15') wide. Within the landscaped strip, one (1) large deciduous tree (2" caliper minimum) shall be provided every forty (40) linear feet, along with planting beds in between the trees containing assorted shrubs or one (1) small to medium deciduous tree (1.5" caliper minimum) shall be provided every twenty (20) linear feet, along with planting beds in between the trees containing assorted shrubs or one (1) large coniferous tree (6' minimum), stagger planted shall be provided every fifteen (15) linear feet.

Neighborhood Business and Commercial Districts. A landscaped strip shall be provided to separate the Neighborhood Business or Commercial Districts from the Residential District. The landscaped strip shall be a minimum of fifteen (15') wide. Within the landscaped strip, one (1) large deciduous tree (2" caliper minimum) shall be provided every thirty five (35) linear feet, along with planting beds in between the trees containing assorted shrubs or one (1) small to medium deciduous tree (1.5" caliper minimum) shall be provided every twenty (20) linear feet, along with planting beds in between the trees containing assorted shrubs or one (1) large coniferous tree (6' minimum), stagger planted shall be provided every fifteen (15) linear feet. In addition to the required trees and shrubs, a six (6) foot high opaque fence (stockade or equal) should be provided. All fencing shall be in conformance with Section 310-26.1, Fences, of the Zoning Ordinance.

Light and Heavy Industrial Districts. A landscaped strip shall be provided to separate the Light or Heavy Industrial District from the Residential District. The landscaped strip shall be a minimum of fifteen (15') wide. Within the landscaped strip, one (1) large deciduous shade tree (2" caliper minimum) shall be provided every thirty (35) linear feet, along with planting beds in between the trees containing assorted shrubs or one (1) small to medium deciduous tree shall be provided every twenty (20) linear feet, along with planting beds in between the trees containing assorted shrubs or one (1) large coniferous tree (6' minimum), stagger planted shall be provided every twelve (12) linear feet. In addition to the required trees and shrubs, an eight (8) foot high opaque fence (stockade or equal) should be provided. All fencing shall be in conformance with Section 310-26.1, Fences, of the Zoning Ordinance.

Front, Side and Rear Yard Buffer Zone Requirements in Commercial Districts

Section 310-59, Paragraph C of the City of Watertown Zoning Ordinance requires for Commercial Districts that a strip of land at least 15' in width be provided in any required front yard and a strip of land at least 5' in width be provided in any required side or rear yard to be maintained as landscaped areas.

The front yard landscaped strip shall be at least fifteen (15') wide. Within the landscaped strip, a minimum of one (1) large deciduous tree (2" caliper minimum) should be provided every forty (40) linear feet or one (1) small to medium deciduous tree (1.5" caliper minimum) should be provided every twenty (20) linear feet. Planting beds with shrubs, perennials, and/or annuals or grass areas are recommended in between the trees. Where parking lots and driveways abut the landscaped strip, shrubs shall be considered for screening in addition to the shade trees. The screening should be a plant species that grows to a minimum of three (3) feet high and extends along the entire street frontage of the parking lot, exclusive of driveways and visibility setbacks. A landscaped berm may also be utilized to screen the parking lots and driveways. The berm

should be a minimum of 30 inches above the average grade of the street and parking lot curbs with a slope not to exceed 3:1. If a parking lot is located fifty (50) feet or more from the street right-of-way, no screening shrubs or berm will be required.

The side and rear yard landscaped strip shall be a minimum of 5' wide and should consist of one (1) large deciduous shade tree (2" caliper minimum) provided every forty (40) linear feet or one (1) small to medium deciduous tree (1.5" caliper minimum) provided every twenty (20) linear feet or one (1) large coniferous tree (6' minimum) provided every fifteen (15) linear feet. Grass areas and/or planting beds shall also be included in between the trees.

Special Provisions for Existing Sites

When an existing site is undergoing any external alteration or expansion, the objective of these standards is to gradually bring the existing site into compliance with minimum standards of this section in relation to the extent of expansion or change on a site. The applicant should make every effort to include new landscaping and buffering as a part of any alteration or expansion.

If space is limited by other site elements required by the Zoning Ordinance, landscaping along the street and buffer zones between adjacent land uses will take priority over interior and exterior parking lot landscaping.

Incentives to Preserve Existing Trees

The Planning Board encourages the preservation of quality and mature trees by providing credits toward the required landscaping. Trees intended to be preserved shall be indicated with a special symbol on the landscape plan and shall be protected during the construction through use of a fence around the drip line. To obtain credit, the preserved trees shall be of a high quality and at least two and one half (2-½) inches diameter. Trees to be preserved shall be counted for credit only if they are located on the developed portion of the site as determined by the Planning Board. The credit for preserved trees shall be as follows:

Diameter of Preserved Tree (in inches)	Number of Trees Credited
Over 12"	5
8" – 11.9"	4
2.5" – 7.9"	2

Credit for preserving existing trees may not be utilized in lieu of trees in the landscaped strip along street rights-of way or the required buffer zone. Credit may be applied only to required interior or exterior parking lot tree planting. Any preserved trees receiving credit which are lost within three (3) years after construction completion shall be replaced by the landowner with trees otherwise required.

Recommended Tree Species

The following list of trees is recommended for use in fulfilling the requirements of these guidelines. The list is not meant to be exclusive but rather a guideline to indicate types of trees that have been found to grow well in the Watertown area in urban soils.

Small to Medium Deciduous Trees

Acer ginnala (varieties)	Amur Maple
Acer tataricum	Tatarian Maple
Amelanchier species (varieties)	Serviceberry Varieties
Carpinus caroliniana	American Hornbeam
Crataegus crus-galli inermis	Thornless Cockspur Hawthorn
Crateagus phaenopyrum	Washington Hawthorn
Maackia amurensis	Amur Maackia
Malus species	Flowering Crabapples
Syringa reticulata (varieties)	Japanese Tree Lilac

