

DCIDA

Dutchess County Industrial Development Agency

Application For Financial Assistance

3 Neptune Road
Poughkeepsie, NY 12601
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**APPLICATION TO DUTCHESS COUNTY
INDUSTRIAL DEVELOPMENT AGENCY**

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General information

Application Fee: \$250.00 made payable to DCIDA; due at time of application.

Administrative Fee: 1% of the first \$2.5 million and .25% (1/4 of 1%) of the amount in excess of \$2.5 million; due at closing.

Other Fees: Applicant is responsible for payment of any State Bond Issuance Fees.

Instructions

1. Dutchess County Economic Development Corporation (DCEDC) has no authority in the approval of applications and acts only to facilitate appropriate referral to the Dutchess County Industrial Development Agency (DCIDA). Applicants may approach the DCIDA directly, however, if you need assistance or require additional information please contact DCEDC at (845)-463-5400.
2. Please answer all questions, attaching additional information as needed. Make sure to indicate “not applicable” or “NA” where appropriate.
3. When submitting the application, be sure to include a check in the amount of \$250.00 made payable to Dutchess County Industrial Development Agency.
4. Please complete the Short-Form Environmental Assessment Form (Appendix A) and submit evidence of any prior environmental review by other government agencies.
5. Please submit four (4) copies of the completed application to:

**Dutchess County Industrial Development Agency
3 Neptune Road
Poughkeepsie, NY 12601**

Information provided herein will not be made public by the DCIDA prior to the passage of an Inducement Resolution, but may be subject to disclosure under the New York Freedom of Information Act.

This application was prepared by the Dutchess County Economic Development Corporation (DCEDC). Any questions or concerns should be directed to DCEDC at the address below.

**Dutchess County Economic Development Corporation
3 Neptune Road
Poughkeepsie, NY 12601**

3. Principal Owners/Officers/Directors

List owners with 15% or more in equity holdings. Include percentage of ownership.

Please provide a schematic of corporate structure if applicant is a subsidiary of or is otherwise affiliated with another entity.

4. Applicant's Counsel

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

PROJECT INFORMATION

1. Describe the proposed acquisition, construction, or reconstruction, and provide a description of costs and expenditures expected. Indicate size of buildings and square feet by usage (i.e.: office, R&D, manufacturing, retail). Describe and list equipment to be purchased as part of the project. Use attachment if necessary.

2. Project Address

C. COST/BENEFIT ANALYSIS

1. Costs = Financial Assistance Provided

Estimated Sales Tax Exemption =
 Amount of Project Cost Subject to Tax \$ _____
 x Sales Tax Rate: _____ x .08125
 Total: \$ _____

Estimated Mortgage Recording Tax Exemption =
 Projected Amount of Mortgage \$ _____
 x Mortgage Recording Tax _____ x .0105
 Total: \$ _____

Estimated Property Tax Abatement = \$ _____
 (Consult with DCEDC for assistance with this calculation)

2. Benefits = Economic Development Impacts

| <u>Employment</u> | <u>Full time</u> | <u>Part Time</u> | <u>Seasonal</u> | <u>Total FTE</u> |
|--|----------------------|----------------------|----------------------|----------------------|
| Current number of employees at project location | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Number of current employees to be retained | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Estimated average annual salary of jobs to be retained | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Projected number of employees after year 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Projected number of employees after year 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Average estimated annual salary of jobs to be created | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Annualized salary range of jobs to be created. | <input type="text"/> | To: | <input type="text"/> | |
| Projected No. of Construction Jobs | <input type="text"/> | Temporary | Permanent | <input type="text"/> |

Are employees currently covered by a collective bargaining agreement?
 If yes, Name and Local?

Are employees provided retirement benefits? Yes No

Are employees provided health benefits? Yes No

New York State corporate taxes paid in prior year \$ _____

Private funds invested in this project \$ _____

Net new property tax payments resulting from this project \$ _____

D. PROJECT COSTS

1. Please give an accurate estimate of the costs of all of the following items.

| | |
|---------------------------------------|----------|
| Land | \$ _____ |
| Building | \$ _____ |
| Machinery and Equipment | \$ _____ |
| Site Work | \$ _____ |
| Architectural | \$ _____ |
| Legal Fees ¹ | \$ _____ |
| Engineering Fees | \$ _____ |
| Financing (transaction) Fees | \$ _____ |
| Issue Costs | \$ _____ |
| IDA Administrative Fees (See page 1) | \$ _____ |
| Other | \$ _____ |
| Other List Items | \$ _____ |
| State Bond Issuance Fees ² | \$ _____ |
| Refunding Bonds, if any | \$ _____ |
| Total Project Cost | \$ _____ |
| | _____ |
| Amount of Equity | \$ _____ |
| Amount Financed by Bond Issue | \$ _____ |
| Total Project Cost | \$ _____ |

