

THE

STEBBINS

ENGINEERING AND MANUFACTURING COMPANY



363 Eastern Boulevard
Watertown, New York USA 13601-3194

Phone: +1 (315) 782-3000
Fax: +1 (315) 782-0481

www.StebbinsEng.com

May 17, 2013

Kurt W. Hauk
City Engineer
Room 305, City Hall
245 Washington St.
Watertown, NY 13601

Reference: Cold Storage Building
363 Eastern Blvd
Watertown, NY

Dear Mr. Hauk,

Please accept our request to appear before the Watertown Planning Board and present our Site Plan Application on June 4th, 2013.

The structure will be a half spherical dome set atop 10 foot block walls. The dome at its highest point will be 25 feet above ground and 40 feet in diameter, making it roughly 1200 sqft in size. The dome will also feature a large 12 ft x 10 ft opening making it possible to move any large products in and out of the structure. The structure will potentially be used for cold storage in the future of different STEBBINS products and materials.

Enclosed is our completed application and site plan showing the placement of the proposed structure.

If you require any additional information, please contact me at 661-2916.

Thank you for your assistance in this matter.

Regards,

Dan Sturge
Construction Manager

A handwritten signature in black ink, appearing to read "Dan Sturge".



1869

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. SITE PLAN APPROVAL SUBMITTAL REQUIREMENTS*

1. **3 complete, collated sets of the site plan application package** that includes the following documents:
 - a. Cover letter explaining the proposal.
 - 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. **13 complete, collated sets of the site plan application package** that includes the following documents:
 - a. Cover letter explaining the proposal.
 - 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 and the Engineering Report.
 - b. A single, combined pdf containing all of the plan sheets and drawings.
 - c. The pdf may be submitted via email 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 is required for Site Plans.

C. WAIVER OF SITE PLAN APPROVAL SUBMITTAL REQUIREMENTS**

1. **2 complete, collated sets of the site plan application package** that includes the following documents:
 - a. Cover letter explaining the proposal.
 - b. Completed Site Plan Waiver Application Form.
 - c. Full size copies of all required plans (24"x36"), including 1 signed original.
2. **8 complete, collated sets of the site plan application package** that includes the following documents:
 - a. Cover letter explaining the proposal.
 - b. Completed Site Plan Waiver 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 waiver application package to include the following:
 - a. A single, combined pdf containing the cover letter and the site plan waiver application form.
 - b. A single, combined pdf containing all of the plan sheets and drawings.
 - c. The pdf may be submitted via email or on a CD.

** Site Plan Approval of City Council may be waived by the City Planning Board.

D. Address submittals to:

Kurt W. Hauk, P.E.
 City Engineer
 Room 305, City Hall
 245 Washington Street
 Watertown, NY 13601

E. A \$50.00 application fee must accompany the submittal.

A \$50.00 application fee must accompany each resubmittal. You will be notified by the Engineering Department if an application requires a resubmittal.
 Make checks payable to the City of Watertown.

F. 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.

G. 2013 Meeting Schedules.

CITY OF WATERTOWN PLANNING BOARD 2013 (1 ST TUES. MONTH @ 3:00 PM)		CITY OF WATERTOWN CITY COUNCIL 2013 (1 ST & 3 RD MONDAY @ 7 PM)	JEFFERSON COUNTY PLANNING BOARD 2013 (LAST TUES. MONTH)	
MEETING DATE	DEADLINE	MEETING DATE	MEETING DATE	DEADLINE
Jan. 8*	Dec. 18	Jan. 7, 22*	Jan. 29	Jan. 15
Feb. 5	Jan. 22	Feb. 4, 19*	Feb. 26	Feb. 12
March 5	Feb. 19	March 4, 18	March 26	March 12
April 2	March 19	Apr. 1, 15	April 30	April 16
May 7	April 23	May 6, 20	May 28	May 14
June 4	May 21	Jun. 3, 17	June 25	June 11
July 2	June 18	July 1, 15	July 30	July 16
Aug. 6	July 23	Aug. 5, 19	Aug. 27	Aug. 13
Sept. 3	Aug. 20	Sept. 3*, 16	Sept. 24	Sept. 10
Oct. 1	Sept. 17	Oct. 7, 21	Oct. 29	Oct. 15
Nov. 5	Oct. 22	Nov. 4, 18	Nov. 26	Nov. 12
Dec. 3	Nov. 19	Dec. 2, 16	Dec. 31	Dec. 17