Large Deciduous Trees

Acer x fremanii (varieties)	Freeman Maple
Acer platanoides (varieties)	Norway Maple
Acer rubrum (varieties)	Red Maple
Aesculus hippocastanum (varieties)	Horsechestnut
Aesculus x carnea (varieties)	Horsechestnut
Alnus glutinosa	Black Alder
Betula papyrifera	Paper Birch
Catalpa speciosa	Northern Catalpa
Celtis occidentalis	Hackberry
Corylus colurna	Turkish Filbert
Ginkgo biloba	Ginkgo
Gleditsia triacanthos inermis (varieties)	Thornless Honeylocust
Gymnocladus dioicus	Kentucky Coffeetree
Liriodendron tulipifera	Tulip Tree
Ostrya virginiana	American Hophornbeam (Ironwood)
Phellodendron amurense 'Macho'	Macho Amur Corktree
Platanus x acerfolia	London Planetree
Prunus sargentii	Sargent Cherry
Pyrus calleryana (varieties)	Callery Pear
Quercus alba	White Oak
Quercus bicolor	Swamp White Oak
Quercus macrocarpa	Bur Oak
Quercus muehlenbergii	Chinkapin Oak
Quercus robur (varieties)	English Oak
Quercus rubra	Northern Red Oak
Robinia pseudoacacia	Black Locust
Tilia americana (varieties)	American Linden
Tilia x flavescens 'Glenleven'	Glenleven Linden
Tilia cordata (varieties)	Littleleaf Linden

Large Coniferous Trees

Abies balsamea	Balsam Fir
Abies concolor	White Fir
Picea abies	Norway Spruce
Picea glauca	White Spruce
Picea pungens glauca	Colorado Blue Spruce
Picea omorika	Serbian Spruce
Pinus nigra	Austrian Pine
Pinus strobus	White Pine
Pseudotsuga menziesii	Douglas Fir
Tsuga Canadensis	Canadian Hemlock

CITY OF WATERTOWN LANDSCAPING REQUIREMENTS AND BUFFER ZONE GUIDELINES

BUFFER ZONE REQUIREMENTS PER SECTION 310-59, PARAGRAPH C.

- 5' WIDE LANDSCAPED STRIP-SIDE/REAR YARD IN COMMERCIAL DISTRICTS
- LARGE DECIDUOUS TREES 40' O.C. OR
- SMALL-MEDIUM DECIDUOUS TREES 20' O.C. OR
- LARGE CONIFEROUS TREES 15' O.C.
- GRASS OR PLANTING BEDS BETWEEN TREES

RESIDENTIAL
ZONE

BUFFER ZONE REQUIREMENTS PER SECTION 310-59, PARAGRAPH A.

- 15' WIDE LANDSCAPED STRIP BETWEEN NON-RESIDENTIAL AND RESIDENTIAL ZONES
- LARGE DECIDUOUS TREES 40' O.C. OR
- SMALL-MEDIUM DECIDUOUS TREES 20' O.C. OR
- LARGE CONIFEROUS TREES 15' O.C.
- PLANTING BEDS W/ SHRUBS BETWEEN TREES
- 6' HIGH OPAQUE FENCE

PROPOSED 7,450 S.F.
BUILDING

NON-RESIDENTIAL
ZONE

EXTERIOR PARKING LOT LANDSCAPING

- 8' WIDE LANDSCAPED STRIP
- LARGE DECIDUOUS OR EVERGREEN TREES 40' O.C.
- SMALL-MEDIUM DECIDUOUS TREES 20' O.C. OR
- LARGE CONIFEROUS TREES 20' O.C.

INTERIOR PARKING LOT LANDSCAPING

- 1 SHADE TREE PER 15 PARKING SPACES
- LANDSCAPED ISLANDS DISTRIBUTED EVENLY IN LOT
- MINIMUM SIZE OF LANDSCAPED ISLANDS - 9'x18'
- LARGE, PORTABLE PLANTERS

CITY STREET

LANDSCAPED STRIPS ALONG STREET RIGHTS-OF-WAY

- 15' WIDE ADJACENT TO RIGHT-OF-WAY
- DECIDUOUS OR CONIFEROUS SHADE TREES 40' O.C. OR
- SMALL-MEDIUM DECIDUOUS TREES 20' O.C.
- PLANTING BEDS WITH SHRUBS, ETC. BETWEEN TREES
- PARKING LOT SCREENING - SHRUBS/LANDSCAPED BERM

BUFFER ZONE REQUIREMENTS PER SECTION 310-59, PARAGRAPH C.

- 15' WIDE LANDSCAPED STRIP IN FRONT YARD IN COMMERCIAL DISTRICTS
- LARGE DECIDUOUS TREES 40' O.C. OR
- SMALL-MEDIUM DECIDUOUS TREES 20' O.C.
- PLANTING BEDS WITH SHRUBS BETWEEN TREES

CITY STREET

SCALE: 1"=40'

Appendix B
City of Watertown, New York
Complete Streets Policy

Adopted by the City Council of the City of Watertown
January 17, 2017

Section 1: Vision

This Complete Streets Policy shall guide the City of Watertown to design, provide and maintain a safe, accessible and well-connected multimodal surface transportation network that meets the needs of all users, regardless of age or ability level, including drivers of automobiles, emergency and freight vehicles, bicyclists, pedestrians, transit users and those with disabilities.

The City will consider all modes equally when making transportation decisions and treat all modes as legitimate users of the City's transportation network. The City's inclusive transportation network will play a crucial role in ensuring the health, safety, economic vitality and quality of life in the City of Watertown.

By implementing Complete Streets principles, the City will foster a more liveable community for all of its residents, especially children, the elderly and the City's disabled population.

Section 2: Goals

The purpose of this policy is to ensure that planning and engineering decisions affecting surface transportation in the City of Watertown are made with consideration for the safety and convenience of all users, regardless of their mode of transportation, age or ability level.

Specific goals of this policy include:

1. To ensure safe travel for pedestrians, bicyclists, transit users and those with disabilities, in addition to motor vehicle operators.
2. To increase economic activity by making the City's commercial areas more attractive and more accessible to users of all transportation modes and to encourage non-vehicular travel within these areas.
3. To provide safe routes to school and encourage walking and bicycling as safe, healthy and convenient ways for children to travel to and from school.
4. To improve the health and physical fitness of the City's population by encouraging walking and bicycling among its residents, thereby yielding more of the health benefits that these activities provide.

5. To ensure that all sidewalk and street reconstruction projects are designed appropriately for all users prior to undertaking any construction, eliminating the need for costly rebuilds in the future.

Section 3: Scope of Applicability

The City of Watertown shall develop a safe, convenient, integrated and connected multimodal transportation system so that users of all ages and abilities can travel safely and independently. While each and every individual street need not contain accommodations for all modes, the network should enable all users to travel safely via any mode.

The City of Watertown shall approach every transportation improvement and transportation-related project phase as an opportunity to create safer, more accessible streets for all users. These phases include, but are not limited to: planning, programming, design, right-of-way acquisition, construction, construction engineering, reconstruction, operation and maintenance. Other changes to transportation facilities on streets and rights-of way, including capital improvements, maintenance and restriping must also be included.