1. Please include estimated costs of Applicant’s Counsel, Agency Counsel, Bond Counsel, Underwriter Counsel and Trustee Counsel. Agency costs such as public hearings and legal notice fees are the responsibility of the Applicant from the time an application is submitted. Applicants are encouraged to discuss the project with DCEDC in order to estimate costs.

2. State Bond Issuance Fees: N.Y. Public Authorities Law §2976(2) levies upon the agency the following (which amount must be paid to the agency by the applicant):

| <u>Principal Amount of Bonds</u> | <u>Percentage Fee</u> |
|----------------------------------|-----------------------|
| \$1,000,000 or less | .168 |
| \$1,000,000 to \$ 5,000,000 | .336 |
| \$5,000,001 to \$ 10,000,000 | .504 |
| \$10,000,001 to 20,000,000 | .672 |
| More than \$20,000,000 | .084 |

2. Total Funds Required _____ Term _____
3. What portion, if any, of the cost of the Project is to be financed from funds of the Company other than from the proposed bond issue?

4. What is the dollar value of “capital expenditures” (as determined in accordance with the provisions of the Internal Revenue Code) that the Company or any related Company or person has expended within this County within the last three (3) years? _____
5. Has the Company arranged for the marketing or the purchase of the bond(s)?
If so, please explain.

E. PROJECT CONSTRUCTION SCHEDULE

1. What is the proposed date for commencement of construction or acquisition of the Project?

2. Give an accurate estimate of time schedule to complete the Project and when the first use of Project Funds is expected to occur.

3. At what time(s) and in what amount(s) is it estimated that funds will be required?

Will the company be occupying 100% of the completed facility? Yes No

If no, will there be tenants in the remaining space? _____ Any tenant shall be required to submit annual employee statistics as a condition of the lease.

F. COMPANY FINANCIAL INFORMATION

Please attach the following information:

1. The Company's Audited financial statements for the last two years.
2. A copy of the Company's most recent Annual Report.
3. The Company's sales & income projections.

ITEMS NEEDED FOR A BOND CLOSING

The following items shall be furnished to the IDA within thirty (30) days following a bond closing:

1. Cost of Issuance
2. True Interest Cost
3. CUSIP Number
4. Interest type or rate
5. Trustee bank, address, contact person, and account number.
6. Schedule of indebtedness

Please sign below to indicate that you have read and understand the above and will provide information on a timely basis.

Chief Executive Officer of Applicant

Date

CERTIFICATION

_____ deposes and says that he is
(Name of CEO of Company submitting application)

the _____ of _____,
(Title) (Company Name)

the corporation named in the attached application; that he has read the forgoing application and knows the contents thereof; that the same is true to his knowledge.

Deponent further says that the reason this verification is being made by the deponent and not by _____ is because the said Company is a Corporation.
(Company Name)

The grounds of deponent's belief relative to all matters in the said application which are not stated upon his own personal knowledge, are investigations which deponent has caused to be made concerning the subject matter of this application as well as information acquired by deponent in the course of his duties as an officer of and from the books and papers of said corporation.

As an officer of said corporation (hereinafter referred to as the "applicant"), deponent acknowledges and agrees that applicant shall be and is responsible for all costs incurred by the Dutchess County Industrial Development Agency (hereinafter referred to as the "Agency") acting on behalf of the applicant during the attendant negotiations and leading to the issue of bonds. If, for any reason whatsoever, the applicant fails to conclude or consummate necessary negotiations or fails to act within a reasonable or specified time to take reasonable, proper, or request action, or withdraws, abandons, cancels, or neglects the application, or if the Agency or applicant are unable to find buyers willing to purchase the total bond issue required, then upon presentation of invoice, applicant shall pay to the Agency, its' agents, or assigns, all actual costs incurred with respect to the application, up to that date and time, including fees of bond counsel for the Agency and fees of general counsel for the Agency.* Upon successful conclusion and sale of the required bond issue, the applicant shall pay to the Agency an administrative fee set by the Agency not to be exceed an amount equal to 1% of the total project cost financed by the bond issue.

