



TOWN OF AMHERST PLANNING DEPARTMENT **SIDEWALK INSTALLATION REQUEST PROCEDURES**

This petition package includes the following:

- Petition Procedures
- Petition Form
- Short Environmental Assessment Form (SEAF)

Requests to install sidewalks in a specific area may only be made by persons having an interest or standing to make the request. Persons making the request must own the property(ies) affected; live within one-quarter mile of the area where sidewalks are proposed, or own a business located within one-quarter mile of the area where sidewalks are proposed.

Requests for sidewalk installation may be submitted to the Town at anytime. However, to fall in line with the construction season, all requests received over the course of the year will be processed in accordance with the review schedule noted below. A request for sidewalk installation will only be considered during the review period. When a sidewalk installation request is received and accepted for consideration, the Town will notify all property owners where walks are proposed to be installed to ascertain their support for the request.

Sidewalk installation requests include:

1. Submission of three (3) copies of the Petition, Short Environmental Assessment Form (SEAF), and any attachments to the **Town Planning Department**. (see attached application)

A Town Sidewalk Technical Review Committee comprised of members from Town Departments (Engineering, Planning, Highway) will determine if a Petitioner has standing to make the request and assess if there are physical limits, historical decisions, or other circumstances that may preclude installation of sidewalks in the proposed area. If such conditions exist, processing of the petition may be discontinued. The Petitioner will be notified if these circumstances exist and review of the request is discontinued.

Upon acceptance for further review, the Planning Department will send the petition to Town Departments and outside agents for comment. The scope and extent of the proposed sidewalk installation may be amended as a result of this review. The Planning Department will prepare a report of the review for the Town Sidewalk Technical Review Committee. The Committee will make a recommendation on the Request to the Town Board for their consideration. The Town Board may schedule a Public Hearing to consider the request. Owners of property located within 600 feet of

the area proposed for sidewalk installation will be notified of the request and the date of the public hearing.

Following the public hearing the Town Board will make a determination on the installation request. The Board's determination will include a decision on the request, specification of the extent of the sidewalk installation, and the source of funding for design and construction. Expenses associated with the design and installation of sidewalks may be borne in-full or in-part by property owners where the sidewalk will be installed.

The schedule for submittal and consideration of sidewalk installation requests will generally be as follows:

- June 1:** Annual deadline for submission of sidewalk installation requests
- Jun/Jul: Town Sidewalk Technical Review Committee verifies standing of Petitioner and evaluates historical precedence of requests for the area
Town mails postcard notification and survey of support to affected property owners
- Aug: Town Sidewalk Technical Review Committee considers if the Petition should continue
- Aug/Sept: Petition reviewed by Town and outside agencies
- Oct: Town Planning Department receives agency comments and prepares Report
Town Sidewalk Technical Review Committee considers Petitions and Report and makes recommendation to the Town Board
- Nov: Town Board sets public hearing date(s), Town Clerk notifies property owners located within 600 feet of the request.
- Nov-Jan: Town Board conducts public hearing(s) on Petition
- Jan-Feb: Town Board makes determination on installation request(s)
Town Clerk notifies Petitioner and property owners of determination and conditions of the installation
- Mar-Jun: Property owners contact contractors to install sidewalks
- May: Town finalizes any sidewalk design
- Jun-Aug: Property owners install sidewalks
- Aug 31:** Town Building or Engineering Departments confirm where sidewalks remain to be installed
- Sept/Oct: Town installs sidewalks

Upon approval of an installation request, affected property owners will be notified of the decision. Where sidewalks are approved, owners will have an option to install sidewalks themselves or coordinate installation with the Town. All sidewalks must be constructed in accordance with Town Standards. If required sidewalks are not under construction by August 31st, the Town will initiate and coordinate construction during the following months. Under these circumstances the Town will install the sidewalks and the cost of installation will be added to the property tax bill in accordance with Local Law No. 20-2009.



TOWN OF AMHERST PLANNING DEPARTMENT

Request for Sidewalk Installation

File Name/No.	_____
Materials received by Planning Department	Received by _____ date _____

To Be Completed By Petitioner

Petitioner: Name _____

Residential or Address _____

Business Address _____ street _____ city _____ zip code _____

Phone Number _____ E-Mail _____

Signature of Petitioner: _____

Location: describe the location below and illustrate the area on the next page

Name of Street(s) where sidewalks are requested: _____

Side(s) of street where sidewalk(s) are requested (N,E,S,W): _____


Address range for requested sidewalk area:
(SBL numbers are unique to addresses; they can be obtained from the Assessor's Office)

Starting Address(es): _____ SBL: (_____)

Ending Address(es): _____ SBL: (_____)

State any substantiating reasons for the request: _____

Use the following space to include a drawing or diagram that illustrates the extent of the area where walks are requested. Please label streets and addresses to define the area and any other circumstances Town Officials should know.



Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

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 II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF. <input type="checkbox"/> Yes <input type="checkbox"/> No	
B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency. <input type="checkbox"/> Yes <input type="checkbox"/> No	
C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible) C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly: C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly: C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly: C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly: C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly: C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly: C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:	
D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:	
E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:	

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

<input type="checkbox"/> Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.	
<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide, on attachments as necessary, the reasons supporting this determination.	
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (If different from responsible officer)