The City of Watertown realizes that its transportation network should provide consistent access and safe travel for all users within the City and beyond the City's borders. To this end, the City shall, when feasible and appropriate, foster relationships with the State of New York, Jefferson County, neighboring communities, business and school districts to develop facilities and accommodations that further the City's Complete Streets Policy and continue such infrastructure beyond the City's borders.

This policy applies to all publicly and privately funded projects and developments that affect the right-of-way. Privately constructed streets, parking lots and connecting pathways shall also adhere to this policy. The City shall review all private development proposals with reference to the incorporation of Complete Streets principles and general consistency with the Complete Streets Policy.

Review for Complete Streets consistency will be added to the existing Planning and Community Development Department development review process. Planning and Engineering Staff will review any applicable Site Plan, Waiver of Site Plan, Subdivision, Special Use Permit or Zone Change application for general consistency with this policy.

Section 4: Exceptions

Any exception to this policy, including for eligible private projects, must be reviewed by the Complete Streets Committee, and approved by the City Council with supporting documentation that indicates the basis for the decision. Such documentation shall be made publicly available. The Complete Streets Committee will be responsible for performing a thorough review of the project relating to the incorporation of Complete Streets elements and principles, and will forward a recommendation to the City Council.

Exceptions may be considered for approval when:

- An affected roadway prohibits by law, use by pedestrians and bicyclists (such as limited-access highways), in which case a greater effort shall be made to accommodate those specified users elsewhere, including on roadways that cross or otherwise intersect with the affected roadway;
- The activities are minor maintenance activities designed to keep the roadway in serviceable condition (e.g. mowing, cleaning, sweeping, spot repair and surface treatments such as chip seal, painting to brighten existing stripes, or interim measures) and do not change the roadway geometry or operations;
- The costs of providing accommodation for some travel modes is excessively disproportionate to the current need or anticipated future demand for those modes, with due consideration given to future users, latent demand, and the social and economic value of providing a safer and more convenient transportation system for all users;
- There is sufficient documentation that there is no feasible way to accommodate improvements for non-vehicular traffic within a project's scope; or
- There is a documented absence of current and future need.

Section 5: Design Standards

The City of Watertown shall follow and use the best and latest accepted design standards available. These standards include, but are not limited to:

- ITE Designing Walkable Urban Thoroughfares: A Context Sensitive Approach;
- AASHTO Guide for Planning, Designing and Operating Pedestrian Facilities;
- AASHTO guide for the Development of Bicycle Facilities;
- NYSDOT Highway Design Manual;
- FHWA Manual on Uniform Traffic Control Devices; and
- FHWA Lighting Handbook

In recognition of various contexts, public input and the needs of many users, a flexible, innovative and balanced approach that follows other appropriate design standards may be considered, provided that a comparable level of safety for all users is present. The standards identified above represent the most current standards at the time of this policy's adoption. As new and updated accepted standards emerge, they may be considered for City use.

Points of emphasis for this policy include, but are not limited to, traffic-calming measures, pedestrian sanctuaries and bicycle safety. However, specific design criteria shall not be purely prescriptive, but shall be based on the thoughtful application of engineering, architectural and urban design principles.

Section 6: Context Sensitivity

The City of Watertown shall implement Complete Streets solutions in a manner that is sensitive to the local context and character, aligns transportation and land use goals and recognizes that the needs of users may vary by case, community or corridor.

Context sensitivity to the community's overall surroundings, its current and planned buildings and land uses, and current and expected transportation needs must be a factor in decision-making. Context-sensitive design allows roadway decisions to be more flexible and sensitive to community values, and to better balance economic, social and environmental objectives.

Section 7: Implementation

The City of Watertown shall view Complete Streets as integral to everyday transportation decision-making practices and processes. To this end:

- The Department of Public Works, the Engineering Department, the Planning and Community Development Department and other relevant departments, agencies or committees will incorporate Complete Streets elements and principles into all existing plans, manuals, checklists decision-trees, rules, regulations and programs as appropriate (including, but not limited to the Local Waterfront Revitalization Program, Capital Program and other appropriate planning tools);
- The Department of Public Works, the Engineering Department, the Planning and Community Development Department and other relevant departments, agencies or committees will review current design standards, including subdivision regulations that apply to new roadway construction, to ensure that they reflect the best available design standards and guidelines, and effectively implement Complete Streets where feasible;
- When available, the City shall encourage professional development and training for staff on non-motorized transportation issues through attending conferences, classes seminars and workshops;
- City Staff shall identify all current and potential future sources of funding for street improvements and recommend improvements to the project selection criteria to support Complete Streets projects;
- The City shall promote inter-departmental project coordination among City departments with an interest in the activities that occur within the public right-of-way in order to better use fiscal resources;
- Every Complete Streets project shall include an educational component to ensure that all users of the transportation system understand and can safely utilize Complete Streets project elements.

- The City shall promote cooperation and collaboration between City departments and other external agencies, including NYSDOT, the Watertown Jefferson County Area Transportation Council, the City of Watertown School District, its municipal authorities, adjacent municipalities, private developers, and public and private utilities to develop facilities and accommodations that further the City’s vision of a connected and integrated network.
- Within one year from the adoption of this policy, the City and the Complete Streets Committee shall adopt or create a Complete Streets checklist form to be filled out during a project review to determine compliance with this policy.
- The City shall establish a Complete Streets Committee, which shall consist of the City’s ADA Coordinator, City Engineer, Superintendent of Public Works, Planning and Community Development Director, Chief of Police, or a designee appointed by any of the above department heads from within their respective departments. This committee will meet as needed to conduct project reviews and shall be responsible for preparing an annual progress report.
- During the planning and design phase of any public transportation improvement project, the Complete Streets Committee shall conduct a review of the project relating to the incorporation of Complete Streets elements and principles into the project. The review shall be made with reference to current best practices, as detailed in the design guidelines listed in Section 5, and a recommendation shall be forwarded to the City Council. If the Complete Streets Committee determines a project to be eligible for an exception from this policy, it shall follow the procedure detailed in Section 4 and forward that determination, along with documented evidence to support it, to the City Council for final approval of the exception.