(Chief Officer of Company submitting)

Print Name

Title

Date

NOTARY: Sworn to me before this _____ day of _____, 20 _____

*Applicant is responsible for payment of any State Bond Issuance Fees.

Notary Public (Please Affix Stamp)

**NEW YORK STATE FINANCIAL REPORTING REQUIREMENTS
FOR INDUSTRIAL DEVELOPMENT AGENCIES**

1. Chapter 692 of the Laws of 1989 requires additional financial reporting requirements from all IDA's in New York State.

a. All bonds issued, outstanding or retired during the year must indicate the following:

Month and year issued; Interest rate at year end; outstanding beginning of year; issued during year; principal payments during year; outstanding at end of year; and final maturity date. This information will be requested from you in January of each year.

b. All new bonds issued need the following supplemental information:

Name of the project; tax exemptions separated by State and local sales tax, County and school taxes; Mortgages recording; Payments in lieu of taxes; New tax revenue if no exemption is granted; number of jobs created and other economic benefits. This information is required each year and will be requested from you in September of each year.

2. Section 874(8) of the New York general Municipal Law requires all entities appointed as agents of the DCIDA for sales tax purposes to file an annual form, as prescribed by the New York State Department of Taxation, describing the value of sales tax exemptions claimed by the Applicant and all its subagents, consultants, or subcontractors.

The Applicant hereby agrees to complete "ST-60, IDA Appointment of Project Operator or Agent for Sales Tax Purposes" for itself and each agent, subagent, contractor, subcontractor, contractors or subcontractors of such agents and subagents and to such other parties as the Applicant chooses who provide materials, equipment, supplies or services and deliver said form to the Agency within fifteen (15) days of appointment such that the Agency can execute and deliver said form to the State Department of Taxation and Finance within thirty (30) days of appointment.

Please sign below to indicate that you have read and understand the above and will provide information on a timely basis.

Chief Executive Officer of Applicant

Date

NEW YORK STATE EMPLOYMENT REPORTING REQUIREMENTS

Job Listings

In accordance with Section 858-b(2) of the New York General Municipal Law, Applicant understands and agrees that, if the Project receives any Financial Assistance from the Agency, except as otherwise provided by collective bargaining agreements, new employment opportunities created as a result of the Project will be listed within the New York State Department of Labor Community Services Division (the DOL) and with the One-Stop Center of the service delivery area created by the federal Workforce Investment Act (WIA) in which the Project is located.

First Consideration for Employment

In accordance with Section 858-b (2) of the New York General Municipal Law, the Applicant understands and agrees that, if the Project receives any Financial Assistance from the Agency, except as otherwise provided by collective bargaining agreements, Where applicable, the Applicant will first consider persons eligible to participate in WIA programs who shall be referred by the One-Stop Center for new employment opportunities created as a result of the Project.

Annual Employment Reports

The Applicant understands and agrees that, if the Project receives any Financial Assistance from the Agency, the Applicant agrees to file, or cause to be filed, with the Agency, on an annual basis, reports regarding the number of people employed at the project site.

Signed: _____
Company Officer

Date: _____

ABSENCE OF CONFLICTS OF INTEREST

The Applicant has received from the Agency a list of the members, officers and employees of the Agency. No member, officers or employees of the Agency has an interest, whether direct or indirect, in any transaction contemplated by this Application, except as hereinafter described:

The Applicant and the individual executing this Application on behalf of the Applicant acknowledge that the Agency will rely on the representations made herein when acting on this Application and hereby represent that the statements made herein do not contain any untrue statement of a material fact and do not omit to state a material fact necessary to make the statements contained herein not misleading.

Applicant: _____

By: _____

Name: _____

Title: _____

Appendix A

Short-Form Environmental Assessment Form

Please complete the following appendix by answering all questions and submit evidence of any prior environmental review by other government agencies. After review by DCEDC and/or DCIDA, Applicant may be required to submit a full Environmental Assessment Form.

617.21 Appendix A

State Environmental Quality Review FULL ENVIRONMENTAL ASSESSMENT FORM

Purpose: The full EAF is designed to help applicants and agencies determine, in an orderly manner, whether a project or action may be significant. The question of whether an action may be significant is not always easy to answer. Frequently, there are aspects of a project that are subjective or unmeasurable. It is also understood that those who determine significance may have little or no formal knowledge of the environment or may be technically expert in environmental analysis. In addition, many who have knowledge in one particular area may not be aware of the broader concerns affecting the question of significance.

