

18 June 2013

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

Re: Site Plan Waiver Submission – Loading Dock Addition
Knowlton West Main Storage, LLC
Main Street West, Watertown, NY
File: 2012-103.03

Dear Mr. Hauk:

On behalf of Knowlton West Main Storage, LLC we are submitting the following materials for Site Plan Waiver review and approval at the 2 July 2013 City Planning Board meeting:

- 2 - Full size sets of Site Development Drawings;
- 8 - 11"x17" sets of Site Development Drawings, and
- 10 copies of Site Plan Waiver Application Form.

The project is located on tax parcel 1-14-201 within the City of Watertown. The site is located between Maple Avenue and Poplar Street, adjacent to the Black River.

At the request of the owner, a loading dock and sidewalk is being proposed on the southeasterly corner of the existing structure. A trench drain is proposed to collect storm water runoff. This drain will be discharged to an existing City of Watertown storm sewer on Poplar Street, via proposed 12-Inch HDPE storm piping and 2 proposed storm water manholes.

No additional site construction or utility work is anticipated.

If there are any questions, please don't hesitate to contact me at your earliest convenience.

Sincerely,
GYMO, Architecture, Engineering & Land Surveying, PC

Thomas S. M. Compo, P.E.
Principal, Director of Structural Engineering

Attachments

PC: James Ganter – Knowlton West Main Storage, LLC
Dana Aikins, Thomas Ross - GYMO, PC

X:\2012\2012-103\2012-103.03\CITY_SUBM_(61813).DOC

Edward G. Olley, Jr., AIA
William P. Plante, PLS
Patrick J. Scordo, PE
Thomas S.M. Compo, PE
Ryan Churchill, PE

Gregory F. Ashley, PLS
Brian J. Drake, PE, LEED AP
Stephen J. Gracey, PLS

In Consultation
Leo F. Gozalkowski, PLS
Stephen W. Yaussi, AIA



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.

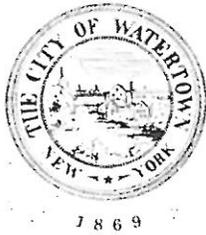
Make checks payable to the City of Watertown.

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



**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: Knowlton Loading Dock Addition
Tax Parcel Number: 1-14-201
Property Address: 753 Rear Main Street West
Existing Zoning Classification: Heavy Industry

OWNER OF PROPERTY

Name: Knowlton West Main Storage, LLC
Address: 213 Factory Street
Watertown, NY 13601
Telephone Number: 315-755-2680
Fax Number: 315-782-7517

APPLICANT

Name: Same as above
Address: _____

Telephone Number: _____
Fax Number: _____
Email Address: _____

ENGINEER / ARCHITECT / LAND SURVEYOR

Name: GYMO, P.C.
Address: 220 Sterling Street
Watertown, NY 13601
Telephone Number: 315-788-3900
Fax Number: 315-788-0668
Email Address: tom@gymopc.com, tross@gymopc.com

PROJECT DESCRIPTION

Describe project and proposed use briefly:

The project entails the construction of a 2-bay loading dock and ramp. Installation of a trench drain and necessary storm sewer are also proposed.

Proposed building area: 1st Floor 372 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: N/A Sq. Ft.

Number of parking spaces proposed: N/A

Construction Schedule: August 2013

Hours of Operation: 8am - 5pm

Volume of traffic to be generated: N/A 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.

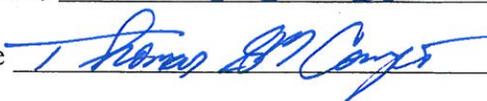
Plans have been collated and properly folded.

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) THOMAS S.M. COMPO ON BEHALF OF CLIENT

Applicant Signature  Date: 6/18/2013