* = Meeting Date changed due to Holiday



1869

**CITY OF WATERTOWN
SITE PLAN WAIVER
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: COLD STORAGE DOME

Tax Parcel Number: _____

Property Address: 363 Eastern Blvd, Watertown, NY

Existing Zoning Classification: _____

OWNER OF PROPERTY

Name: STEBBINS ENGINEERING

Address: 363 Eastern Blvd., Watertown, NY

Telephone Number: 315-782-3000

Fax Number: 315-782-0481

APPLICANT

Name: DAN STURGE

Address: 363 Eastern Blvd, Watertown, NY

Telephone Number: 315-405-7707 / 315-782-3000 ext 2916

Fax Number: 315-774-9578

Email Address: DSturge@stebbinseng.com

ENGINEER / ARCHITECT / LAND SURVEYOR

Name: Dave Honan

Address: 363 Eastern Blvd, Watertown, NY

Telephone Number: 315-782-3000 ext 2652

Fax Number: 315-782-0481

Email Address: DHonan@stebbinseng.com

PROJECT DESCRIPTION

Describe project and proposed use briefly:

Erect a concrete dome 25' high at the center and
40' in diameter. Dome is attached to 16ft high block
walls, building will be equipped with garage doors. Eventually
used for cold storage.

Proposed building area: 1st Floor 1256 Sq. Ft.
2nd Floor _____ Sq. Ft.
3rd Floor _____ Sq. Ft.
Total _____ Sq. Ft.

Area of building to be used for the boiler room, heat facilities, utility facilities
and storage: No utilities, cold storage only 1256 Sq. Ft.

Number of parking spaces proposed: None added

Construction Schedule: ASAP (JUNE 5)

Hours of Operation: 7:30-4:00

Volume of traffic to be generated: None 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.

ELECTRONIC COPY OF ENTIRE SUBMISSION (PDF preferred)

SITE PLAN SKETCH

Pertinent existing above ground features are shown and labeled including, but not limited to, buildings, parking spaces, driveways, sidewalks, streets etc.

All proposed above ground features are shown and clearly labeled "proposed".

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

The Plan is adequately dimensioned including radii.

All vehicular & pedestrian traffic circulation is shown.

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.

GENERAL INFORMATION

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.

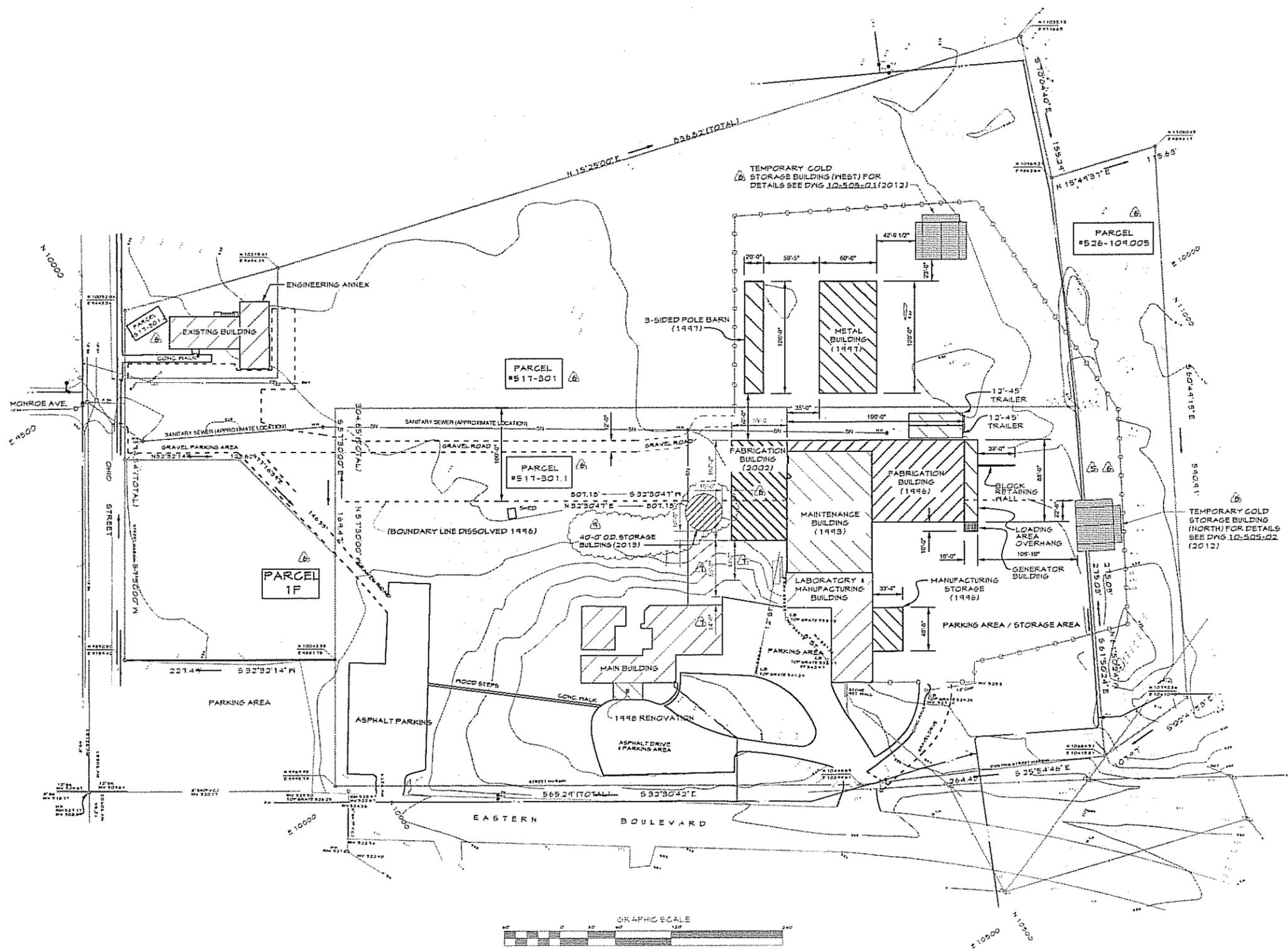
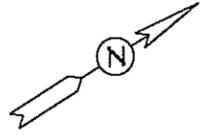
Explanation for any item not checked in the Site Plan Waiver Checklist. (Attach separate sheet with explanation and comments)