The full EAF is intended to provide a method whereby applicants and agencies can be assured that the determination process has been orderly, comprehensive in nature, yet flexible to allow introduction of information to fit a project or action.

Full EAF Components: The full EAF is comprised of three parts:

- Part 1:** Provides objective data and information about a given project and its site. By identifying basic project data, it assists a reviewer in the analysis that takes place in Parts 2 and 3.
- Part 2:** Focuses on identifying the range of possible impacts that may occur from a project or action. It provides guidance as to whether an impact is likely to be considered small to moderate or whether it is a potentially large impact. The form also identifies whether an impact can be mitigated or reduced.
- Part 3:** If any impact in Part 2 is identified as potentially-large, then Part 3 is used to evaluate whether or not the impact is actually important.

DETERMINATION OF SIGNIFICANCE - Type 1 and Unlisted Actions

Identify the Portions of EAF completed for this project: Part 1 Part 2 Part 3

Upon review of the information recorded on this EAF (Parts 1 and 2 and 3 if appropriate), and any other supporting information, and considering both the magnitude and importance of each impact, it is reasonably determined by the lead agency that:

- A. The project will not result in any large and important impact(s) and, therefore, is one which **will not** have a significant impact on the environment; therefore **a negative declaration will be prepared.**
- B. Although the project could have a significant effect on the environment, there will not be a significant effect for this Unlisted Action because the mitigation measures described in

PART 3 have been required therefore **a CONDITIONED negative declaration will be prepared. ***

- C. The project may result in one or more large and important impacts that may have a Significant impact on the environment, therefore **a positive declaration will be prepared.**

*A Conditioned Negative Declaration is only valid for Unlisted Actions

Name of Action

Name of Lead Agency

| | |
|--|---|
| Print or Type Name of Responsible Officer in Lead Agency | Title of Responsible Officer |
| Signature of Responsible Officer in Lead Agency | Signature of Preparer (If different from responsible officer) |
| Date | |

PART 1 - PROJECT INFORMATION

Prepared by Project Sponsor

NOTICE: This document is designed to assist in determining whether the action proposed may have a significant effect on the environment. Please complete the entire form, Parts A through E. Answers to these questions will be considered as part of the application for approval and may be subject to further verification and public review. Provide any additional information you believe will be needed to complete Parts 2 and 3.

It is expected that completion of the full EAF will be dependent on information currently available and will not involve new studies, research or investigation. If information requiring such additional work is unavailable, so indicate and specify each instance.

| | | |
|--|-------------------------------|----------|
| NAME OF ACTION | | |
| LOCATION OF ACTION (Include Street Address, Municipality and County) | | |
| NAME OF APPLICANT/SPONSOR | BUSINESS TELEPHONE () | |
| ADDRESS | | |
| CITY/PO | STATE | ZIP CODE |
| NAME OF OWNER (if different) | BUSINESS TELEPHONE | |
| ADDRESS | | |
| CITY/PO | STATE | |
| DESCRIPTION OF ACTION | | |

Please Complete Each Question-Indicate N.A. if not applicable

A. Site Description

Physical setting of overall project, both developed and undeveloped areas.

1. Present land use: Urban Industrial Residential (suburban) Rural (non-farm)
 Forest Agriculture Other _____

2. Total acreage of project area: _____ acres

| APPROXIMATE ACREAGE | PRESENTLY | AFTER COMPLETION |
|---|-------------|------------------|
| Meadow or Brushland (Non-agricultural) | _____ acres | _____ acres |
| Forested | _____ acres | _____ acres |
| Agricultural (Includes orchards, cropland, pasture, etc.) | _____ acres | _____ acres |
| Wetland (Freshwater or tidal as per Articles 24, 25 of ECL) | _____ acres | _____ acres |
| Water Surface Area | _____ acres | _____ acres |
| Unvegetated (Rock, earth or fill) | _____ acres | _____ acres |
| Roads, buildings and other paved surfaces | _____ acres | _____ acres |
| Other (Indicated type) _____ | _____ acres | _____ acres |

