

CITY OF WATERTOWN SITE PLAN APPLICATION PROCESS



The applicant is responsible for completeness of application and inclusion of all required information.

****INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED****

In order to expedite the Site Plan review process, all applicants are encouraged to have a pre-application meeting with Planning & Engineering staff. Staff can be reached at (315) 785-7740.

In the interest of expediting site plan approvals, the City of Watertown wishes to advise you of the procedures in applying for these referrals:

A. Fill out the Site Plan / Site Plan Waiver - Determination Flow Chart below:

1. Is the use a one, two, or three family dwelling?
 YES (Site Plan Review is **not** required. You may apply directly for Building Permit.)
 NO (Go to question 2)
2. Is your building or parking lot construction or expansion less than or equal to 400 sq. ft.?
 YES (Site Plan Review is not required. You may apply directly for Building Permit.)
 NO (Go to question 3)
3. Does your building or parking lot construction or expansion exceed 2500 sq. ft.?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 4)
4. Is your proposed building the first on the lot?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 5)
5. Does your project involve a change in the property boundaries?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 6)
6. Does your building or parking lot construction or expansion change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (*Site Plan Waiver allowed. Submit the Site Plan Waiver Form.)

* The City of Watertown Planning Board reserves the right to require Site Plan Review.

B. When Jefferson County Planning Board review is necessary, one additional set is required. **SUBMISSION MUST CONTAIN COMPLETE COLLATED SETS OF ALL DATA.**
 A complete submittal set at a minimum contains the following:

1. For Site Plan Approval *
 - 15 sets** - At least 3 full size, including one original full size.
 - Remaining sets can be 11x17 if legible.
 - Completed Site Plan Application (see attached application form).
 - * City Council Approval is required for Site Plans.

2. For Site Plan Waiver Approval **
 - 10 sets** - At least 3 full size, including one original full size.
 - Remaining sets can be 11x17 if legible
 - Completed Site Plan Waiver Application (see attached application form).
 - ** Site Plan approval of City Council would be waived by the City of Watertown Planning Board.

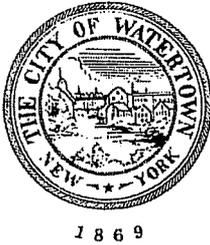
C. Address submittals to:
 Kurt W. Hauk, P.E.
 City Engineer
 Room 305, City Hall
 245 Washington Street
 Watertown, NY 13601

D. A **\$25.00** application fee must accompany the submittal.
 Make checks payable to the City of Watertown.

E. 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 1:30 P.M. in the City Council Chambers on the 3rd Floor of City Hall.

CITY OF WATERTOWN PLANNING BOARD 2009 (1 ST TUES. MONTH)		CITY OF WATERTOWN CITY COUNCIL 2009 (1 ST & 3 RD MONDAY @ 7 PM)		JEFFERSON COUNTY PLANNING BOARD 2009 (LAST TUES. MONTH)	
MEETING DATE	DEADLINE	MEETING DATE		MEETING DATE	DEADLINE
Jan. 6	Dec. 23	Jan. 5, 20★		Jan. 27	Jan. 13
Feb. 3	Jan. 20	Feb. 2, 17★		Feb. 24	Feb. 10
March 3	Feb. 17	March 2, 16		March 31	March 17
April 7	March 24	Apr. 6, 20		April 28	April 14
May 5	April 21	May 4, 18		May 26	May 12
June 2	May 19	Jun. 1, 15		June 30	June 16
July 7	June 23	July 6, 20		July 28	July 14
Aug. 4	July 21	Aug. 3, 17		Aug. 25	Aug. 11
Sept. 1	Aug. 18	Sept. 8★, 21		Sept. 29	Sept. 15
Oct. 6	Sept. 22	Oct. 5, 19		Oct. 27	Oct. 13
Nov. 3	Oct. 20	Nov. 2, 16		Nov. 24	Nov. 10
Dec. 1	Nov. 17	Dec. 7, 21		Dec. 29	Dec. 15

★ Meeting will be held the next day when Monday is a holiday



**CITY OF WATERTOWN
SITE PLAN APPLICATION
AND
SHORT ENVIRONMENTAL
ASSESSMENT FORM, PART 1**

** 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: CREDO Community Center Addition
Tax Parcel Number: 114121.002
Property Address: 595 West Main Street Watertown, NY
Existing Zoning Classification: Neighborhood Business

OWNER OF PROPERTY

Name: CREDO Community Center
Address: 595 West Main Street
Watertown, New York 13601
Telephone Number: (315) 788-1530
Fax Number: (315) 788-3794

APPLICANT

Name: James Scordo, Executive Director
Address: 595 West Main Street
Watertown, New York 13601
Telephone Number: (315) 788-1530
Fax Number: (315) 788-3794
Email Address: jim@credocommunitycenter.com

ENGINEER/ARCHITECT/SURVEYOR

Name: Bernier, Carr & Associates, P.C.
Address: 327 Mullin Street
Watertown, New York 13601
Telephone Number: (315) 782-8130
Fax Number: (315) 782-7192
Email Address: rtague@thebcgroup.com Rick W. Tague, A.I.A.