Section 8: Reporting

The application of Complete Streets will be a process that requires regular evaluation to determine progress and effectiveness. To facilitate that regular evaluation, the Complete Streets Committee shall prepare a written annual progress report that measures the success of this Complete Streets Policy and present the report to City Council. The City shall also make this report publicly available. The performance measures that will be evaluated include, but are not limited to, the following:

- Linear feet of new or repaired pedestrian accommodations
- Number of new or repaired curb ramps installed along City streets
- Number of crosswalk and intersection improvements
- Number of transit facilities installed or improved
- Total miles of new bike lanes
- Number of street trees planted
- Number of traffic calming features installed
- Watertown City School District walker data
- A list of approved exceptions to this policy

City of Watertown, New York Municipal Stormwater Sewer System (MS4) Policy

March 6, 2017

Chapter 260

Storm Water Management and Erosion and Sediment Control

260-1 Findings of Fact

It is hereby determined that:

- 1.1** Land development activities and associated increases in site impervious cover often alter the hydrologic response of local watersheds and increase stormwater runoff rates and volumes, flooding, stream channel erosion, or sediment transport and deposition;
- 1.2** This stormwater runoff contributes to increased quantities of water-borne pollutants, including siltation of aquatic habitat for fish and other desirable species;
- 1.3** Clearing and grading during construction tends to increase soil erosion and add to the loss of native vegetation necessary for terrestrial and aquatic habitat;
- 1.4** Improper design and construction of stormwater management practices can increase the velocity of stormwater runoff thereby increasing stream bank erosion and sedimentation;
- 1.5** Impervious surfaces allow less water to percolate into the soil, thereby decreasing groundwater recharge and stream baseflow;
- 1.6** Substantial economic losses can result from these adverse impacts on the waters of the municipality;
- 1.7** Stormwater runoff, soil erosion and nonpoint source pollution can be controlled and minimized through the regulation of stormwater runoff from land development activities;
- 1.8** The regulation of stormwater runoff discharges from land development activities in order to control and minimize increases in stormwater runoff rates and volumes, soil erosion, stream channel erosion, and nonpoint source pollution associated with stormwater runoff is in the public interest and will minimize threats to public health and safety.
- 1.9** Regulation of land development activities by means of performance standards governing stormwater management and site design will produce development compatible with the natural functions of a particular site or an entire watershed and thereby mitigate the adverse effects of erosion and sedimentation from development.

260-2 Purpose

The purpose of this Chapter is to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public residing within this jurisdiction and to address the findings of fact in Section 1 hereof. This Chapter seeks to meet those purposes by achieving the following objectives:

- 2.1** Meet the requirements of minimum measures 4 and 5 of the SPDES General Permit for Stormwater Discharges from Municipal Separate Stormwater Sewer Systems (MS4s), Permit no. GP-02-02 or as amended or revised;
- 2.2** Require land development activities to conform to the substantive requirements of the NYS Department of Environmental Conservation State Pollutant Discharge Elimination System (SPDES) General Permit for Construction Activities GP-02-01 or as amended or revised;
- 2.3** Minimize increases in stormwater runoff from land development activities in order to reduce flooding, siltation, increases in stream temperature, and streambank erosion and maintain the integrity of stream channels;

- 2.4 Minimize increases in pollution caused by stormwater runoff from land development activities which would otherwise degrade local water quality;
- 2.5 Minimize the total annual volume of stormwater runoff which flows from any specific site during and following development to the maximum extent practicable; and
- 2.6 Reduce stormwater runoff rates and volumes, soil erosion and nonpoint source pollution, wherever possible, through stormwater management practices and to ensure that these management practices are properly maintained and eliminate threats to public safety.

260-3 Applicability

- 3.1 This Chapter shall be applicable to all land development activities as defined in this local law, Article 2, Section 1.
- 3.2 The municipality shall designate a Stormwater Management Officer who shall accept and review all stormwater pollution prevention plans and forward such plans to the applicable municipal board. The Stormwater Management Officer may (1) review the plans, (2) upon approval by the City, to engage the services of a registered professional engineer to review the plans, specifications and related documents at a cost not to exceed a fee schedule established by said governing board, or (3) accept the certification of a licensed professional that the plans conform to the requirements of this law.
- 3.3 All land development activities subject to review and approval by the City of Watertown under the City of Watertown Zoning Law and the City of Watertown Subdivision Law shall be reviewed subject to the standards contained in this local law
- 3.4 All land development activities not subject to review as stated in section 4 shall be required to submit a Stormwater Pollution Prevention Plan (SWPPP) to the Stormwater Management Officer who shall approve the SWPPP if it complies with the requirements of this law.

260-4 Exemptions

The following activities may be exempt from review under this law.

- 4.1 Agricultural activity as defined in this Chapter.
- 4.2 Silvicultural activity except that landing areas and log haul roads are subject to this law.
- 4.3 Routine maintenance activities that disturb less than five acres and are performed to maintain the original line and grade, hydraulic capacity or original purpose of a facility.
- 4.4 Repairs to any stormwater management practice or facility deemed necessary by the Stormwater Management Officer.
- 4.5 Any part of a subdivision if a plat for the subdivision has been approved by the City of Watertown on or before the effective date of this law.
- 4.6 Land development activities for which a building permit has been approved on or before the effective date of this law.
- 4.7 Cemetery graves.
- 4.8 Installation of fence, sign, telephone, and electric poles and other kinds of posts or poles.
- 4.9 Emergency activity immediately necessary to protect life, property or natural resources.
- 4.10 Activities of an individual engaging in home gardening by growing flowers, vegetable and other plants primarily for use by that person and his or her family.
- 4.11 Landscaping and horticultural activities in connection with an existing structure.

260-5 Stormwater Control

5.1 Definitions

The terms used in this Chapter or in documents prepared or reviewed under this Chapter shall have the meaning as set forth in this section.

Agricultural Activity - the activity of an active farm including grazing and watering livestock, irrigating crops, harvesting crops, using land for growing agricultural products, and cutting timber for sale, but shall not include the operation of a dude ranch or similar operation, or the construction of new structures associated with agricultural activities.

Applicant - a property owner or agent of a property owner who has filed an application for a land development activity.

Building - any structure, either temporary or permanent, having walls and a roof, designed for the shelter of any person, animal, or property, and occupying more than 100 square feet of area.

Channel - a natural or artificial watercourse with a definite bed and banks that conducts continuously or periodically flowing water.

Clearing - any activity that removes the vegetative surface cover.

Dedication - the deliberate appropriation of property by its owner for general public use.

Department - the New York State Department of Environmental Conservation

Design Manual - the *New York State Stormwater Management Design Manual*, most recent version including applicable updates, that serves as the official guide for stormwater management principles, methods and practices.