3. What is predominant soil type(s) on project site?
 a. Soil drainage: Well drained _____ % of site Moderately well drained _____ % of site
 Poorly drained _____ % of site
 b. If any agricultural land is involved, how many acres of soil are classified with in soil group 1 through 4 of the NYS Land Classification System?
 _____ acres, (See 1 NYCRR 370)

4. Are there bedrock outcropping on project site? Yes No
 a. What is depth to bedrock? _____ (in feet)

5. Approximate percentage of proposed project site with slopes 0-10% _____ % 10-15% _____ %
 15% or greater _____ %

6. Is project substantially contiguous to, or contain a building, site, or district, listed on the State or the National Registers of Historic Places? Yes No

7. Is project substantially contiguous to site listed on the Register of National Natural Landmarks? Yes No

8. What is the depth of the water table? _____ (in feet)

9. Is site located over a primary, principal, or sole source aquifer? Yes No

10. Do hunting, fishing or shell fishing opportunities presently exist in the project area? Yes No

11. Does project site contain any species of plant or animal life that is identified as threatened or endangered?
 Yes No According to _____
 Identify each species _____

12. Are there any unique or unusual land forms on the project site? (i.e., cliffs, dunes, other geological formations)
 Yes No Describe _____

13. Is the project site presently used by the community or neighborhood as an open space or recreation area?
 Yes No If yes, explain _____

14. Does the present site include scenic views known to be important to the community?
 Yes No

15. Streams within or contiguous to project area: _____
 a. Name of Stream and name of River to which it is tributary _____

16. Lakes, ponds, wetland areas within or contiguous to project area:
 a. Name _____ b. Size (In acres) _____
17. Is the site served by existing public utilities? Yes No
 a. If Yes, does sufficient capacity exist to allow connection? Yes No
 b. If Yes, will improvements be necessary to allow connection? Yes No
18. Is the site located in an agricultural district certified pursuant to Agricultural and Markets Law, Article 25-AA, Section 303 and 304? Yes No
19. Is the site located in or substantially contiguous to a Critical Environmental Area designate pursuant to Article 8 of the ECL, and 6 NYCRR 617? Yes No
20. Has the site ever been used for the disposal of solid or hazardous wastes? Yes No

B. Project Description

1. Physical dimensions and scale of project (fill in dimensions as appropriate)
- a. Total contiguous acreage owned or controlled by project sponsor _____ acres
- b. Project acreage to be developed: _____ acres initially; _____ acres ultimately
- c. Project acreage to remain undeveloped: _____ acres
- d. Length of project, in miles: _____ (If appropriate)
- e. If the project is expansion, indicate percent of expansion proposed _____ %
- f. Number of off-street parking spaces existing, _____ proposed _____
- g. Maximum vehicular trips generated per hour _____ (upon completion of project)?
- h. If residential: Number and type of housing units:
- | | One Family | Two Family | Multiple Family | Condominium |
|------------|------------|------------|-----------------|-------------|
| Initially | _____ | _____ | _____ | _____ |
| Ultimately | _____ | _____ | _____ | _____ |
- i. Dimensions (in feet) of largest proposed structure _____ height _____ width _____ length
- j. Linear feet of frontage along a public thoroughfare project will occupy is? _____ ft.
2. How much natural material (i.e., rock, earth, etc.) will be removed from the site? _____ tons/cubic yards
3. Will disturbed areas be reclaimed? Yes No N/A
- a. If yes, for what intended purpose is the site being reclaimed? _____
- b. Will topsoil be stockpiled for reclamation? Yes No
- c. Will upper subsoil be stockpiled for reclamation? Yes No
4. How many acres of vegetation (trees, shrubs, ground covers) will be removed from site? _____ acres
5. Will any mature forest (over 100 years old) or other locally-important vegetation be removed by this project? Yes No
6. If single phase project: Anticipated period of construction _____ months, (including demolition)
7. If multi-phased:
- a. Total number of phases anticipated _____ (number)
- b. Anticipated date of commencement phase 1 _____ month _____ year, (including demolition)
- c. Approximate completion date of final phase _____ month _____ year, (including demolition)
- d. Is phase 1 functionally dependent on subsequent phase? Yes No
8. Will blasting occur during construction? Yes No
9. Number of jobs generated: during construction _____ after project is complete _____