PROJECT DESCRIPTION

Describe project and proposed use briefly:

3-story, 5,793 square foot addition to the
existing building

Is proposed Action:

New Expansion Modification/Alteration

Amount of Land Affected:

Initially: 1.07 Acres Ultimately: 1.07 Acres

Will proposed action comply with existing zoning or other existing land use restrictions?

Yes No If no, describe briefly

What is present land use in vicinity of project?

Residential Industrial Commercial Agriculture
 Park/Forest/Open Space Other

Describe: _____

Does project involve a permit approval, or funding, now or ultimately from any other Governmental Agency (Federal, State or Local)?

Yes No If yes, list agency(s) and permit/approval(s)

Building Permit - City of Watertown

Does any aspect of the project have a currently valid permit or approval?

Yes No If yes, list agency(s) and permit/approval(s)

As a result of proposed project, will existing permit/approval require modification?

Yes No

Proposed number of housing units (if applicable): _____

			<u>Existing</u>
Proposed building area:	1 st Floor	<u>1,931</u> Sq. Ft.	6,736
	2 nd Floor	<u>1,931</u> Sq. Ft.	6,736
	3 rd Floor	<u>1,931</u> Sq. Ft.	6,736
	Total	_____ Sq. Ft.	20,205

Area of building to be used for the boiler room, heat facilities, utility facilities and storage: _____ 4,394 Sq. Ft.

Number of parking spaces proposed: _____ 53 _____

Construction Schedule: _____ August 2009 thru May 2010 _____

Hours of Operation: _____ 7 a.m. to 9 p.m. _____

Volume of traffic to be generated: _____ ADT

REQUIRED DRAWINGS:

** 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.

BOUNDARY & 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 National Geodetic Vertical Datum of 1929 (NGVD29).

1' contours are shown & 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 & distances), margins, acreage, zoning, existing land use, reputed owner, adjacent reputed owners & tax parcel numbers are shown and labeled.

The north arrow & 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

All proposed above ground features are depicted and clearly labeled.

All proposed features are clearly labeled "proposed".

All proposed easements & right-of-ways are shown and labeled.

Land use, zoning, & tax parcel number are shown.

- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- All vehicular & pedestrian traffic circulation is shown including a delivery or refuse vehicle entering and exiting the property.
- Proposed parking & loading spaces including ADA accessible spaces are shown and labeled.
- 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".
- The north arrow & graphic scale are shown.

GRADING PLAN

- All proposed below ground features including elevations & inverts are shown and labeled.
- All proposed above ground features are shown and labeled.
- The line work & text for all proposed features is shown darker than existing features.
- All proposed easements & right-of-ways are shown and labeled.
- 1' existing contours are shown dashed & labeled with appropriate spot elevations.
- 1' proposed contours are shown & labeled with appropriate spot elevations.
- All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).
- Sediment & Erosion control are shown & 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 & below ground features are shown and labeled.
- All existing above & below ground utilities including sanitary, storm water, water, electric, gas, telephone, cable, fiber optic, etc. are shown and labeled.

- All proposed easements & right-of-ways are shown and labeled.
- The Plan is adequately dimensioned including radii.
- The line work & 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 supercede 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 & 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 & 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 & protection and traffic plans & 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 & proposed sanitary sewer flows & summary
- Water flows & pressure
- Storm Water Pre & Post Construction calculations & summary
- Traffic impacts
- Lighting summary
- Landscaping summary

GENERAL INFORMATION

ALL ITEMS ARE STAMPED & 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, a copy of the Stormwater Pollution Prevention Plan (SWPPP) submitted to the NYSDEC 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 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.

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

Plans have been collated and properly folded.

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

Completed SEQR – Short Environmental Assessment Form – Part I.

*A copy of the SEQR Form can be obtained from the City of Watertown website.

SIGNATURE

I certify that the information provided above is true to the best of my knowledge.

Applicant (please print) James Scordo

Applicant Signature James P. Scordo Date: 11/19/09

City of Watertown
Site Plan Application for
Credo Community Center Outpatient Facility

Engineering Report

Prepared by
Bernier Carr & Associates, PC

November 17, 2009



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A. Project Location

The proposed addition and renovation work will be performed at the Credo Community Center Outpatient Facility at 595 West Main Street in the City of Watertown, Jefferson County, New York. This property is located east of the Black River along the western side of West Main Street and is 1.07 acres

Located about 100 feet northeast of the West Main Street and Edmund Street intersection, the property on which the proposed work will be performed is surrounded by land mostly zoned as "light industrial". One property, located directly to the northeast of the Credo property, is zoned as "neighborhood business" and is owned by Jefferson Hostels, Inc.

B. Project Description

Proposed work at the site will include the demolition of an existing garage structure, the completion of an addition to the existing Credo building and an extension of the existing parking lot. This work will be limited to the property currently owned by Credo.