Developer - a person who undertakes land development activities.

Erosion Control Manual - the most recent version of the "New York Standards and Specifications for Erosion and Sediment Control" manual, commonly known as the "Blue Book".

Grading - excavation or fill of material, including the resulting conditions thereof.

Impervious Cover - those surfaces, improvements and structures that cannot effectively infiltrate rainfall, snow melt and water (e.g., building rooftops, pavement, sidewalks, driveways, etc).

Industrial Stormwater Permit - a State Pollutant Discharge Elimination System permit issued to a commercial industry or group of industries which regulates the pollutant levels associated with industrial stormwater discharges or specifies on-site pollution control strategies.

Infiltration - the process of percolating stormwater into the subsoil.

Jurisdictional Wetland - an area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of vegetation typically adapted for life in saturated soil conditions, commonly known as hydrophytic vegetation.

Land Development Activity - construction activity including clearing, grading, excavating, soil disturbance or placement of fill that results in land disturbance of equal to or greater than one acre, or activities disturbing less than one acre of total land area that is part of a larger common plan of development or sale, even though multiple separate and distinct land development activities may take place at different times on different schedules.

Landowner - the legal or beneficial owner of land, including those holding the right to purchase or lease the land, or any other person holding proprietary rights in the land.

Maintenance Agreement - a legally recorded document that acts as a property deed restriction, and which provides for long-term maintenance of stormwater management practices.

Nonpoint Source Pollution - pollution from any source other than from any discernible, confined, and discrete conveyances, and shall include, but not be limited to, pollutants from agricultural, silvicultural, mining, construction, subsurface disposal and urban runoff sources.

Phasing - clearing a parcel of land in distinct pieces or parts, with the stabilization of each piece completed before the clearing of the next.

Pollutant of Concern - sediment or a water quality measurement that addresses sediment (such as total

suspended solids, turbidity or siltation) and any other pollutant that has been identified as a cause of impairment of any water body that will receive a discharge from the land development activity.

Project - land development activity

Recharge - the replenishment of underground water reserves.

Sediment Control - measures that prevent eroded sediment from leaving the site.

Sensitive Areas - cold water fisheries, shellfish beds, swimming beaches, groundwater recharge areas, water supply reservoirs, and habitats for threatened, endangered or special concern species.

SPDES General Permit for Construction Activities GP-02-01 - A permit under the New York State Pollutant Discharge Elimination System (SPDES) issued to developers of construction activities to regulate disturbance of one or more acres of land.

SPDES General Permit for Stormwater Discharges from Municipal Separate Stormwater Sewer Systems GP-02-02 - A permit under the New York State Pollutant Discharge Elimination System (SPDES) issued to municipalities to regulate discharges from municipal separate storm sewers for compliance with EPA established water quality standards and/or to specify stormwater control standards

Stabilization - the use of practices that prevent exposed soil from eroding.

Stop Work Order - an order issued which requires that all construction activity on a site be stopped.

Stormwater - rainwater, surface runoff, snowmelt and drainage

Stormwater Hotspot - a land use or activity that generates higher concentrations of hydrocarbons, trace metals or toxicants than are found in typical stormwater runoff, based on monitoring studies.

Stormwater Management - the use of structural or non-structural practices that are designed to reduce stormwater runoff and mitigate its adverse impacts on property, natural resources and the environment.

Stormwater Management Facility - one or a series of stormwater management practices installed, stabilized and operating for the purpose of controlling stormwater runoff.

Stormwater Management Officer - an employee or officer designated by the municipality to accept and review stormwater pollution prevention plans, forward the plans to the applicable municipal board and inspect stormwater management practices

Stormwater Management Practices (SMPs) - measures, either structural or nonstructural, that are determined to be the most effective, practical means of preventing flood damage and preventing or reducing point source or nonpoint source pollution inputs to stormwater runoff and water bodies.

Stormwater Pollution Prevention Plan (SWPPP) - a plan for controlling stormwater runoff and pollutants from a site during and after construction activities.

Stormwater Runoff - flow on the surface of the ground, resulting from precipitation

Surface Waters of the State of New York - lakes, bays, sounds, ponds, impounding reservoirs, springs, wells, rivers, streams, creeks, estuaries, marshes, inlets, canals, the Atlantic ocean within the territorial seas of the state of New York and all other bodies of surface water, natural or artificial, inland or coastal, fresh or salt, public or private (except those private waters that do not combine or effect a junction with natural surface or underground waters), which are wholly or partially within or bordering the state or within its jurisdiction.

Storm sewers and waste treatment systems, including treatment ponds or lagoons which also meet the criteria of this definition are not waters of the state. This exclusion applies only to manmade bodies of water which neither were originally created in waters of the state (such as a disposal area in wetlands) nor resulted from impoundment of waters of the state.

Watercourse - a permanent or intermittent stream or other body of water, either natural or man-made, which gathers or carries surface water.

Waterway - a channel that directs surface runoff to a watercourse or to the public storm drain.

260-5.2 Stormwater Pollution Prevention Plans

5.2.1 Stormwater Pollution Prevention Plan Requirement

No application for approval of a land development activity shall be reviewed until the appropriate board has received a Stormwater Pollution Prevention Plan (SWPPP) prepared in accordance with the specifications in this Chapter.