10. Number of jobs eliminated by this project _____
11. Will project require relocation of any projects or facilities? Yes No If yes, explain _____
12. Is surface liquid waste disposal involved? Yes No
 a. If yes, indicate type of waste (sewage, industrial, etc.) and amount _____
 b. Name of water body into which effluent will be discharged _____
13. Is subsurface liquid waste disposal involved? Yes No Type _____
14. Will surface area of an existing water body increase or decrease by disposal? Yes No
 Explain: _____
15. Is project or any portion of project located in a 100 year flood plain? Yes No
16. Will the project generate solid waste? Yes No
 a. If yes, what is the amount per month _____ Tons
 b. If yes, will an existing solid waste facility be used? Yes No
 c. If yes, give name, _____ location _____
 d. Will any waste not go into a sewage disposal system or into a sanitary landfill? Yes No
 e. If yes, explain _____
17. Will the project involve the disposal of solid waste? Yes No
 a. If yes, what is the anticipated rate of disposal? _____ tons/month
 b. If yes, what is the anticipated site life? _____ years
18. Will project use herbicides or pesticides? Yes No
19. Will project routinely produce odors (more than one hour per day)? Yes No
20. Will project produce operating noise exceeding the local ambient noise levels? Yes No
21. Will project result in an increase in energy use? Yes No
 If yes, indicate type(s) _____
22. If water supply is from wells, indicate pumping capacity _____ gallons/minute
23. Total anticipated water usage per day _____ gallons/day
24. Does project involve Local, State or Federal funding Yes No
 If Yes, explain _____

25. Approvals Required:

| | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Type | Submittal Date |
|------------------------------------|------------------------------|-----------------------------|-------|----------------|
| City, Town Village Board | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| City, Town, Village Planning Board | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| City, Town Zoning Board | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| City, County Health Department | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| Other Local Agencies | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| Other Regional Agencies | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| State Agencies | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| Federal Agencies | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |

C. Zoning and Planning Information

- 1. Does proposed action involve a planning or zoning decision? Yes No
If yes, indicate decision required:
 zoning amendment zoning variance special use permit subdivision site plan
 new/revision of master plan resource management other _____
- 2. What is the zoning classification(s) of the site? _____
- 3. What is the maximum potential development of the site if developed as permitted by the present zoning?

- 4. What is the proposed zoning of the site? _____
- 5. What is the maximum potential development of the site if developed as permitted by the proposed zoning?

- 6. Is the proposed action consistent with the recommended uses in adopted local land use plan? Yes No
- 7. What are the predominant land use(s) and zoning classifications within a ¼ mile radius of proposed action?

- 8. Is the proposed action compatible with adjoining/surrounding land uses within a ¼ mile? Yes No
- 9. If the proposed action is the subdivision of land, how many lots are proposed? _____
a. What is the minimum lot size proposed? _____
- 10. Will proposed action require any authorization (s) for the formation of sewer or water districts? Yes No
- 11. Will the proposed action create a demand for any community provided services (recreation, education, police, fire protection)? Yes No
a. If yes, is existing capacity sufficient to handle projected demand? Yes No
- 12. Will the proposed action result in the generation of traffic significantly above present levels? Yes No
a. If yes, is the existing road network adequate to handle the additional traffic? Yes No

D. Informational Details

Attach any additional information as may be needed to clarify your project. If there are or may be any adverse impacts associated with your proposal, please discuss such impacts and the measures which you propose to mitigate or avoid them.

E. Verification

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

Applicant/Sponsor Name: _____ Date _____

Signature: _____ Title: _____

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment.

Part – 2 PROJECT IMPACTS AND THEIR MAGNITUDE

Responsibility of Lead Agency

General Information (Read Carefully)

- In completing the form the reviewer should be guided by the question: Have my responses and determinations been **reasonable**? The reviewer is not expected to be an expert environmental analyst.
- Identifying that an impact will be potentially large (column 2) does not mean that it is also necessarily **significant**. Any large impact must be evaluated in PART 3 to determine significance. Identifying an impact in column 2 simply asks that it be looked at further.
- The **Examples** provided are to assist the reviewer by showing types of impacts and whatever possible the threshold of magnitude that would trigger a response in column 2. The examples are generally applicable throughout the State and for most situations. But, for any specific project or site other examples and/or lower thresholds may be appropriate for a Potential Large Impact response, thus requiring evaluation in Part 3.
- The impacts of each project, on each site, in each locality, will vary. Therefore, the examples are illustrative and have been offered as guidance. They do not constitute an exhaustive list of impacts and thresholds to answer each question.
- The number of examples per question does not indicate the importance of each question
- In identifying impacts, consider long term, short term and cumulative effects.