The garage structure located at Credo's more southern parcel will be demolished as part of this work. Having dimensions of approximately 160' x 60', the garage will be removed to create space for the proposed building addition and parking area.

An additional 5,793 square feet of space will be added to the existing Outpatient Facility as a result of this work. The addition will stand two stories tall and have a basement floor, matching the layout of the current building. All plumbing, electrical wiring, water connections and other utility connections to the addition will be made through the existing facility and will not require the use of new connections to the building's exterior. The addition will be used mostly as office, lobby, classroom and storage space and will have three bathrooms.

Additional parking spaces, to accommodate any personnel increases the addition may generate, will be constructed at the area currently used for the garage. This parking area will join with the existing parking lot located southeast of the facility, wrap around the addition and end at a small unnamed access road to the northwest of the facility.

C. Existing and Proposed Sanitary Sewer Flows and Summary

An additional three restrooms will be tied to the City's sanitary system as a result of the proposed construction. However, the number of people contributing to the production of sanitary flows at the site will likely remain the same, or increase only slightly, as the addition will be mainly occupied by people who already use the facility.

Stormwater from the proposed addition's roof will be conveyed to the storm sewer system, but will not contribute to an increase in flow to this system as the land on which the building's construction is proposed currently serves as a parking lot. The City of Watertown maintains a stormwater conveyance system in an area around the Credo Outpatient Clinic and is connected to a catchbasin at the Credo property. This catchbasin intercepts flow from the roof of the existing onsite building and from the parking lot where it is located.

D. Storm Water Pre & Post Construction Calculations and Summary

Due to the limited area of disturbance expected during construction at this site, a notice of intent will not need to be submitted to the DEC for coverage under the SPDES General Permit for Stormwater Discharges. A permit is required for activities that are expected to disturb greater than one acre of land.

Stormwater calculations for the site have been completed and appropriate erosion and sediment control practice will be employed during the proposed construction.

Using the Graphical Peak Discharge Method as defined in the USDA's Technical Release 55, stormwater runoff from the site is calculated to total approximately 4.5 cfs. These calculations were performed for a 0.83 acre site having a composite curve number of 97 and a time of concentration of 0.1 hours. Below is a chart summarizing the anticipated runoff flows from the site during different storm events. Since no significant changes are being made to grade or percent impervious area at the site, no change in runoff flows from the site is anticipated following the proposed construction at the site.

Peak Discharge at Credo Community Center Outpatient Facility						
	Units	1-yr	2-yr	10-yr	100-yr	
Determination of q_u						
Time of Concentration	Tc (hrs)	0.1	0.1	0.1	0.1	0.1
Curve Number	CN	97	97	97	97	97
Initial Abstration	Ia (in)	0.06	0.06	0.06	0.06	0.06
Precipitation	P (in)	2.2	2.6	3.5	4.8	
	Ia/P	0.03	0.02	0.02	0.01	
Potential Maximum Retention	S	0.31	0.31	0.31	0.31	
Coefficients for Unit Discharge	Co	2.5683	2.5692	2.5704	2.5714	
	C1	-0.6367	-0.6389	-0.6423	-0.6450	
	C2	-0.1744	-0.1747	-0.1751	-0.1754	
unit peak discharge (q_u)	q_u (csm/in)	1073	1080	1090	1099	
Determination of Q_p						
$Q_p = q_u * A * Q * F_p$						
unit peak discharge	q_u (cfs)	1073	1080	1090	1099	
drainage area	A (acres)	0.83	0.86	0.83	0.83	
drainage area	A (sq.mi.)	0.0013	0.0013	0.0013	0.0013	
runoff	Q (in)	1.87	2.26	3.15	4.45	
ponding adjustment	Fp	1	1	1	1	
peak discharge	Q_p (cfs)	2.6	3.3	4.5	6.3	

E. Water Flows and Pressure

Field data collected by the City of Watertown’s Water Department show that static water pressure from a hydrant nearest the site is about 100 psi and that the maximum flow rate is greater than 1300 gpm, which is the largest flow rate that can be measured by the Department’s equipment. A computer model of the system, also maintained by the Water Department, calculates that static pressure in this area should be 101.6 psi and that a maximum flow rate of 4700 gpm should be supplied by the hydrant at 20 psi.

F. Traffic Impacts

Any increase in the amount of traffic as a result of the proposed construction will be minimal since the main purpose of the addition is to provide greater amounts of space for people who already use and work at the facility. It is estimated that no more than eight cars per day will access West Main Street from the facility due to the proposed expansion. This volume of traffic will not impact traffic patterns near the site.

G. Lighting Summary

The additional parking spaces will be illuminated by three light poles. A photometric plan has been prepared and reveals that there is light spillage of greater than 0.5 ft-candles approximately 7 feet off the property, therefore backshields will be provided to reduce the light spillage.

H. Landscaping Summary

The proposed site development will include lawn and trees areas that will assist in stormwater absorption and provide screening between adjacent parcels. The landscaping will improve viewing access of the Black River and improve the aesthetics of the shoreline area.