5.2.2 Contents of Stormwater Pollution Prevention Plans

- 5.2.2.1 All SWPPPs shall, in addition to conforming to the substantive requirements of the NYS Department of Conservation Discharge Elimination System (SPDES) General Permit for Construction Activities GP-02-01 or as amended or revised, provide the following information:
1. Background information about the scope of the project, including location, type and size of project.
 2. Site map/construction drawing(s) for the project, including a general location map. At a minimum, the site map should show the total site area; all improvements; areas of disturbance; areas that will not be disturbed; existing vegetation; on-site and adjacent off-site surface water(s); wetlands and drainage patterns that could be affected by the construction activity; existing and final slopes; locations of off-site material, waste, borrow or equipment storage areas; and location(s) of the stormwater discharges(s);
 3. Description of the soil(s) present at the site;
 4. Construction phasing plan describing the intended sequence of construction activities, including clearing and grubbing, excavation and grading, utility and infrastructure installation and any other activity at the site that results in soil disturbance. Consistent with the New York Standards and Specifications for Erosion and Sediment Control (Erosion Control Manual), not more than one (1) acres shall be disturbed at any one time unless pursuant to an approved SWPPP.
 5. Description of the pollution prevention measures that will be used to control litter, construction chemicals and construction debris from becoming a pollutant source in stormwater runoff;
 6. Description of construction and waste materials expected to be stored on-site with updates as appropriate, and a description of controls to reduce pollutants from these materials including storage practices to minimize exposure of the materials to stormwater, and spill -prevention and response;
 7. Temporary and permanent structural and vegetative measures to be used for soil stabilization, runoff control and sediment control for each stage of the project from initial land clearing and grubbing to project close-out;
 8. A site map/construction drawing(s) specifying the location(s), size(s) and length(s) of each erosion and sediment control practice;
 9. Dimensions, material specifications and installation details for all erosion and sediment control practices, including the siting and sizing of any temporary sediment basins;
 10. Temporary practices that will be converted to permanent control measures;
 11. Implementation schedule for staging temporary erosion and sediment control practices, including the timing of initial placement and duration that each practice should remain in place;
 12. Maintenance schedule to ensure continuous and effective operation of the erosion and sediment control practice;
 13. Name(s) of the receiving water(s);
 14. Delineation of SWPPP implementation responsibilities for each part of the site;

15. Description of structural practices designed to divert flows from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site to the degree attainable; and
 16. Any existing data that describes the stormwater runoff at the site.
- 5.2.2.2 Land development activities as defined in Section 1 of this Chapter and meeting Condition “A”, “B” or “C” below shall also include water quantity and water quality controls (post-construction stormwater runoff controls) as set forth in Section 2.2.3 below as applicable:
- Condition A - Stormwater runoff from land development activities discharging a pollutant of concern to either an impaired water identified on the Department’s 303(d) list of impaired waters or a Total Maximum Daily Load (TMDL) designated watershed for which pollutants in stormwater have been identified as a source of the impairment.
- Condition B - Stormwater runoff from land development activities disturbing one (1) or more acres.
- Condition C - Stormwater runoff from land development activity disturbing between one (1) and five (5) acres of land during the course of the project, exclusive of the construction of single family residences and construction activities at agricultural properties.
- 5.2.2.3 SWPPP Requirements for Condition A, B and C:
1. All information in Section 2.2 .1 of this local law
 2. Description of each post-construction stormwater management practice;
 3. Site map/construction drawing(s) showing the specific location(s) and size(s) of each post-construction stormwater management practice;
 4. Hydrologic and hydraulic analysis for all structural components of the stormwater management system for the applicable design storms
 5. Comparison of post-development stormwater runoff conditions with pre-development conditions
 6. Dimensions, material specifications and installation details for each post-construction stormwater management practice;
 7. Maintenance schedule to ensure continuous and effective operation of each post-construction stormwater management practice.
 8. Maintenance easements to ensure access to all stormwater management practices at the site for the purpose of inspection and repair. Easements shall be recorded on the plan and shall remain in effect with transfer of title to the property.
 9. Inspection and maintenance agreement binding on all subsequent landowners served by the on-site stormwater management measures in accordance with Section 4 of this Chapter.
 10. For Condition A, the SWPPP shall be prepared by a landscape architect, certified professional or professional engineer and must be signed by the professional preparing the plan, who shall certify that the design of all stormwater management practices meet the requirements in this local law.

5.2.3 Other Environmental Permits

The applicant shall assure that all other applicable environmental permits have been or will be acquired for the land development activity prior to approval of the final stormwater design plan.

5.2.4 Contractor Certification

- 5.2.4.1 Each contractor and subcontractor identified in the SWPPP who will be involved in soil disturbance and/or stormwater management practice installation shall sign and date a copy of

the following certification statement before undertaking any land development activity: "I certify under penalty of law that I understand and agree to comply with the terms and conditions of the Stormwater Pollution Prevention Plan. I also understand that it is unlawful for any person to cause or contribute to a violation of water quality standards."

5.2.4.2 The certification must include the name and title of the person providing the signature, address and telephone number of the contracting firm; the address (or other identifying description) of the site; and the date the certification is made.

5.2.4.3 The certification statement(s) shall become part of the SWPPP for the land development activity.

5.2.5 A copy of the SWPPP shall be retained at the site of the land development activity during construction from the date of initiation of construction activities to the date of final stabilization.

260-5.3 Performance and Design Criteria for Stormwater Management and Erosion and Sediment Control

All land development activities shall be subject to the following performance and design criteria:

5.3.1 Technical Standards

For the purpose of this Chapter, the following documents shall serve as the official guides and specifications for stormwater management. Stormwater management practices that are designed and constructed in accordance with these technical documents shall be presumed to meet the standards imposed by this law:

5.3.1.1 The New York State Stormwater Management Design Manual (New York State Department of Environmental Conservation, most current version or its successor, hereafter referred to as the Design Manual)

5.3.1.2 New York Standards and Specifications for Erosion and Sediment Control, (Empire State Chapter of the Soil and Water Conservation Society, 2004, most current version or its successor, hereafter referred to as the Erosion Control Manual).

5.3.2 Equivalence to Technical Standards

Where stormwater management practices are not in accordance with technical standards, the applicant or developer must demonstrate equivalence to the technical standards set forth in Article 2, Section 3.1 and the SWPPP shall be prepared by a licensed professional.

5.3.3 Water Quality Standards

Any land development activity shall not cause an increase in turbidity that will result in substantial visible contrast to natural conditions in surface waters of the state of New York.

260-5.4 Maintenance, Inspection and Repair of Stormwater Facilities

5.4.1 Maintenance and Inspection during Construction

- 5.4.1.1 The applicant or developer of the land development activity or their representative shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the applicant or developer to achieve compliance with the conditions of this local law. Sediment shall be removed from sediment traps or sediment ponds whenever their design capacity has been reduced by fifty (50) percent.
- 5.4.1.2 For land development activities as defined in Section 1 of this Article and meeting Condition A, B or C in Section 5.2.2.2, the applicant shall have a qualified professional conduct site inspections and document the effectiveness of all erosion and sediment control practices every 7 days and within 24 hours of any storm event producing 0.5 inches of precipitation or more. Inspection reports shall be maintained in a site log book.

5.4.2 Maintenance after Construction

The owner or operator of permanent stormwater management practices installed in accordance with this Chapter shall ensure they are operated and maintained to achieve the goals of this Chapter. Proper operation and maintenance also includes as a minimum, the following:

- 5.4.2.1 A preventive/corrective maintenance program for all critical facilities and systems of treatment and control (or related appurtenances) which are installed or used by the owner or operator to achieve the goals of this law.
- 5.4.2.2 Written procedures for operation and maintenance and training new maintenance personnel.
- 5.4.2.3 Discharges from the SMPs shall not exceed design criteria or cause or contribute to water quality standard violations in accordance with section 5.3.3.