Instructions (Read carefully)

- a. Answer each of the 19 questions in PART 2. Answer **Yes** if there will be any impact.
- b. **Maybe** answers should be considered as **Yes** answers.
- c. If answering **Yes** to a question then check the appropriate box (column 1 or 2) to indicate the potential size of the impact. If impact threshold equals or exceeds any example provided, check column 2. If impact will occur but threshold is lower than example, check column 1.
- d. If reviewer has doubt about size of the impact then consider the impact as potentially large and proceed to Part 3.
- e. If a potentially large impact checked in column 2 can be mitigated by change(s) in the project to a small to moderate impact, also check the **Yes** box in column 3. A **No** response indicates that such a reduction is not possible. This must be explained in Part 3.

| IMPACT ON AIR | | 1 | 2 | 3 |
|--|--|--------------------------------------|---------------------------------------|--|
| | | Small Moderate Impact | Potential Large Impact | Can Impact Be Mitigated By Project Change |
| 7. | Will proposed action affect air quality? <input type="checkbox"/> Yes <input type="checkbox"/> No Examples that would apply to column 2 | | | |
| | ● Proposed Action will induce 1,000 or more vehicle trips in any given hour. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | ● Proposed Action will result in the incineration of more than 1 ton of refuse per hour. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | ● Emission rate of total contaminants will exceed 5 lbs. per hour or a heat source producing more than 10 million BTU's per hour. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | ● Proposed action will allow an increase in the amount of land committed to industrial use. | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | ● Proposed action will allow an increase in the density of industrial development within existing industrial areas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | ● Other impacts: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| IMPACT ON PLANTS AND ANIMALS | | 1 | 2 | 3 |
| | | Small Moderate Impact | Potential Large Impact | Can Impact Mitigated By Project Change |
| 8. | Will Proposed Action affect any threatened or endangered species? <input type="checkbox"/> Yes <input type="checkbox"/> No Examples that would apply to column 2 | | | |
| | ● Reduction of one or more species listed on the New York or Federal list, using the site, over or near site or found on the site. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | ● Removal of any portion of a critical or significant wildlife habitat. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | ● Application of pesticide or herbicide more than twice a year, other than for agricultural purposes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | ● Other impacts: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. | Will Proposed Action substantially affect non-threatened or non-endangered species? <input type="checkbox"/> Yes <input type="checkbox"/> No Examples that would apply to column 2 | | | |
| | ● Proposed Action would substantially interfere with any resident or migratory fish, shellfish or wildlife species. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | ● Proposed Action requires the removal of more than 10 acres of mature forest (over 100 years of age) or other locally important vegetation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| IMPACT ON AGRICULTURAL LAND RESOURCES | | 1 | 2 | 3 |
| | | Small Moderate Impact | Potential Large Impact | Can Impact Mitigated By Project Change |
| 10. | Will the Proposed Action affect agricultural land resources? <input type="checkbox"/> Yes <input type="checkbox"/> No Examples that would apply to column 2 | | | |
| | ● The proposed action would sever, cross or limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | | |
|---|--|---|---|
| <ul style="list-style-type: none"> ● Construction activity would excavate or compact the soil profile of agricultural land. ● The proposed action would irreversibly convert more than 10 acres of agricultural land or, if located in an Agricultural District, more than 2.5 acres of agricultural land. ● The proposed action would disrupt or prevent installation of agricultural land management systems (e.g., subsurface drain lines, outlet ditches, strip cropping); or create a need for such measures (e.g., cause a farm field to drain poorly due to increased runoff) ● Other impacts: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p style="text-align: center;">IMPACT ON AESTHETIC RESOURCES</p> <p>11. Will proposed action affect aesthetic resources? <input type="checkbox"/> Yes <input type="checkbox"/> No (If necessary, use the Visual EAF Addendum in Section 617.21 Appendix B)</p> <p>Examples that would apply to column 2</p> <ul style="list-style-type: none"> ● Proposed land uses, or project components obviously different from or in sharp contrast to current surrounding land use patterns, whether man-made or natural. ● Proposed land uses, or project components visible to users of aesthetic resources which will eliminate or significantly reduce their enjoyment of the aesthetic qualities of that resource. ● Project components that will result in the elimination or significant screening of scenic views known to be important to the area. ● Other impacts: _____ | 1 Small Moderate Impact | 2 Potential Large Impact | 3 Can Impact Mitigated By Project Change |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p style="text-align: center;">IMPACT ON HISTORIC AND ARCHAEOLOGICAL RESOURCES</p> <p>12. Will Proposed Action impact any site or structure of historic, prehistoric or paleontological importance? <input type="checkbox"/> Yes <input type="checkbox"/> No Examples that would apply to column 2</p> <ul style="list-style-type: none"> ● Proposed Action occur wholly or partially within or substantially contiguous to any facility or site listed on the State or National Register of historic places ● Any impact to an archaeological site or fossil bed located within the project site ● Proposed Action will occur in an area designated as sensitive for archaeological sites on the NYS Site Inventory. ● Other impacts: _____ | 1 Small Moderate Impact | 2 Potential Large Impact | 3 Can Impact Mitigated By Project Change |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p style="text-align: center;">IMPACT ON OPEN SPACE AND RECREATION</p> <p>13. Will Proposed Action affect the quantity or quality of <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | 1 Small Moderate Impact | 2 Potential Large Impact | 3 Can Impact Mitigated By Project Change |