SIGNATURE

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

Applicant (please print) Daniel E. Sturge

Applicant Signature  Date: 5.7.13



LEGEND:

- MV - WATER VALVE
- LP - LIGHT POLE
- FH - FIRE HYDRANT
- MH - MANHOLE
- CD - CATCH BASIN
- CM - CONCRETE MONUMENT
- MP - METAL PIPE FOUND
- UP - UTILITY POLE

SN - SANITARY SEWER
 ST - STORM SEWER
 OU - OVERHEAD UTILITIES
 WL - WATER LINE
 GL - GAS LINE
 CF - CHAIN LINK FENCE

NOTES:

- THE PLANNING OBTAINED FROM SURVEY DATED 11/10/11 TO 11/10/11 REVEALED 2" DIA. FOR SURVEY SEE DRAWING 10-505-01 PREPARED BY BOND-HOCKEY/ROCKY AREA MONITORING COLLEGE
- UNDERGROUND FACILITIES STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN PRIOR TO CONSTRUCTION. CONTACT UNDERGROUND UTILITIES CALL CENTER OR NEW YORK FOR EXACT LOCATION OF ALL UNDERGROUND UTILITIES (1-800-845-2192)

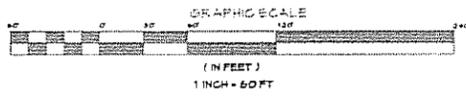
12	
11	
10	
9	ADDED 40 FT. O.D. STORAGE BUILDING MAY 11, 2012 AMDMH 8726041
8	ADDED TEMPORARY COLD STORAGE BUILDING MARCH 2, 2012 5767
7	ADDED OVERHANGS & REVISED GRAVEL ROAD CHAIN LINK FENCE LOCATIONS MAY 22, 2012 AMDMH 8726041
6	DELETED 2001 POLE BARN EXPANSION REVD PARCEL NUMBER, ADDED 2001 METAL BLDG EXPANSION & PARCEL 17 2001 REVISION JANUARY 14, 2012 AMDMH 8726041
5	ADDED 2001 POLE BARN EXPANSION JULY 04, 2001 AMDMH 711001
4	ADDED GENERATOR BUILDING & 12' X 45' TRAILER APRIL 18, 2001 AMDMH 726095
3	ADDED 1998 RENOVATION, REMOVED TRAILER FROM SOUTH END OF MAIN BUILDING AMDMH 117269
2	RELOCATED 3-SIDED POLE BARN, REVISED FENCING LOCATION, RET. WALL WAS 20' PGFAMPD 84/97
1	ADDED GRAVEL ROAD & PARKING, 1997 EXPANSION & NEW FENCE, DELETED NOTE AMDMH 41097

THE **STEBBINS** ENGINEERING AND
WATERTOWN, NEW YORK
MANUFACTURING CO.

SITE PLAN
STEBBINS ENG. & MFG. CO.
WATERTOWN, NY

DRAWN BY: A.M.
 CHECKED BY: D.M.H.
 APPROVED BY: D.M.H.

DATE: JANUARY 6, 1998
 SCALE: AS SHOWN
 NO. 10-400



THIS DRAWING IS SENT TO YOU SUBJECT TO RETURN UPON DEMAND AND WITH THE UNDERSTANDING THAT IT IS NOT TO BE REPRODUCED, COPIED OR USED DIRECTLY OR INDIRECTLY IN ANY WAY WITHOUT WRITTEN CONSENT.

REVISIONS: 3