5.4.3 Maintenance Agreements

The City of Watertown shall approve a formal maintenance agreement for stormwater management facilities binding on all subsequent landowners and recorded in the office of the County Clerk as a deed restriction on the property prior to final plan approval. The maintenance agreement shall be consistent with the terms and conditions of Schedule B of this local law entitled Sample Stormwater Control Facility Maintenance Agreement. The City of Watertown, in lieu of a maintenance agreement, at its sole discretion may accept dedication of any existing or future stormwater management facility, provided such facility meets all the requirements of this local law and includes adequate and perpetual access and sufficient area, by easement or otherwise, for inspection and regular maintenance.

260-6 Administration and Enforcement

260-6.1 Construction Inspection

6.1.1 Erosion and Sediment Control Inspection

The City of Watertown Stormwater Management Officer may require such inspections as necessary to determine compliance with this law and may either approve that portion of the work completed or notify the applicant wherein the work fails to comply with the requirements of this law and the stormwater pollution prevention plan (SWPPP) as approved. The applicant shall notify the City of Watertown enforcement official at least 48 hours before the start of construction (to include installation of sediment and erosion control measures), at close of the construction season, and after successful establishment of landscaping in public areas

If any violations are found, the applicant and developer shall be notified in writing of the nature of the violation and the required corrective actions. No further work shall be conducted except for site stabilization until any violations are corrected and all work previously completed has received approval by the Stormwater Management Officer.

6.1.2 Stormwater Management Practice Inspections

The City of Watertown Stormwater Management Officer, is responsible for conducting inspections of stormwater management practices (SMPs). All applicants are required to submit "as built" plans for any stormwater management practices located on-site after final construction is completed. The plan must show the final design specifications for all stormwater management facilities and must be certified by a professional engineer.

6.1.3 Inspection of Stormwater Facilities after Project Completion

Inspection programs shall be established on any reasonable basis, including but not limited to: routine inspections; random inspections; inspections based upon complaints or other notice of possible violations; inspection of drainage basins or areas identified as higher than typical sources of sediment or other contaminants or pollutants; inspections of businesses or industries of a type associated with higher than usual discharges of contaminants or pollutants or with discharges of a type which are more likely than the typical discharge to cause violations of state or federal water or sediment quality standards or the SPDES stormwater permit; and joint inspections with other agencies inspecting under environmental or safety laws. Inspections may include, but are not limited to: reviewing maintenance and repair records; sampling discharges, surface water, groundwater, and material or water in drainage control facilities; and evaluating the condition of drainage control facilities and other stormwater management practices.

6.1.4 Submission of Reports

The City of Watertown Stormwater Management Officer may require monitoring and reporting from entities subject to this law as are necessary to determine compliance with this law.

6.1.5 Right-of-Entry for Inspection

When any new stormwater management facility is installed on private property or when any new connection is made between private property and the public storm water system, the landowner shall grant to the City of Watertown the right to enter the property at reasonable times and in a reasonable manner for the purpose of inspection as specified in paragraph 6.1.3.

260-6.2 Performance Guarantee

6.2.1 Construction Completion Guarantee

In order to ensure the full and faithful completion of all land development activities related to compliance with all conditions set forth by the City of Watertown in its approval of the Stormwater Pollution Prevention Plan, the City of Watertown may require the applicant or developer to provide, prior to construction, a performance bond, cash escrow, or irrevocable letter of credit from an appropriate financial or surety institution which guarantees satisfactory completion of the project and names the City of Watertown as the beneficiary. The security shall be in an amount to be determined by the City of Watertown based on submission of final design plans, with reference to actual construction and landscaping costs. The performance guarantee shall remain in force until the surety is released from liability by the City of Watertown, provided that such period shall not be less than one year from the date of final acceptance or such other certification that the facility(ies) have been constructed in accordance with the approved plans and specifications and that a one year inspection has been conducted and the facilities have been found to be acceptable to the City of Watertown. Per annum interest on cash escrow deposits shall be reinvested in the account until the surety is released from liability.

6.2.2 Maintenance Guarantee

Where stormwater management and erosion and sediment control facilities are to be operated and maintained by the developer or by a corporation that owns or manages a commercial or industrial facility, the developer, prior to construction, may be required to provide the City of Watertown with an irrevocable letter of credit from an approved financial institution or surety to ensure proper operation and maintenance of all stormwater management and erosion control facilities both during and after construction, and until the facilities are removed from operation. If the developer or landowner fails to properly operate and maintain stormwater management and erosion and sediment control facilities, the City of Watertown may draw upon the account to cover the costs of proper operation and maintenance, including engineering and inspection costs.

6.2.3 Recordkeeping

The City of Watertown may require entities subject to this law to maintain records demonstrating compliance with this law.

260-6.3 Enforcement and Penalties

6.3.1 Notice of Violation.

When the City of Watertown determines that a land development activity is not being carried out in accordance with the requirements of this local law, it may issue a written notice of violation to the landowner. The notice of violation shall contain:

- 6.3.1.1 the name and address of the landowner, developer or applicant;
- 6.3.1.2 the address when available or a description of the building, structure or land upon which the violation is occurring;
- 6.3.1.3 a statement specifying the nature of the violation;
- 6.3.1.4 a description of the remedial measures necessary to bring the land development activity into compliance with this local law and a time schedule for the completion of such remedial action;
- 6.3.1.5 a statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed;

6.3.2 Stop Work Orders

The City of Watertown may issue a stop work order for violations of this Chapter. Persons receiving a stop work order shall be required to halt all land development activities, except those activities that address the violations leading to the stop work order. The stop work order shall be in effect until the City of Watertown confirms that the land development activity is in compliance and the violation has been satisfactorily addressed. Failure to address a stop work order in a timely manner may result in civil, criminal, or monetary penalties in accordance with the enforcement measures authorized in this Chapter.

6.3.3 Violations

Any land development activity that is commenced or is conducted contrary to this local law, may be restrained by injunction or otherwise abated in a manner provided by law.

6.3.4 Withholding of Certificate of Occupancy

If any building or land development activity is installed or conducted in violation of this local law the Stormwater Management Officer may prevent the occupancy of said building or land.