| | | | |
|--|--|--|--|
| <p>existing or future open spaces or recreational opportunities?</p> <p>Examples that would apply to column 2</p> <ul style="list-style-type: none"> ● The permanent foreclosure of a future recreational opportunity. ● A major reduction of an open space important to the community. ● Other impacts: _____ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>IMPACT ON TRANSPORTATION</p> | <p>1</p> <p>Small Moderate Impact</p> | <p>2</p> <p>Potential Large Impact</p> | <p>3</p> <p>Can Impact Mitigated By Project Change</p> |
| <p>14. Will there be an effect transportation systems? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | | | |
| <p>Examples that would apply to column 2</p> | | | |
| <ul style="list-style-type: none"> ● Alteration of present patterns of movements of people and/or goods. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <ul style="list-style-type: none"> ● Proposed Action will result in major traffic problems. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <ul style="list-style-type: none"> ● Other impacts: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>IMPACT ON ENERGY</p> | <p>1</p> <p>Small Moderate Impact</p> | <p>2</p> <p>Potential Large Impact</p> | <p>3</p> <p>Can Impact Mitigated By Project Change</p> |
| <p>15. Will proposed action affect the community's source of fuel or energy? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | | | |
| <p>Examples that would apply to column 2</p> | | | |
| <ul style="list-style-type: none"> ● Proposed Action will cause a greater than 5% increase in the use of any form of energy in the municipality. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <ul style="list-style-type: none"> ● Proposed Action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two family residences or to serve a major commercial or industrial use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <ul style="list-style-type: none"> ● Other impacts: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>NOISE AND ODORS IMPACTS</p> | <p>1</p> <p>Small Moderate Impact</p> | <p>2</p> <p>Potential Large Impact</p> | <p>3</p> <p>Can Impact Mitigated By Project Change</p> |
| <p>16. Will there be objectionable odors, noise, or vibration as a result of the Proposed Action? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | | | |
| <p>Examples that would apply to column 2</p> | | | |
| <ul style="list-style-type: none"> ● Blasting within 1,500 feet of a hospital, school or other sensitive facility. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <ul style="list-style-type: none"> ● Odors will occur routinely (more than one hour per day) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <ul style="list-style-type: none"> ● Proposed Action will produce operating noise exceeding the local ambient noise levels for noise outside of structures. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <ul style="list-style-type: none"> ● Proposed Action will remove natural barriers that would act as a noise screen. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <ul style="list-style-type: none"> ● Other impacts: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Part 3-EVALUATION OF THE IMPORTANCE OF IMPACTS

Responsibility of Lead Agency

Part 3 must be prepared if one or more impact(s) is considered to be potentially large, even if the impact(s) may be mitigated.

Instructions

Discuss the following for each impact identified in Column 2 of Part 2:

1. Briefly describe the impact.
2. Describe (if applicable) how the impact could be mitigated or reduced to a small to moderate impact by project change (s)
3. Based on the information available, decide if it is reasonable to conclude that this impact is **important**.

To answer the question of importance, consider:

- The probability of the impact occurring
- The duration of the impact
- Its irreversibility, including permanently lost resources of value
- Whether the impact can or will be controlled
- The regional consequence of the impact
- Its potential divergence from local needs and goals
- Whether known objections to the project relate to this impact.

(Continue on attachments)