6.3.5 Restoration of lands

Any violator may be required to restore land to its undisturbed condition. In the event that restoration is not undertaken within a reasonable time after notice, the City of Watertown may take necessary corrective action, the cost of which shall become a lien upon the property until paid.

6.3.6 Damages to City owned Facilities and Infrastructure

In the event that the City incurs costs due to the failure of stormwater management and erosion control activities, the City of Watertown may take necessary corrective action, the cost of which shall become a lien upon the property until paid.

260-6.4 Fees for Services

The City of Watertown may require any person undertaking land development activities regulated by this law to pay reasonable costs at prevailing rates for review of SWPPPs, inspections, or SMP maintenance performed by the City of Watertown or performed by a third party for the City of Watertown. See the City's Schedule of Fees.

260-7 Severability and Effective Date

260-7.1 Severability

If the provisions of any article, section, subsection, paragraph, subdivision or clause of this local law shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any article, section, subsection, paragraph, subdivision or clause of this Chapter.

Schedule A

Stormwater Management Practices Acceptable for Water Quality <i>(From: New York State Stormwater Management Design Manual, Table 5.1)</i>		
Group	Practice	Description
Pond	Micropool Extended Detention Pond (P-1)	Pond that treats the majority of the water quality volume through extended detention, and incorporates a micropool at the outlet of the pond to prevent sediment resuspension.
	Wet Pond (P-2)	Pond that provides storage for the entire water quality volume in the permanent pool.
	Wet Extended Detention Pond (P-3)	Pond that treats a portion of the water quality volume by detaining storm flows above a permanent pool for a specified minimum detention time.
	Multiple Pond System (P-4)	A group of ponds that collectively treat the water quality volume.
	Pocket Pond (P-5)	A stormwater wetland design adapted for the treatment of runoff from small drainage areas that has little or no baseflow available to maintain water elevations and relies on groundwater to maintain a permanent pool.
Wetland	Shallow Wetland (W-1)	A wetland that provides water quality treatment entirely in a shallow marsh.
	Extended Detention Wetland (W-2)	A wetland system that provides some fraction of the water quality volume by detaining storm flows above the marsh surface.
	Pond/Wetland System (W-3)	A wetland system that provides a portion of the water quality volume in the permanent pool of a wet pond that precedes the marsh for a specified minimum detention time.
	Pocket Wetland (W-4)	A shallow wetland design adapted for the treatment of runoff from small drainage areas that has variable water levels and relies on groundwater for its permanent pool.
Infiltration	Infiltration Trench (I-1)	An infiltration practice that stores the water quality volume in the void spaces of a gravel trench before it is infiltrated into the ground.
	Infiltration Basin (I-2)	An infiltration practice that stores the water quality volume in a shallow depression before it is infiltrated into the ground.
	Dry Well (I-3)	An infiltration practice similar in design to the infiltration trench, and best suited for treatment of rooftop runoff.
Filtering Practices	Surface Sand Filter (F-1)	A filtering practice that treats stormwater by settling out larger particles in a sediment chamber, and then filtering stormwater through a sand matrix.
	Underground Sand Filter (F-2)	A filtering practice that treats stormwater as it flows through underground settling and filtering chambers.
	Perimeter Sand Filter (F-3)	A filter that incorporates a sediment chamber and filter bed as parallel vaults adjacent to a parking lot.
	Organic Filter (F-4)	A filtering practice that uses an organic medium such as compost in the filter in place of sand.
	Bioretention (F-5)	A shallow depression that treats stormwater as it flows through a soil matrix, and is returned to the storm drain system.
Open Channels	Dry Swale (O-1)	An open drainage channel or depression explicitly designed to detain and promote the filtration of stormwater runoff into the soil media.
	Wet Swale (O-2)	An open drainage channel or depression designed to retain water or intercept groundwater for water quality treatment.

Schedule B

SAMPLE STORMWATER CONTROL FACILITY MAINTENANCE AGREEMENT

Whereas, the Municipality of _____ ("Municipality") and the _____ ("facility owner") want to enter into an agreement to provide for the long term maintenance and continuation of stormwater control measures approved by the Municipality for the below named project, and

Whereas, the Municipality and the facility owner desire that the stormwater control measures be built in accordance with the approved project plans and thereafter be maintained, cleaned, repaired, replaced and continued in perpetuity in order to ensure optimum performance of the components. Therefore, the Municipality and the facility owner agree as follows:

1. This agreement binds the Municipality and the facility owner, its successors and assigns, to the maintenance provisions depicted in the approved project plans which are attached as Schedule A of this agreement.
2. The facility owner shall maintain, clean, repair, replace and continue the stormwater control measures depicted in Schedule A as necessary to ensure optimum performance of the measures to design specifications. The stormwater control measures shall include, but shall not be limited to, the following: drainage ditches, swales, dry wells, infiltrators, drop inlets, pipes, culverts, soil absorption devices and retention ponds.
3. The facility owner shall be responsible for all expenses related to the maintenance of the stormwater control measures and shall establish a means for the collection and distribution of expenses among parties for any commonly owned facilities.
4. The facility owner shall provide for the periodic inspection of the stormwater control measures, not less than once in every five year period, to determine the condition and integrity of the measures. Such inspection shall be performed by a Professional Engineer licensed by the State of New York. The inspecting engineer shall prepare and submit to the Municipality within 30 days of the inspection, a written report of the findings including recommendations for those actions necessary for the continuation of the stormwater control measures.
5. The facility owner shall not authorize, undertake or permit alteration, abandonment, modification or discontinuation of the stormwater control measures except in accordance with written approval of the Municipality.
6. The facility owner shall undertake necessary repairs and replacement of the stormwater control measures at the direction of the Municipality or in accordance with the recommendations of the inspecting engineer.
7. The facility owner shall provide to the Municipality within 30 days of the date of this agreement, a security for the maintenance and continuation of the stormwater control measures in the form of (a Bond, letter of credit or escrow account).
8. This agreement shall be recorded in the Office of the County Clerk, County of _____ together with the deed for the common property and shall be included in the offering plan and/or prospectus approved pursuant to _____.
9. If ever the Municipality determines that the facility owner has failed to construct or maintain the stormwater control measures in accordance with the project plan or has failed to undertake corrective action specified by the Municipality or by the inspecting engineer, the Municipality is authorized to undertake such steps as reasonably necessary for the preservation, continuation or maintenance of the stormwater control measures and to affix the expenses thereof as a lien against the property.
10. This agreement is effective _____.